



(An Autonomous Institution - AFFILIATED TO ANNA UNIVERSITY, CHENNAI)

S.P.G.Chidambara Nadar - C.Nagammal Campus

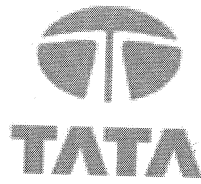
S.P.G.C. Nagar, K.Vellakulam – 625 701 (Near VIRUDHUNAGAR).

5.2.1 Average percentage of placement of outgoing students during the last five years (10)

Academic Year (2020-2021):

Total Number of Unique Offers : 235

Total Number of Offers : 258



CSE

Offer: Computer Consultancy
Ref: TCSL/DT20206767278/Chennai
Date: 09/01/2021

Ms. Aarthy Selvaraj
C1Valar Nagar,
Classic Avenue,
Madurai-625107,
Tamil Nadu.
Tel# -8300018089

Dear Aarthy Selvaraj,

Sub: Letter of Offer

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

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

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

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within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

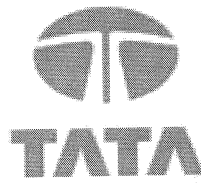
After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory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

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TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

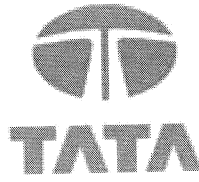
Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

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

3. Food Card

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

**Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



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

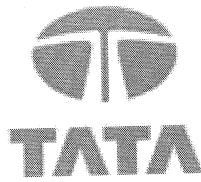
Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET

Annexure 1

Name	Aarthy Selvaraj
Designation	Assistant System Engineer-Trainee
Institute Name	Kamaraj College Of Engg. & Tech

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

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

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

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

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

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

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

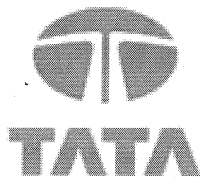
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CSE

Offer: Computer Consultancy
Ref: TCSL/DT20206463038/Chennai
Date: 09/01/2021

Mr. Dinesh Kumar
Plot 19 BEmd Nagar,
Sikkender Chavadi,
Madurai-625018,
Tamil Nadu.
Tel# 91-7838187379

Dear Dinesh Kumar,

Sub: Letter of Offer

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

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

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

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

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

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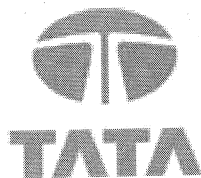
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completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

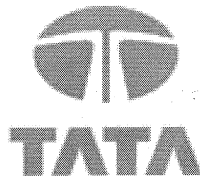
Your HRA will be INR **7,500/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

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

3. Food Card

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

**Withdrawal of Offer**

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

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



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

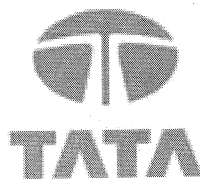
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Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET

Annexure 1

Name	Dinesh Kumar
Designation	Systems Engineer
Institute Name	Kamaraj College Of Engg. & Tech

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
2) Performance Pay		
Monthly Performance Pay	4,200	50,400
Performance Bonus*	3,200	38,400
3) City Allowance	400	4,800
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
TOTAL GROSS	51,844	7,00,022
Xplore/ Learning Incentive****		Upto 60,000

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

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

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

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

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

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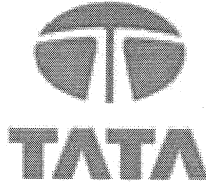
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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Offer: Computer Consultancy
Ref: TCSL/DT20195500428/Chennai
Date: 29/10/2020

Mr. Thirumurugan Krishnasamy
2/456, Lakshmi Ammal Thalayari Compound Viswanatham Puthur,
Viswanatham,
Sivakasi-626189,
Tamil Nadu.
Tel# 91-8825662280

Dear Thirumurugan Krishnasamy,

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.

Based on your performance in TCS Flagship Contest and the subsequent interviews, we are pleased to make you a differential offer. You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a challenging role in any Business Unit as per the business requirements of TCSL.

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

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

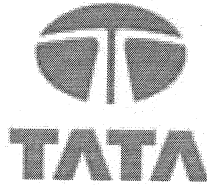
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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

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

2. Leave Travel Allowance

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

3. Personal Allowance

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

4. Food Card

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

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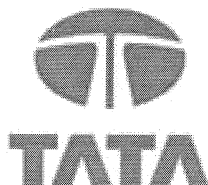
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amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹4,200/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹3,200/- 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 ₹400/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

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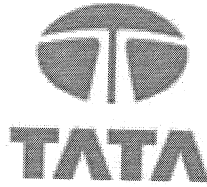
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1. Basic Cover

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

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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

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

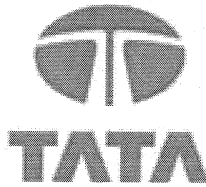
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed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

Loans

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

Professional Memberships

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



RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Course Completion Requirements

Your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

2. Pre requisites for Joining

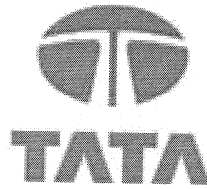
To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to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

3. Probation Period

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

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.

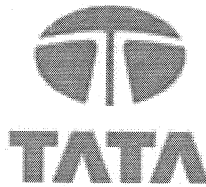
9. Confidentiality Agreement

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. 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.

11. Terms and Conditions

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

12. TATA Code of Conduct

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

13. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

14. 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.

15. Pre-employment Medical Certificate

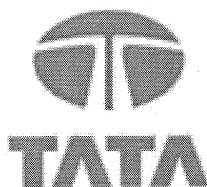
You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

16. Employment of Non Indian Citizens

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

17. Background Check

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.

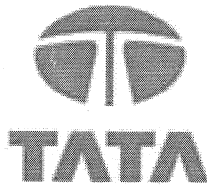
18. Submission of Documents

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

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

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

The original documents will be returned to you after verification.



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

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

19. TCS 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.

20. Letter of Appointment

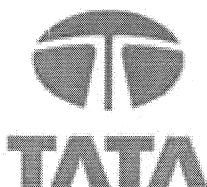
You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

21. Rules and Regulations of the Company

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

22. Compliance to all clauses

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



23. Data Privacy Clause:

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

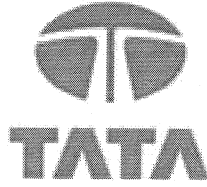
(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory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

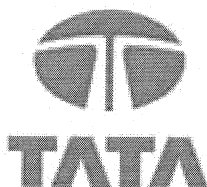
For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



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

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



GROSS SALARY SHEET

Annexure 1

Name	Thirumurugan Krishnasamy
Designation	Systems Engineer
Institute Name	Kamaraj College Of Engg. & Tech

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
2) Performance Pay**		
Monthly Performance Pay	4,200	50,400
Quarterly Variable Allowance*	3,200	38,400
3) City Allowance	400	4,800
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
TOTAL GROSS	51,844	7,00,022
Xplore/ Learning Incentive****		Upto 60,000

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

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

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

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

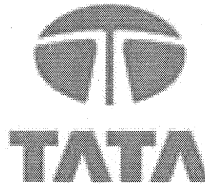
**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

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

TCS Confidential
TCSL/DT20195500428

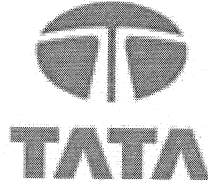
TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Annexure 2

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



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

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

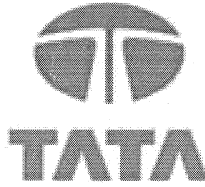
(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising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

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

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

(d) Customer and prospective customer lists, and

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

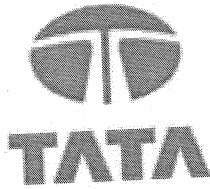


2. Associate's Obligations

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

3. Intellectual Property Rights

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



4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

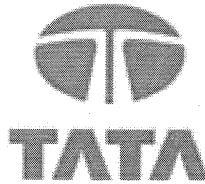
Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

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

8. No License

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



9. Equitable Rights

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

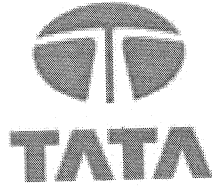
10. General

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

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

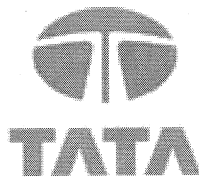
(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein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

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



(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/DT20195847706/Chennai****Date: 13/01/2021**

Mr. Yasin Mohamed
No. 4/16Kulamohideen Street,
Near Periumal Koil,
Theni-625513,
Tamil Nadu.
Tel# -

Dear Yasin Mohamed,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

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

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

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

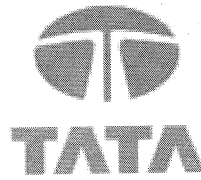
TCS Confidential**TCSL/DT20195847706****TATA CONSULTANCY SERVICES****Tata Consultancy Services Limited**

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

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

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



GROSS SALARY SHEET

Annexure 1

Name	Yasin Mohamed
Designation	Assistant System Engineer-Trainee
Institute Name	Kamaraj College Of Engg. & Tech

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

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

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

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

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

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

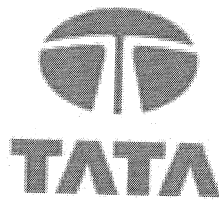
Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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13

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Offer: Computer Consultancy
Ref: TCSL/DT20184374009/Chennai
Date: 10/01/2021

Mr. Balahariharan
8/W, Thulasi 2nd Street, Ganapathy Nagar, New Vilangudi,
New Vilangudi,
Madurai-625018,
Tamilnadu.
Tel# -

Dear Balahariharan,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

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

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

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

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TCSL/DT20184374009

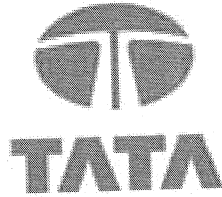
TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

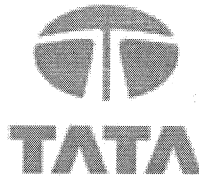
Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

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

3. Food Card

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



CSE

Offer: Computer Consultancy
Ref: TCSSL/DT20206775351/Chennai
Date: 09/01/2021

Ms. Abirami T
13/4, Rajalakshmi IllamBharathiyar Nagar,
Vilangudi,
Madurai-625018,
Tamil Nadu.
Tel# 91-9865072233

Dear Abirami T,

Sub: Letter of Offer

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

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

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

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

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

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TATA CONSULTANCY SERVICES

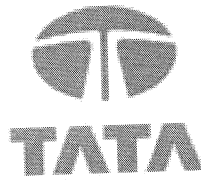
Tata Consultancy Services Limited

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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

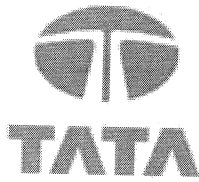
Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

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

3. Food Card

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

**Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



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

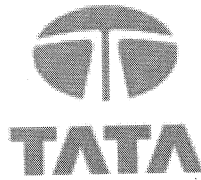
Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

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GROSS SALARY SHEET

Annexure 1

Name	Abirami T
Designation	Assistant System Engineer-Trainee
Institute Name	Kamaraj College Of Engg. & Tech

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

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

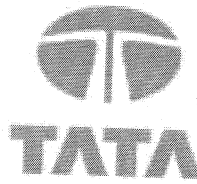
* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

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

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

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

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



BOE

Offer: Computer Consultancy
Ref: TCSL/DT20206822139/Chennai
Date: 09/03/2021

Ms. V R Gayathri Devi
Plot 1, Sourastra Puram 2nd Street, Meenakshi Nagar.,
Villapuram,
Madurai-625012,
Tamilnadu.
Tel# -

Dear V R Gayathri Devi,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

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

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

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

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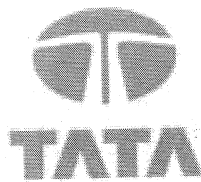
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2955 Website: www.tcs.com

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

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



GROSS SALARY SHEET

Annexure 1

Name	V R Gayathri Devi
Designation	Assistant System Engineer-Trainee
Institute Name	Kamaraj College Of Engg. & Tech

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

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

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

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

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

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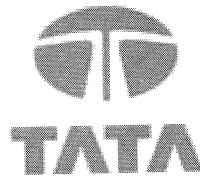
Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
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Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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



ECE

Offer: Computer Consultancy
Ref: TCSL/DT20207306950/Chennai
Date: 10/01/2021

Ms. Gayathri C
2/316Ayyavu Thevar Nagar,
Iyer Bungalow,
Madurai-625014,
Tamil Nadu.
Tel# -9159092001

Dear Gayathri C,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

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

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

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

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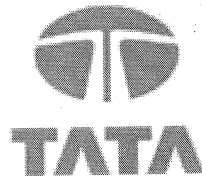
Tata Consultancy Services Limited

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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

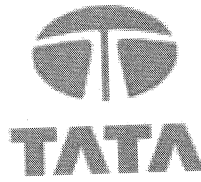
Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

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

3. Food Card

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

**Withdrawal of Offer**

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We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



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

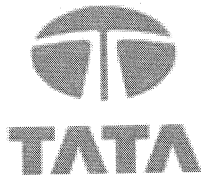
Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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TATA CONSULTANCY SERVICES
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GROSS SALARY SHEET

Annexure 1

Name	Gayathri C
Designation	Assistant System Engineer-Trainee
Institute Name	Kamaraj College Of Engg. & Tech

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
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*** 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.

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Component Category	Monthly	Annual
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GROSS BOUQUET OF BENEFITS	7,646	91,752

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



Offer: Computer Consultancy

Ref: TCSL/DT20206918905/Chennai

Date: 10/01/2021

Ms. Keerthiga M
7Krishnasamy Lane,
Thirumangalam,
Madurai-625706,
Tamilnadu.
Tel# -

Dear Keerthiga M,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

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

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

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

TCS Confidential

TCSL/DT20206918905

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

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

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



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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

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

2. Leave Travel Allowance

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

3. Food Card

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



PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto 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. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

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



13. TATA Code of Conduct

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

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action.



including termination of traineeship/service without notice.

19. Submission of Documents

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

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

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

The original documents will be returned to you after verification.

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



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

20. TCS Xperience Program

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

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

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

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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



24. Data Privacy Clause:

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

(b) It will be processed for various organizational purposes such as 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

K Ganesan
Global Head Talent Acquisition & AIP



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

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



GROSS SALARY SHEET

Annexure 1

Name	Keerthiga M
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

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

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

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

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

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

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



Annexure 2

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



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



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. Restriction on Associate's Rights

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

8. No License

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



9. Equitable Rights

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

10. General

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

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

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

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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/DT20219197692/Lucknow
Date: 21/12/2021

Mr. Maheswaran K
6/259 A, Samipuram Colony , Sivakasi.,
Near To Rathnavilas Bus Stop,
Sivakasi-626189,
Samipuram Colony.
Tel# 91-7010206398

Dear Maheswaran K,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

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

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

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

TCS Confidential
TCSL/DT20219197692

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

1/1, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 India

Tel: 91 522 666 1001 Fax: 91 522 666 1001 Website: www.tcs.com

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

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



COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

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

2. Leave Travel Allowance

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

3. Food Card

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



PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

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

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TCSL/DT20219197692

3

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

1/1, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 India

Tel: 91 522 666 1001 Fax: 91 522 666 1001 Website: www.tcs.com

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

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



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 recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve



months (including the TCS 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. 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	Maheswaran K
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

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

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

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

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

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

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

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



Annexure 2

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



Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



2. Associate's Obligations

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

3. Intellectual Property Rights

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



4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Working in SBWS Framework:

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

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

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

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



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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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



10. Equitable Rights

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

11. General

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

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

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

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



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

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



Offer: Computer Consultancy

Ref: TCSL/DT20206918895/Chennai

Date: 09/03/2021

Mr. Jeevaa Narayanan M S
5/1403Voc 3rd Street,
Thasildhar Nagar,
Madurai-625020,
Tamilnadu.
Tel# 91-9445115254

Dear Jeevaa Narayanan M S,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

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

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

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

TCS Confidential

TCSL/DT20206918895

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

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

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



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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

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

2. Leave Travel Allowance

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

3. Food Card

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



PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto 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. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

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



13. TATA Code of Conduct

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

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action.



including termination of traineeship/service without notice.

19. Submission of Documents

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

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

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

The original documents will be returned to you after verification.

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



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

20. TCS Xperience Program

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

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

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

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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



24. Data Privacy Clause:

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

(b) It will be processed for various organizational purposes such as 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

K Ganesan
Global Head Talent Acquisition & AIP



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

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



GROSS SALARY SHEET

Annexure 1

Name	Jeevaa Narayanan M S
Designation	Assistant System Engineer-Trainee
Institute Name	Kamaraj College Of Engg. & Tech

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

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

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

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

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

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

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

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TCSL/DT20206918895

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

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

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



Annexure 2

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



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



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. Restriction on Associate's Rights

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

8. No License

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



9. Equitable Rights

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

10. General

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

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

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

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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/DT20206641706/Chennai

Date: 09/03/2021

Ms. Chitra Devi G
Plot No:1Karpaga Nagar,
Villapuram,
Madurai-625012,
Tamilnadu.
Tel# -

Dear Chitra Devi G,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

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

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

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

TCS Confidential

TCSL/DT20206641706

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

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

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



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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

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

2. Leave Travel Allowance

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

3. Food Card

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



PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto 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. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

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



13. TATA Code of Conduct

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

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action.



including termination of traineeship/service without notice.

19. Submission of Documents

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

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

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

The original documents will be returned to you after verification.

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



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

20. TCS Xperience Program

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

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

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

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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



24. Data Privacy Clause:

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

(b) It will be processed for various organizational purposes such as 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

K Ganesan
Global Head Talent Acquisition & AIP



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

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



GROSS SALARY SHEET

Annexure 1

Name	Chitra Devi G
Designation	Assistant System Engineer-Trainee
Institute Name	Kamaraj College Of Engg. & Tech

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

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

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

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

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

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

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

TCS Confidential

TCSL/DT20206641706

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

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

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



Annexure 2

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



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



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. Restriction on Associate's Rights

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

8. No License

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



9. Equitable Rights

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

10. General

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

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

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

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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.



06 September 2021

Venkatesh K. K.
77/15, New Kuyavar Palayam Road,
Thavittuchandai,
Madurai-625001

Dear Venkatesh,

We are pleased to appoint you as **Engineer** or in such other capacity as the Management of the Company shall from time to time determine, under the following terms and conditions:

1. Appointment:

You will be required to join us on **06 September 2021**.
(The Company reserves the right to advance / postpone the date of joining.)

1.1. Your date of appointment is effective from the date of joining.

2. Code of Conduct:

- 2.1. The Company may require you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and you will be bound to carry out such functions.
- 2.2. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of your job, skills, specific background and professional merit. Accordingly your salary and any changes made to it, is strictly confidential, and you shall treat it accordingly.
- 2.3. You shall maintain proper discipline and dignity of your office and shall deal with all matters with sobriety.
- 2.4. You shall maintain and keep in your safe custody such books, registers, documents and other papers as may be issued to you or may come in your possession and shall return the same when required.
- 2.5. You shall inform the Company of any changes in your personal data within 3 days of the occurrence of such change. Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by post to you at your address in India, as recorded in the Company.

engineering creativity

TATA ELXSI

Registered Office **Tata Elxsi Limited** ITPB Road Whitefield Bangalore 560 048 India

Tel +91 80 2297 9123 Fax +91 80 2841 1474

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- 2.6. You will observe work timings and holidays as applicable to your location and place of work.

3. Training & Probationary Period:

- 3.1 You will be on training for the first 6 months. During the training period, you will be subject to assessment at various stages and you are expected to meet the minimum acceptable criteria for your continuity in the Company and subject to submission of Provisional Degree Certificate (PDC) of the University with **60% or 6.0 CGPA** in aggregate.
- 3.2 Post the above, you will be on probation for the next 6 months. On meeting the minimum acceptable criteria and on completion of the probation period, if found suitable in the appointed post, you will be confirmed in writing by the Company. The terms and conditions of this letter shall continue to bind you or as may be amended by the Company from time to time.
- 3.3 Based on your performance, the Company is at liberty to terminate your services, if found unsatisfactory at any time during the Training or probation period, or extended probation period, as it deems necessary.

4. Salary:

- 4.1. During the period of probation you will be entitled to salary and perquisites as detailed in the annexure. The Company in writing will communicate any change in compensation to you.
- 4.2. Compensation structure detailed in the attached annexure is for a posting in **Chennai**. The compensation structure is based on location of posting and any change in compensation arising out of a change in location of posting will be communicated to you in writing.

5. Initial Posting and Subsequent Transfers:

Your initial posting can be at any of our design & development centers in **Chennai**. You will be liable to transfer in such capacity as the Company may from time to time determine to any other location, department, establishment, factory or branch of the Company or subsidiary, associate or affiliate of the Company in India or abroad without claiming any extra remuneration for such transfers.

6. Leave:

- 6.1. You will be entitled to leave and other benefits in accordance with the rules / policies of the Company.



7. Other Work:

- 7.1. Your position is a full time employment with the Company and you shall devote your whole time and attention to the Company's business entrusted to you. You will not take up any other work for remuneration (Part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during the employment with the Company without the prior written permission of the Chief Executive Officer of the Company.

8. Termination:

- 8.1. During the period of training / probation, your services shall be terminable by giving one month's notice or one month's basic pay in lieu thereof on either side at the sole discretion of Tata Elxsi management. On confirmation of your services in the Company, your services shall be terminable by giving three months notice or three months basic pay in lieu thereof on either side at the sole discretion of Tata Elxsi management.
- 8.2. In the event that you want to terminate your employment with the Company, while on a project at customer's site in India or abroad you will be required to give a minimum of 90 days notice, to enable smooth transition and transfer of technology. The actual date of release will be mutually decided with the consent of the concerned client and your superior and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the 90 day period. This minimum notice of 90 days cannot be adjusted with payment in lieu of notice period as mentioned in clause 8.1 above or adjusted against the Privilege Leave.
- 8.3. In case during your services with the Company, if you are deputed abroad for Training / Developmental program / Participating in Seminar etc., your notice period for resignation / termination during the period of one year after completion of your deputation abroad, will be 6 months at the option of the Company.
- 8.4. You will be liable to termination from service by the Company without notice if:
- Any declaration given by you or any testimonials furnished by you to the Company is found to be false, or,
 - You are found to have willfully suppressed any material information, or,
 - You are found to have been convicted for or indulged in criminal, subversive or immoral activities, or,
 - You are found to have indulged in financial irregularities; or
 - You breach any of the terms and conditions of your employment as specified in this letter, or of any further official communication from the Company.



9. On Separation:

- 9.1. On communication of the termination/resignation of your employment with the Company, you will immediately give up to the Company before you are relieved, all documents of the Company including correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and shall not make or retain any copies of these items.

10. Background Check:

You are advised that, before or after joining the services, the Company or its Client(s) may conduct a background check such as past employment, education, financial & criminal check, including any other information that has been furnished by you. The Company reserve the right to withdraw any offer of employment or terminate your appointment immediately, without any liability should the results of your background investigation found negative.

11. Intellectual Property and Confidential Information:

- 11.1. Information pertaining to the Company's operations and its clients shall remain secret and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc. shall be executed by you. You will also keep us duly informed if you are bound by any confidentiality agreement with any of your previous employers, in which case you shall keep us indemnified against any breach thereof by you. Any Intellectual Property or Patents developed by you during your service will be the property of Tata Elxsi Limited. After leaving the services of the Company, you shall keep confidential and proprietary information and technologies, which you were involved with during your service with the Company and shall render yourself liable to damages and costs arising out of breach of such confidentiality.
- 11.2. You shall irrevocably, unconditionally and free of any cost, royalty or compensation, assign to TEL all rights, title and interests including the transfer rights and Intellectual Property Rights in all products, designs, software, all embedded, intermediary, base software technology which is created or developed by you during the course of your employment. TEL shall have the right to obtain and hold in its own name, copyrights, trade-marks and other applicable registrations and seek such other protection as may be appropriate to the work, product and all designs, software created by you and you shall also provide TEL or any person designated by TEL all assistance as may be required to establish and / or perfect the rights defined in this clause.



11.3. Data Protection Regulation- Personal Data: You acknowledge and agree that TEL or any of its affiliates or group companies may process your personal data/ sensitive data. You also hereby provide explicit consent to the company to transfer such personal/sensitive data outside the country in which you are employed. TEL will process your personal data in the performance of a contract as your employer, to ensure to meet the employer obligations and the requirements of employment law. Your personal/sensitive data as part of legal obligation for business accounting, payroll, tax, immigration purposes. Your personal/sensitive data shall be under legitimate interests to carry out background checks as part of our due diligence measures. You hereby give your explicit consent to TEL to process such personal/or sensitive data.

12. Adhering to Safety Standards:

12.1. The Company strives to provide each employee with a safe and healthy work environment. Each employee has responsibility for maintaining a safe and healthy workplace for all employees by following safety and health rules and practices and reporting accidents, injuries and unsafe equipment, practices or conditions.

12.2. Violence and threatening behavior are not permitted. Employees should report to work in condition to perform their duties, free from the influence of illegal drugs, smoking, chewing of tobacco or alcohol. The use of alcohol and/or illegal drugs in the workplace will not be tolerated.

12.3. Tata Elxsi has implemented its Healthy and Safety process based on ISO 45001. You are expected adhere to the Health and Safety Policy and promptly report any potential health and safety issues as per the reporting mechanism stipulated under the Health and Safety Policy. This act may help us maintain our own safety, as well as the safety of our fellow co-workers.

13. Protection of Interest:

13.1. If you conceive any new or advanced methods of improving process / formulae / systems in relation to the operations of the Company, such development will be fully communicated to the Company and will be and will remain sole right / property of the Company.

**14. Client Management:**

14.1. On Termination / Resignation of employment for what-so-ever reasons, you will not seek employment opportunities with our principals, customers and any other person / entity, with whom you had a business relationship / technical engagement within one year from your last working day in the Company. In the event the Company is of the reasonable opinion that you are terminating your employment with the Company to pursue an occupation in violation of this Clause 12, then the Company reserves the right to, at its sole discretion, refuse to accept any letter of termination, by whatever name called, of your employment with the Company. The Company further reserves the right to approach a Court of competent jurisdiction and obtain an injunction preventing you from terminating your employment with the Company and/or recover damages there from.

15. Non-solicitation:

15.1. During the period of employment and for a period of two years following your termination of employment with the Company, irrespective of the circumstances of or reasons of the termination, you will not, directly or indirectly, solicit, hire or employ, or assist anyone else to solicit, hire or employ, any other employee of the Company. At no time you may directly or indirectly seek to induce any other employee of the Company to leave the employment of the Company or to become associated with, or perform services of any type for any third party.

15.2. During the period of employment and for a period of two years following your termination of employment with the Company, irrespective of the circumstances of or reasons of the termination, you will not, directly or indirectly, solicit, induce or encourage any customer or vendor of the Company to move his/her existing business with the Company to a third party or to terminate his/her business relationship with the Company.

16. Retirement:

16.1. You will retire in the month of your attaining the age of 60 years.

17. Original Certificates:

17.1. You are required to produce Original certificates / testimonials for our reference & verification on the day of joining.

18. You are requested to join us on the date as indicated to you in **clause 1** of this letter ("**Date of Appointment**").



19. Jurisdiction and Dispute resolution:

- 19.1. Any dispute which may at any time hereafter arise between the parties hereto, shall be referred to a single arbitrator to be appointed by the Company Secretary of Tata Elxsi Ltd. in accordance with and subject to the provisions of the arbitration and conciliation act, 1996. It shall be open to any one of the parties to move the Company Secretary to appoint the arbitrator and refer dispute to arbitration. The decision/award of such an arbitrator shall be binding on the parties hereto. The venue of arbitration shall be Bangalore. The Courts in Bangalore shall have exclusive jurisdiction to the exclusion of all other Courts.
- 19.2. You will be required to produce one set of photocopies and the originals of certificates / testimonials on the day of joining. Photocopies will be retained for our records and originals will be returned to you upon verification.
- 19.3. Please note that while on employment, you will be governed by all Rules and Regulations of the Company, which are in force from time to time, and the Company shall have the right from time to time to vary or modify any of the terms and conditions of service, which shall be binding on you.

We take pleasure in welcoming you to our Organization and look forward to a mutually beneficial association.

Wishing you the best in your career,

For Tata Elxsi Limited,

Rajagopalan S.
Head - Human Resources

Declaration

I acknowledge that I was provided with an unsigned copy of this Agreement in advance of signing the same and was accorded ample opportunity to read and seek whatever clarification I needed related to the Agreement. I have read and understood the above terms and conditions of employment and am accepting the same. I will be reporting for duty on as indicated to me in **Clause 1** of this letter ("**Date of Appointment**"). By signing this Agreement I consent to the Company for collecting, retaining and processing my personal/sensitive data.

Date:

Signature: _____

TATA ELXSI

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www.tataelxsi.com

(CIN-L85110KA1989PLC009968)



Annexure 1

Annexure to: **Venkatesh K. K.**

Appointment Letter Dated: **06 September 2021**

Name	Venkatesh K. K.
Level	D
Designation	Engineer
Location	Chennai

	Amount in INR
Basic	15,500
House Rent Allowance	7,750
Flexible Benefit Plan**	1,912
Statutory Bonus *	1,400
Monthly Salary	26,562

Deferred Benefits (Annualised)

Provident Fund (As per the PF Act 1952)	22,320
Gratuity (As per the Gratuity Act 1972)	8,947

Annual Gross Salary	3,50,011
----------------------------	-----------------

Medical Insurance (Hospitalisation) coverage as per Company policy as amended time to time.

Group Term Life (Personal Accident + Life Insurance) Coverage as per Company policy as amended time to time.

*As per the Payment of Bonus Act 1965

**Please refer the annexure for details of FBP

For Tata Elxsi Limited,

Rajagopalan S.
Head - Human Resources

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Tel +91 80 2297 9123 Fax +91 80 2841 1474

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(CIN-L85110KA1989PLC009968)



Annexure 2

Annexure indicating breakup of FBP components applicable to grade “D”

1. Telephone / Cell phone expenses (Not exceeding Rs.15,000/- p.a.).
2. Membership for Technical Societies (not exceeding Rs.6000/- p.a.).
3. LTA (tax free twice in 4 years as per prevailing Income Tax rules).



Offer: Computer Consultancy

Ref: TCSL/DT20217956092/Ahmedabad

Date: 23/08/2021

Mr. Naveen S
15-16/8, Narasimapuram 2nd Cross StreetKamarajar Salai,
Saurashtra Boys School,
Madurai-625009,
Tamilnadu.
Tel# -

Dear Naveen S,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

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

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

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

TCS Confidential

TCSL/DT20217956092

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India

Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 Website: www.tcs.com

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

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



COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

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

2. Leave Travel Allowance

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

3. Food Card

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



PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

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

TCS Confidential

TCSL/DT20217956092

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India

Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 Website: www.tcs.com

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

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



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 recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve



months (including the TCS 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. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

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

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your



day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

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



19. Submission of Documents

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

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

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

The original documents will be returned to you after verification.

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

*PAN Card (Permanent Account Number)

*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)



- *Passport
- *NSR E-Card

20. TCS Xperience Program

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

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

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

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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



24. Data Privacy Clause:

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

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

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

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

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

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

**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 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	Naveen S
Designation	Assistant System Engineer-Trainee
Institute Name	Kamaraj College Of Engg. & Tech

Table 1: Compensation Details (All Components in INR)

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

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

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

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

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

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

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



Annexure 2

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



Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



2. Associate's Obligations

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

3. Intellectual Property Rights

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



4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Restriction on Associate's Rights

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

8. No License

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



9. Equitable Rights

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

10. General

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

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

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

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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/DT20206785957/Chennai

Date: 29/10/2020

Mr. Mareeswaran K
39Rajaji New Street,
Sattur,
Sattur-626203,
Tamil Nadu.
Tel# -

Dear Mareeswaran K,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

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

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

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

TCS Confidential

TCSL/DT20206785957

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

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

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



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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

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

2. Leave Travel Allowance

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

3. Food Card

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



PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto 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. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

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



13. TATA Code of Conduct

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

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action.



including termination of traineeship/service without notice.

19. Submission of Documents

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

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

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

The original documents will be returned to you after verification.

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



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

20. TCS Xperience Program

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

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

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

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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



24. Data Privacy Clause:

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

(b) It will be processed for various organizational purposes such as 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

K Ganesan
Global Head Talent Acquisition & AIP



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

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



GROSS SALARY SHEET

Annexure 1

Name	Mareeswaran K
Designation	Assistant System Engineer-Trainee
Institute Name	Kamaraj College Of Engg. & Tech

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

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

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

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

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

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

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

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

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

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



Annexure 2

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



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



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. Restriction on Associate's Rights

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

8. No License

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



9. Equitable Rights

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

10. General

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

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

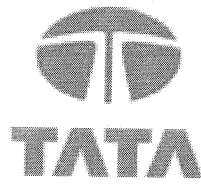
(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein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

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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.



IT

Offer: Computer Consultancy

Ref: TCSL/DT20206802824/Chennai

Date: 10/01/2021

Ms. Divya Bharathi
10/7jValmiki Street,
Near Pattu Mahal,
Madurai-625016,
Tamilnadu.
Tel# 91-8489890330

Dear Divya Bharathi,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

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

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

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

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TCSL/DT20206802824

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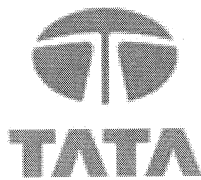
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

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

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



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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

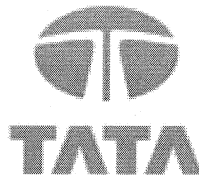
Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

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

3. Food Card

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

**Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



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

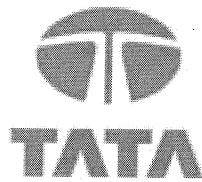
Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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TCSL/DT20206802824

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Tata Consultancy Services Limited

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



GROSS SALARY SHEET

Annexure 1

Name	Divya Bharathi
Designation	Assistant System Engineer-Trainee
Institute Name	Kamaraj College Of Engg. & Tech

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

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

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

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

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

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

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

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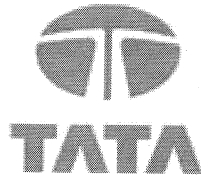
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IT

Offer: Computer Consultancy
Ref: TCSL/DT20206653528/Chennai
Date: 09/01/2021

Ms. Sundareswari Balasubramanian
1/38-A Main Road,
Vilampatti,
Sivakasi-626124,
Tamil Nadu.
Tel# 91-8144441677

Dear Sundareswari Balasubramanian,

Sub: Letter of Offer

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

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

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

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

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

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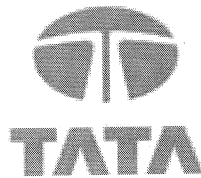
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GROSS SALARY SHEET

Annexure 1

Name	Sundareswari Balasubramanian
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

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

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

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

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

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

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

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13

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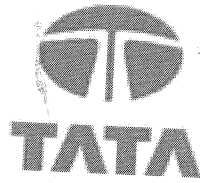
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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Offer: Computer Consultancy
Ref: TCSL/DT20195154386/Chennai
Date: 10/01/2021

Mr. Anandha Balaji A
6/6141st Cross Street, Lakshmi Nagar Colony, Virudhunagar,
Opp. To Prc, Madurai Road,
Virudhunagar-626001,
Tamilnadu.
Tel# 91-7448453075

Dear Anandha Balaji A,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

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

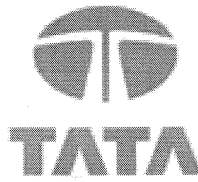
Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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

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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

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

2. Leave Travel Allowance

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

3. Food Card

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

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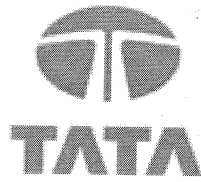
Tata Consultancy Services Limited

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**Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



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

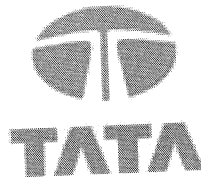
Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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TATA CONSULTANCY SERVICES
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GROSS SALARY SHEET

Annexure 1

Name	Anandha Balaji A
Designation	Assistant System Engineer-Trainee
Institute Name	Kamaraj College Of Engg. & Tech

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
	200	2,400
3) City Allowance		
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

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

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

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

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

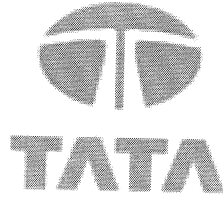
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Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Ref: TCSL/DT20207246805/1674305/Chennai

Date: 01 December 2021

MR. KARTHIKEYAN V
4/41-C , Ettayapuram Road,
Omsanthi Nagar North, Tuticorin,
Tamil Nadu-628002.
Tel# 919486615293

Sub. Joining Letter

Dear Mr. Karthikeyan V,

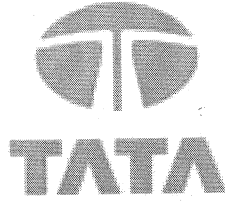
We would like to take this opportunity to extend a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **13th December 2021** , your joining location is **Chennai** , work location is **Chennai** and your stream is **IT** . This has been provided considering your preference and business requirements.

Your wellbeing is our utmost priority in the current COVID-19 pandemic scenario across India. Keeping this in mind, and the regulations enforced by various states at this point, we have internally enabled a virtual onboarding process for our future TCSers. For the Virtual Onboarding Process, **you will not be required to physically report at the TCS offices on the date of your joining** .

TCS XP HR Team will reach out to you over email in the next few days to guide you further on the virtual onboarding process and steps to be taken to prepare yourself for onboarding.

Congratulations on completing the first phase of your learning through TCS Xplore Program. We appreciate your passion towards learning which has helped you to perform well. You are now set to experience learning through our coveted TCS Xperience Program.



TCS Xperience Program

Learning is a way of life at TCSL. The TCS Xperience Program will open a world of opportunities and help you to scale greater heights in your professional life.

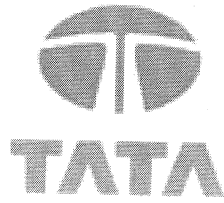
The program is carefully designed to develop software engineering skills, nurture professionalism and inculcate a process mindset. This program provides the perfect platform to polish the skills you have gained through the TCS Xplore program, making you 'project ready'.

The duration of your TCS Xperience Program is based on your performance in TCS Xplore program and business requirements.

The program has regular assessments based on pre-defined learning objectives. You are expected to meet the required standards during the TCS Xperience Program. In case, the performance does not meet the expectations, the management reserves the right to either extend your program or take appropriate action.

As communicated through various forums during the recruitment process, your appointment is subject to completion of your final academic (UG/PG) course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines. You also have to fulfill all the TCS eligibility criteria as stated in the Offer letter.

Kindly confirm your acceptance of this program by clicking on the 'I Accept' button in Nextstep portal. We encourage you to join us on the specified date to enjoy the benefit of timely processing and avail better opportunities.



We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

A handwritten signature in black ink, appearing to read 'Janardhan S'.

Janardhan S
Global Head - Talent Development



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



Offer: Computer Consultancy
Ref: TCSL/DT20206756781/Mumbai
Date: 13/08/2021

Ms. Breethi S
4-1/16(1),
Nadarpettai,
Singampunari-630502,
Tamilnadu.
Tel# -

Dear Breethi S,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

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

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

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

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TCSL/DT20206756781

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



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 / Xperience Programme.

CITY ALLOWANCE

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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

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

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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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



RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

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

2. Pre requisites for Joining

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

3. Training Period

You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

8. Alternative Occupation / Employment

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



written permission of TCSL.

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

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

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your

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day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

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



19. Submission of Documents

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

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

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

The original documents will be returned to you after verification.

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

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



*Passport

*NSR E-Card

20. TCS Xperience Program

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

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

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

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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



24. Data Privacy Clause:

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

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

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

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

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

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

**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 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	Breethi S
Designation	Assistant System Engineer-Trainee
Institute Name	Kamaraj College Of Engg. & Tech

Table 1: Compensation Details (All Components in INR)

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

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

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

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

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

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

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



Annexure 2

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



Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



2. Associate's Obligations

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

3. Intellectual Property Rights

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



4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Restriction on Associate's Rights

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

8. No License

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



9. Equitable Rights

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

10. General

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

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

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

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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.



23-Mar-2021

Dear Bala Bharathi I,
B.Tech/B.E., Computer Science & Engineering
Kamaraj College of Engg & Technology, Madurai

Candidate ID – 15411452

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.450,740/-**. 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.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory 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.

Rl'qd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

Compensation and Benefits

Name: Bala Bharathi I

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		359,988
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		382,488
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		401,988

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl 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



23-Mar-2021

Dear Balahariharan M,
B.Tech/B.E., Computer Science & Engineering
Kamaraj College of Engg & Technology, Madurai

Candidate ID – 15411453

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.450,740/-**. 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.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory 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.

Rl'qd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

Compensation and Benefits

Name: Balahariharan M

Designation: Programmer Analyst
Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
Annual Gross Compensation			359,988
Incentive Indication (per annum)**			22,500
Annual Total Compensation			382,488
Company's contribution towards benefits (Medical, Accident and Life Insurance)			19,500
Annual Total Remuneration			401,988

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl 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

23-Mar-2021



Dear **Daya Dhilipan D P**,
B.Tech/B.E., Computer Science & Engineering
Kamaraj College of Engg & Technology, Madurai

Candidate ID – 15411454

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.450,740/-**. 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.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory 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.

RI'qd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

Compensation and Benefits

Name: Daya Dhiliban D P

Designation: Programmer Analyst
Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
Annual Gross Compensation			359,988
Incentive Indication (per annum)**			22,500
Annual Total Compensation			382,488
Company's contribution towards benefits (Medical, Accident and Life Insurance)			19,500
Annual Total Remuneration			401,988

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl 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



17UCSE103

V. Ramalakshmi

22-Nov-2021

Dear Ramalakshmi V,
B.E., Computer Science
Kamaraj College of Engineering and Technology, Virudhunagar

Candidate ID – 15584297

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.

3.1 Cognizant Internship:

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.3 GenC Training Post joining:


a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar

Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

Compensation and Benefits

Name: Ramalakshmi V

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
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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

Sl 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.



22-Nov-2021

Dear Ramkumar M,
B.E., Computer Science
Kamaraj College of Engineering and Technology, Virudhunagar

Candidate ID – 18374548

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:

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based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship:

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.3 GenC Training Post joining:

a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar

Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:



23-Nov-2021

Dear Mahi Balan,
B.E., Computer Science
Kamaraj College of Engineering and Technology, Virudhunagar

Candidate ID – 18987778

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.

3.1 Cognizant Internship:

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.3 GenC Training Post joining:

a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar

Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:



26-Aug-2021

Dear Raja Raja A V R,
B.E., Electronics & Communication Engineering
Kamaraj College of Engineering and Technology, Virudhunagar

Candidate ID – 16065039

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of **INR 401,988/-**. This includes an annual target incentive of **INR 22,500/-** as well as Cognizant's contribution of **INR 19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to **INR Rs. 450,500/-**. This includes an annual target incentive of **INR 22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized

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based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship:

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

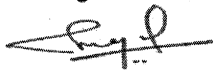
3.3 GenC Training Post joining:

a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

Compensation and Benefits

Name: Raja Raja A V R

Designation: Programmer Analyst
Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		359,988
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		382,488
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		401,988

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl 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



23-Mar-2021

Dear Shafreen Farhath M,
B.Tech/B.E., Electronics and Communication Engineering
Kamaraj College of Engg & Technology, Madurai

Candidate ID – 15411461

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.450,740/-**. 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.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory 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.

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Compensation and Benefits

Name: Shafreen Farhath M

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		359,988
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		382,488
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		401,988

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl 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



22-Nov-2021

Dear M Gankadevi,
B.E., Electronics & Communication Engineering
Kamaraj College of Engineering and Technology, Virudhunagar

Candidate ID – 17342785

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.

3.1 Cognizant Internship:

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.3 GenC Training Post joining:

a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar

Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

Compensation and Benefits

Name: M Gankadevi **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		359,988
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		382,488
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		401,988

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl 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

M Gankadevi, 22, 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 M Gankadevi

Sign: _____
Name:

Sign: _____
Name:



23-Mar-2021

Dear Mohammed Aasik,
B.Tech/B.E., Mechanical Engineering
Kamaraj College of Engg & Technology, Madurai

Candidate ID – 15411523

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.450,740/-**. 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.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory 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.

RI'qd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

Compensation and Benefits

Name: Mohammed Aasik

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		359,988
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		382,488
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		401,988

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl 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

HRD/1001726457/21-22

June 3, 2021

Mr. Balahariharan M
8/w,Thulasi 2nd Street
Ganapathy Nagar,New Vilangudi
Madurai-625018
India

Ph: +91-9629618336

Dear Balahariharan,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **June 14, 2021**.

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

ANNEXURE - I
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. Balahariharan M			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY	15,000			
BASKET OF ALLOWANCES	4,478			
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850			
MONTHLY GROSS SALARY	22,328			
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150			
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary	1,800			
GRATUITY - 4.81% of Basic Salary*	722			
FIXED GROSS SALARY (1+2+3)	25,000			
TOTAL GROSS SALARY	25,000			
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				



HRD/FINALSEMTRG/2021/B2-383

February 5, 2021

Rajalaxmi M.

Kamaraj College of Engineering and Technology

Dear Rajalaxmi,

This is in reference to the Internship Program ('Program' hereinafter) offered to you by Infosys Limited ('Infosys' hereafter), a corporation incorporated and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India, in accordance with the terms of the Internship Agreement executed between you and Infosys on [date]. The details of the Program are as follows:

- | | | |
|----------------------------|---|-------------------|
| 1. Program Date | : | February 15, 2021 |
| 2. Duration of the program | : | 13 Weeks |
| 3. Mode of Internship | : | Online |

You will be entitled to get a Stipend of Rs. 10,000/- per month during the Program. You would also be covered under the Personal Accident Insurance and Hospitalization Insurance Policy of Infosys for the duration of your Program. If you require additional coverage, you would need to obtain this in your personal capacity.

For the duration of the Program, you will be required to adhere to certain policies / practices that are applicable to employees of Infosys, including but not limited to the Intern's obligations as per the Internship Agreement. Additionally, you may be required to sign agreements with Infosys, at the sole discretion of Infosys, relating to protection of Infosys's confidential and proprietary information. Infosys disclaims all liability and responsibility for acts or omissions by you that are in violation of any law, guideline, rule or regulation.

Please note that the Internship Agreement may be terminated by Infosys as per Clause 6 of the said Agreement.

Please sign this letter, the Internship Agreement and the undertakings, attached herewith and send across a scanned copy of the same to Infosys_LPCampus@infosys.com before 01st February 2021. You are also required to send the signed hard copy of this letter, the Internship Agreement, and the attached undertakings to Infosys's office at Electronics City, Hosur Road, Bangalore 560 100, India before 08th February 2021

You are requested to read and retain the instructions attached to this letter..

If there are any changes to the terms and conditions mentioned above, we will revert with another letter as soon as possible.

Thanking you,

Yours sincerely,

RICHARD LOBO

EVP and Head Human Resources – Infosys Limited

M. Rajalaxmi
(M. RAJALAXMI)
7.2.2021

HRD/3T/1002386281/21-22

September 6, 2021

Mr. Vikash Kumar

2

Big Valayalkara Street, 1St Lane, Madurai

Madurai-625001

India

Ph: +91-9080340906

Dear Vikash,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO**EVP and Head Human Resources - Infosys Limited**

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.09.06 17:57:35 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED

CIN: L85110KA1981PLC013115

44, Infosys Avenue

Electronics City, Hosur Road

Bangalore 560 100, India

T 91 80 2852 0261

F 91 80 2852 0362

askus@infosys.com

www.infosys.com

HRD/3T/1001727395/21-22

Ms. Monika A
5/509A2, Kamarajar 2Nd Cross Street,
Ngo Colony East,
Virudhnagar-626001
India

Ph: +91-9384187463

Dear Monika,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO

EVP and Head Human Resources - Infosys Limited

Certification signature by Richard Lobo
<richard_lobo@infosys.com>, Validity Unknown
Digitally signed by Richard Lobo
Date: 2021.06.16 15:23:07 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

June 16, 2021

HRD/1001727395/21-22

Ms. Monika A
5/509A2, Kamarajar 2Nd Cross Street,
Ngo Colony East,
Virudhnagar-626001
India

Ph: +91-9384187463

Dear Monika,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **21-Jun-2021**.

Location

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

ANNEXURE - II
(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. Monika A
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)	26,250		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)	27,500		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)	30,000		

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

ANNEXURE - I
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)				
NAME		Ms. Monika A		
ROLE		Systems Engineer		
ROLE DESIGNATION		Systems Engineer Trainee		
1. MONTHLY COMPONENTS				
BASIC SALARY			15,000	
BASKET OF ALLOWANCES			4,478	
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)			2,850	
MONTHLY GROSS SALARY			22,328	
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)			150	
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary			1,800	
GRATUITY - 4.81% of Basic Salary*			722	
FIXED GROSS SALARY (1+2+3)			25,000	
TOTAL GROSS SALARY			25,000	
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

August 23, 2021

IT

HRD/1001724770/21-22

Ms. Latha Lakshmanan
24
Muthuveeramman Kovil Street
Virudhnagar-626111
India

Ph: +91-7397548931

Dear Latha,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **06-Sep-2021**.

Location

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

August 23, 2021

HRD/3T/1001724770/21-22

Ms. Latha Lakshmanan

24

Muthuveeramman Kovil Street

Virudhnagar-626111

India

Ph: +91-7397548931

Dear Latha,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO**EVP and Head Human Resources - Infosys Limited**

Certification signature by Richard Lobo
<richard_lobo@infosys.com> Validity Unknown
Digitally signed by Richard Lobo
Date: 2021.08.23 16:12:24 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - II
(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Latha Lakshmanan			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY			15,000	
BASKET OF ALLOWANCES			4,478	
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)			2,850	
MONTHLY GROSS SALARY			22,328	
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)			150	
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary			1,800	
GRATUITY - 4.81% of Basic Salary*			722	
FIXED GROSS SALARY (1+2+3)			25,000	
4. INCENTIVE COMPONENTS				
	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%	
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000	
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			26,250	
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			27,500	
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			30,000	
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

ANNEXURE - I
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Latha Lakshmanan			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY	15,000			
BASKET OF ALLOWANCES	4,478			
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850			
MONTHLY GROSS SALARY	22,328			
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150			
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary	1,800			
GRATUITY - 4.81% of Basic Salary*	722			
FIXED GROSS SALARY (1+2+3)	25,000			
TOTAL GROSS SALARY	25,000			
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

HRD/1001675215/21-22

June 30, 2021

Mr. Praveen Rajan M N
47/4A, Babu Nagar 4Th Cross Street
Anupanadi
Madurai-625009
India

Ph: +91-8072657251

Dear Praveen Rajan,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **12-Jul-2021**.

Location

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

ANNEXURE - I
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. Praveen Rajan M N			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY			15,000	
BASKET OF ALLOWANCES			4,478	
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)			2,850	
MONTHLY GROSS SALARY			22,328	
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)			150	
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary			1,800	
GRATUITY - 4.81% of Basic Salary*			722	
FIXED GROSS SALARY (1+2+3)			25,000	
TOTAL GROSS SALARY			25,000	
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

HRD/FINALSEMTRG/2021/B2-382



February 5, 2021

Praveen Rajan M N.

Kamaraj College of Engineering and Technology

Dear Praveen Rajan,

This is in reference to the Internship Program ('Program' hereinafter) offered to you by Infosys Limited ('Infosys' hereafter), a corporation incorporated and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India, in accordance with the terms of the Internship Agreement executed between you and Infosys on [date]. The details of the Program are as follows:

1. Program Date : **February 15, 2021**
2. Duration of the program : **13 Weeks**
3. Mode of Internship : **Online**

You will be entitled to get a **Stipend of Rs. 10,000/- per month** during the Program. You would also be covered under the Personal Accident Insurance and Hospitalization Insurance Policy of Infosys for the duration of your Program. If you require additional coverage, you would need to obtain this in your personal capacity.

For the duration of the Program, you will be required to adhere to certain policies / practices that are applicable to employees of Infosys, including but not limited to the Intern's obligations as per the Internship Agreement. Additionally, you may be required to sign agreements with Infosys, at the sole discretion of Infosys, relating to protection of Infosys's confidential and proprietary information. Infosys disclaims all liability and responsibility for acts or omissions by you that are in violation of any law, guideline, rule or regulation.

Please note that the Internship Agreement may be terminated by Infosys as per Clause 6 of the said Agreement.

Please sign this letter, the Internship Agreement and the undertakings, attached herewith and send across a scanned copy of the same to Infosys_LPCampus@infosys.com before 01st February 2021. You are also required to send the signed hard copy of this letter, the Internship Agreement, and the attached undertakings to Infosys's office at Electronics City, Hosur Road, Bangalore 560 100, India before 08th February 2021

You are requested to read and retain the instructions attached to this letter..

If there are any changes to the terms and conditions mentioned above, we will revert with another letter as soon as possible.

Thanking you,

Yours sincerely,

RICHARD LOBO

EVP and Head Human Resources – Infosys Limited



HRD/NOBA/1002212074

August 16, 2021

Mr. NavinC
2/163,
Santhanamari Amman Kovil Street, Kasiyapuram, Nallur (Post), Alanagulam (T.K)
Tirunelveli - 627853
Tamil Nadu
India
Ph: (91) 94860 09220

Dear Navin,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

HRD/NOBA/1002212074

August 16, 2021

Mr. NavinC
2/163,
Santhanamari Amman Kovil Street, Kasiyapuram, Nallur (Post), Alanagulam (T.K)
Tirunelveli - 627853
Tamil Nadu
India
Ph: (91) 94860 09220

Dear Navin,

Congratulations! We are delighted to make you an offer as **Digital Specialist Engineer** and your role is **Digital Specialist Engineer**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **September 20, 2021**.

Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Training Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

Probation and confirmation

You will be on probation for a period of six months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - III.



Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for **15** working days of leave annually, during probation. On confirmation, you will be eligible for **20** working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the financial year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Agreement:

Our offer to you as **Digital Specialist Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Fixed Gross Salary will be **INR 41,668** per month. The break-up of your salary has been provided in the Compensation Details sheet at Annexure – I.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year **2021-22** will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on your preferences and income tax plans



National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - III for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.



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

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Digital Specialist Engineer** is conditional upon your having fully completed your graduation / post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure - II).



This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,



RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20____

Sign your name

Print your name Location

ANNEXURE –I

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. NavinC
ROLE	Digital Specialist Engineer
ROLE DESIGNATION	Digital Specialist Engineer
1. MONTHLY COMPONENTS	
BASIC SALARY	20,840
BASKET OF ALLOWANCES	13,157
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	3,960
MONTHLY GROSS SALARY	37,957

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	208

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	2,501
GRATUITY - 4.81% of Basic Salary *	1,002
FIXED GROSS SALARY (1+2+3)	41,668

TOTAL GROSS SALARY	41,668
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OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	Fifty Thousand (With Security)	@ 5%	24	Nil
	Twenty-five Thousand (Without Security)			
SALARY LOAN	One Month's Gross Salary	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				



ANNEXURE II

NON COMPETE AGREEMENT

I, _____ do hereby acknowledge and confirm the following: -

(1) I am accepting employment with Infosys Limited ("Infosys"). Now, as per the presents below, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with Infosys Limited.

(2) I am required, on behalf of Infosys, to provide services to, or solicit business from, various clients of Infosys for whom I performed services as a Company employee (each such client hereinafter referred to as a "Customer").

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys for any reason, I will not:

a. accept any offer of employment from any Customer, where I had worked in a professional capacity with that Customer in the twelve (12) months immediately preceding the termination of my employment with Infosys;

b. accept any offer of employment from a Named Competitor of Infosys, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys.

For the purpose of this Non-Compete Agreement, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:-

- i. Tata Consultancy Services Limited
- ii. Accenture Limited
- iii. International Business Machines Corporation
- iv. Cognizant Technology Solutions Corporation
- v. Wipro Limited

Place: _____ Employee Signature: _____

Date: _____ Employee Name : **Mr. NavinC**

Acknowledged by Infosys Limited:



Rahul. R,
5/293b, Chinna Kannu Nagar,
Nagamalai Puthukottai,
Madurai-19

Dear Rahul,

Welcome to Centizen Inc.!

In our new journey, you will be experimenting and learning while understanding our deeply held values and our relationships with our clients that are the cornerstones of our organization.

We look forward to working with you and wish you success in your career with us.

Warm regards,

A JOSEPH
Vice President
Centizen Inc.

ANNEXURE – I
(Compensation after One Year)

COMPENSATION DETAILS (All figures in INR per month)	
ROLE	Software Engineer
ROLE DESIGNATION	Software Engineer
MONTHLY COMPONENTS	
BASIC SALARY	21,500
FIXED DEARNESS ALLOWANCE (FDA)	2,500
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance)	1,000
MONTHLY GROSS SALARY	25,000
Yearly bonus will be provided based on the individual performance (Variable)	0 to 50,000 Per annum
Yearly bonus will be provided based on the company performance (Variable)	0 to 50,000 Per annum

ANNEXURE-II
(Compensation for the first Six months)

COMPENSATION DETAILS (All figures in INR per month)	
ROLE	Software Engineer
ROLE DESIGNATION	Software Engineer Intern
MONTHLY COMPONENTS	
STIPEND PER MONTH	7,500

(Compensation for the Training period of Six months)

COMPENSATION DETAILS (All figures in INR per month)	
ROLE	Software Engineer
ROLE DESIGNATION	Software Engineer Trainee
MONTHLY COMPONENTS	
MONTHLY GROSS SALARY	15,000

Sathish Kumar K,
2/156 F , Annamalai Nagar ,
Y.Othakkadai ,
Madurai - 625107

Dear Sathish Kumar,

Welcome to Centizen Inc.!

In our new journey, you will be experimenting and learning while understanding our deeply held values and our relationships with our clients that are the cornerstones of our organization.

We look forward to working with you and wish you success in your career with us.

Warm regards,

A JOSEPH
Vice President
Centizen Inc.

ANNEXURE – I
(Compensation after One Year)

COMPENSATION DETAILS (All figures in INR per month)	
ROLE	Software Engineer
ROLE DESIGNATION	Software Engineer
MONTHLY COMPONENTS	
BASIC SALARY	21,500
FIXED DEARNESS ALLOWANCE (FDA)	2,500
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance)	1,000
MONTHLY GROSS SALARY	25,000
Yearly bonus will be provided based on the individual performance (Variable)	0 to 50,000 Per annum
Yearly bonus will be provided based on the company performance (Variable)	0 to 50,000 Per annum

ANNEXURE-II
(Compensation for the first Six months)

COMPENSATION DETAILS (All figures in INR per month)	
ROLE	Software Engineer
ROLE DESIGNATION	Software Engineer Intern
MONTHLY COMPONENTS	
STIPEND PER MONTH	7,500

(Compensation for the Training period of Six months)

COMPENSATION DETAILS (All figures in INR per month)	
ROLE	Software Engineer
ROLE DESIGNATION	Software Engineer Trainee
MONTHLY COMPONENTS	
MONTHLY GROSS SALARY	15,000

Shri Abirami R R,
No.6, kuppupillai lane,
South Veli Street,
Madurai-1

Dear Shri Abirami,

Welcome to Centizen Inc.!

In our new journey, you will be experimenting and learning while understanding our deeply held values and our relationships with our clients that are the cornerstones of our organization.

We look forward to working with you and wish you success in your career with us.

Warm regards,

A JOSEPH
Vice President
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STIPEND PER MONTH	7,500

(Compensation for the Training period of Six months)

COMPENSATION DETAILS (All figures in INR per month)	
ROLE	Software Engineer
ROLE DESIGNATION	Software Engineer Trainee
MONTHLY COMPONENTS	
MONTHLY GROSS SALARY	15,000

Satheeswaran J,
35,Sathiyamoorthy 1st Street,
Meenambalpuram,
Madurai-2

Dear Satheeswaran,

Welcome to Centizen Inc.!

In our new journey, you will be experimenting and learning while understanding our deeply held values and our relationships with our clients that are the cornerstones of our organization.

We look forward to working with you and wish you success in your career with us.

Warm regards,

A JOSEPH
Vice President
Centizen Inc.

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(Compensation for the Training period of Six months)

COMPENSATION DETAILS (All figures in INR per month)	
ROLE	Software Engineer
ROLE DESIGNATION	Software Engineer Trainee
MONTHLY COMPONENTS	
MONTHLY GROSS SALARY	15,000

Malik Chandra Pandian T,
Alamaram 1st Street,
Sathangudi post, Thirumangalam,
Madurai. 625706.

Dear Malik Chandra Pandian,

Welcome to Centizen Inc.!

In our new journey, you will be experimenting and learning while understanding our deeply held values and our relationships with our clients that are the cornerstones of our organization.

We look forward to working with you and wish you success in your career with us.

Warm regards,

A JOSEPH
Vice President
Centizen Inc.

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(Compensation after One Year)

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ROLE DESIGNATION	Software Engineer Intern
MONTHLY COMPONENTS	
STIPEND PER MONTH	7,500

(Compensation for the Training period of Six months)

COMPENSATION DETAILS (All figures in INR per month)	
ROLE	Software Engineer
ROLE DESIGNATION	Software Engineer Trainee
MONTHLY COMPONENTS	
MONTHLY GROSS SALARY	15,000

Mathumathi V,
102, Nakkeerar Street,
Virudhunagar.

Dear Mathumathi,

Welcome to Centizen Inc.!

In our new journey, you will be experimenting and learning while understanding our deeply held values and our relationships with our clients that are the cornerstones of our organization.

We look forward to working with you and wish you success in your career with us.

Warm regards,

A JOSEPH
Vice President
Centizen Inc.

Mathumathi V,
102, Nakkeerar Street,
Virudhunagar.

Dear Mathumathi,

Congratulations! We are delighted to make you an offer as Software Engineer Intern and your role is Software Engineer.

Here are the terms and conditions of our offer:

Joining

Your tentative scheduled date of Joining Internship will be **2 December, 2020**. In case of inconvenience of either parties, adjustments can be made on the joining date.

Location

Your location of posting is Tirunelveli. You may be asked to relocate to any of our units, departments or the offices of our affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Leave

You are entitled to Earned Leave for 12 working days annually, right from your date of joining.

Agreement

Our offer to you as Software Engineer is subject to the execution of the Service Agreement. The Service Agreement details i.e., the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Centizen Inc., from the date of your joining and up to a period of 30 months including Internship period. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Salary

Your Stipend for the Internship period of first six months will be **INR 7,500 per month (if you are asked to do internship at home, the stipend will be Rs. 5,000 only)** and Total Gross Salary for the training period of six months will be **INR 15,000 per month**. Total Gross Salary after training will be **INR 25,000 per month**. There will be an increment in your salary based on your performance after the completion of two years' service. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I and Annexure – II.

Notice period

During the service period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one month notice or salary thereof. On confirmation, you will be required to give two months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the two months' notice period. Similarly, the Company can terminate your services by giving two months' notice or salary thereof.

Background checks

The Company may, at its discretion, conduct background checks prior to or after your scheduled date of joining. You expressly consent to the Company conducting such background checks.

The Company, at its discretion, may request further validation of the details provided by you. If the outcome of the background check is found to be unsatisfactory, we reserve the right, in our sole discretion, to withdraw this offer without notice nor compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Centizen Inc. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Tirunelveli, India.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

We welcome you to the Centizen and wish you a rewarding career over the years to come.

Yours sincerely,

A JOSEPH
Vice President
Centizen Inc.

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date:

Sign your name

Print your name

Location

ANNEXURE – I
(Compensation after One Year)

COMPENSATION DETAILS (All figures in INR per month)	
ROLE	Software Engineer
ROLE DESIGNATION	Software Engineer
MONTHLY COMPONENTS	
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ROLE DESIGNATION	Software Engineer Intern
MONTHLY COMPONENTS	
STIPEND PER MONTH	7,500

(Compensation for the Training period of Six months)

COMPENSATION DETAILS (All figures in INR per month)	
ROLE	Software Engineer
ROLE DESIGNATION	Software Engineer Trainee
MONTHLY COMPONENTS	
MONTHLY GROSS SALARY	15,000

----- Forwarded message -----

From: **Campus HR Team** <wipro+email+12swr-4edb05dea9@talent.icims.com>
Date: Thu, 29 Apr 2021 at 07:15
Subject: Wipro Campus Update_LOI
To: <hspthegreat2000@gmail.com>

April 29, 2021

Dear **Harisangarapandian M** ,
Resume Number - 20885951

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TRB-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer 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

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,
For Wipro Limited,



Sunil Kalachar
General Manager – Talent Acquisition



APPOINTMENT LETTER

August 14, 2021

Dear Lakshmi Priya Renganathan,

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 V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- 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: polycycleclearinghouse@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 Lakshmi Priya Renganathan, 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: Lakshmi Priya Renganathan

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

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 – V

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2021-22.

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 exemption 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:

- 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
- 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

- 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.
- 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 :

- 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.
- 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.

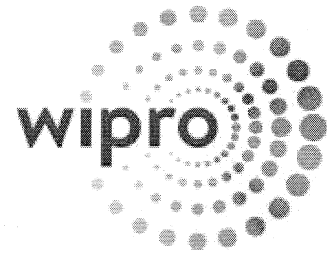
The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme 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.

☒ **Signature** Lakshmi Priya Renganathan 14/8/2021 7:35 PM
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:



26 June, 2021

Ramya S

Congratulations! You have successfully completed our initial selection process and we are pleased to make an Internship Engagement offer. This offer is based on a clear understanding that you are going to be a part of a business group comprising of large number of recruits such as you who, if absorbed as employees, shall form part of team(s) executing specialized projects & functions. We have taken into account your profile and performance as indicated by you in the campus selection process. Please read this offer letter and the terms and conditions carefully before signing to confirm your acceptance of the offer. If accepted, you shall join Wipro HR Services India Pvt. Ltd. as an intern by

28 June, 2021 Please note that this offer is liable to lapse at the discretion of Wipro HR Services India Pvt. Ltd. if not accepted and returned within 7 days of the receipt. You may handover the acceptance letter to the Talent Acquisition team member from Wipro HR Services India Pvt. Ltd.

Stipend and Other Benefits

Your stipend and benefits during the internship tenure will be **Rs 15,000/-** per month and as detailed in Annexure 1 attached hereto. All payments by way of stipend would be made after deduction of applicable taxes and other charges. You shall be solely responsible for meeting with your obligations under any applicable law for payment of any taxes or other charges that may be payable by you either as taxes on income or in any other form for this internship arrangement.

In addition to the stipend, you will also be entitled to other benefits such as Medical Allowance, Study Leave, Sick leave and Company transportation. It is however clarified that such benefits and entitlements are provided on a voluntary basis by Wipro HR Services India Pvt. Ltd. in accordance with its policies in force at present, and hence are liable to (i) change from time to time; or (ii) be withdrawn any time. During the term of your Internship with Wipro HR Services India Pvt. Ltd., you will be subject to all such applicable rules and regulations in accordance with the Company Policy as may be in force from time to time. You may note that the details of such benefits as may be provided to you are confidential by their nature and hence you are required to maintain confidentiality of the same.

Term & Termination

This internship arrangement shall be for a period of **180** (India, Pol, UK, Aus, NZ Only) days (the "Term") commencing from **28 June, 2021** and expiring by efflux of time on the last day of the month in which the Term expires. Considering the fact that Wipro HR Services India Pvt. Ltd. will be spending considerable and valuable resources (including costs) on your training during your internship, you will be expected to diligently go through the training for and during the entire Term.

Since during your internship arrangement you will be trained and work on highly specialized projects, Wipro HR Services India Pvt. Ltd. may, at the end of the Term, and at its discretion, offer you a permanent employment subject to your completing **B.E** degree with a minimum of 60% aggregate marks in **October, 2021** and your meeting with the acceptable performance standards set at Wipro HR Services India Pvt. Ltd.. The permanent employment offer will be made on the 1st day of the month following the completion of the Term, on terms and conditions separate from this arrangement. In consideration of Wipro HR Services India Pvt. Ltd. spending considerable valuable resources towards your training apart from paying you a stipend and providing other benefits during your internship period, Wipro HR Services India Pvt. Ltd. expects you to commit to a long and mutually beneficial association and for no less than a minimum period of twelve months from the commencement of permanent employment.

During the Internship period, Wipro HR Services India Pvt. Ltd. will be at liberty to terminate this arrangement at its sole discretion by giving 15 days prior written notice at your above mentioned address.

However, Wipro HR Services India Pvt. Ltd. may terminate this arrangement immediately without notice thereof, for gross indiscipline or willful misconduct or for material breach of your duties or obligations as stated herein, breach of trust, breach of any applicable law or breach of the Company Policies and Code of Business Conduct. Aon also reserves its rights in law or equity to initiate other legal action as it deems fit to protect its interests.

Policies and Guidelines

You will be governed by the rules, regulations and other company policies (together the "Company Policy") as applicable, enforced, amended or altered from time to time during the course of your employment. Please read carefully the resources provided to you on the governing policies and regulations as applicable and undertake all certifications that may be required in this regard.

Severability

The invalidity or unenforceability of any particular provision of this offer letter shall not affect the other provisions hereof, and this offer letter shall be construed in all respects as if such valid or unenforceable provisions were omitted.

We trust our relationship will be guided by a quest for excellence in all facets of our interactions as well as based on a foundation of mutual respect and sincerity in all dealings. Welcome aboard! Kindly return a copy of this letter duly counter signed by you in acceptance of the terms and conditions set out therein.

Verification Report

Your engagement with Wipro will be subject to receipt of satisfactory report with regard to verification of the particulars furnished by you in your application and information given at the time of Interview. If any declaration or information furnished to Wipro proves to be false or if you have willfully suppressed any material information, in such case, you will be liable to removal from training without any notice.

Date of commencement of training

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement within one week, duly signed by you, in token of your acceptance of the offer and report for training on or before the date of commencement of training. While reporting for training, please bring 3 copies of your latest passport size photographs and two copies each of your certificates and testimonials along with the originals. The original certificates will be returned to you after verification.

Yours sincerely,

For Wipro HR Services Private Limited



Sandesh Kumar
Associate Vice President – Talent Acquisition

Endorsement:

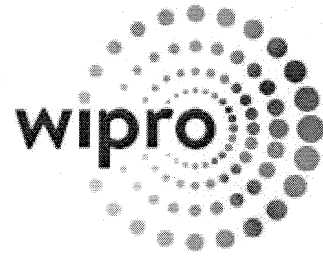
1. I accept the terms and conditions stipulated in the above letter of engagement.
2. I shall report for internship on .

Name: Ramya S

Signature: E-Signature Signature

Date: E-Signature Date

Place: IN-Chennai



APPOINTMENT LETTER

28 July, 2021

Dear **Reshma Ravi**,

This is with reference to discussion you had with us recently. We are pleased to offer you the position of a **Trainee** on the following terms:

1. Place of Employment and Timing:

1. Your initial place of work will be at **IN-Chennai**. However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
2. You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

2. Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs 90182**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
3. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

3. Reimbursement of Expenses:

The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.

without any further notice. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

We wish you a long and mutually beneficial association with us.

ANNEXURE I

Name	Reshma Ravi
Designation	Trainee
Date Of Joining	2 August, 2021
Level	AA
Basic	90182
House Rent Allowance	45091
Bonus	18036
WBP	45140
PF	16219
Gratuity	4338
ESI	6450
Target Cost To Company (per Annum)	225456

****Provident fund-** Where basic is higher than INR 15,000 p.m.- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000 p.m.- Minimum of 12% of (Basic + WBP + Additional (where applicable) or INR 1800 p.m.

****You may be entitled to Shift Bonus** as per applicable policies. The said Shift Bonus may range from Rs. 0 to Rs.1250 per month for domestic accounts and from Rs. 0 to Rs. 2500 per month for international accounts. The Shift Bonus shall be subject to applicable taxes.

ANNEXURE III

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

I **Reshma Ravi**, confirm that I am voluntarily sharing my Personal Information with **Wipro HR Services India Private Limited** ('Wipro') for the following purposes:

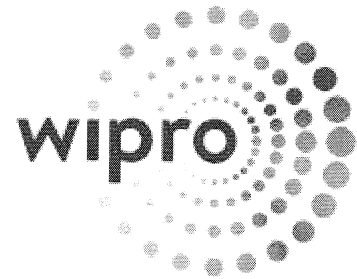
1. Validating my Curriculum Vitae and retaining records on the same for any future reference/verification
2. Processing my job application including background verification checks and medical checks
3. Employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information 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, relating to me that is available with Wipro and is capable of identifying me.

Name: Reshma Ravi

Signature: E-Signature Signature



APPOINTMENT LETTER

30 July, 2021

Dear **Siva M,**

This is with reference to discussion you had with us recently. We are pleased to offer you the position of a **Trainee** on the following terms:

1. Place of Employment and Timing:

1. Your initial place of work will be at **IN-Chennai**. However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
2. You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

2. Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs 90182**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
3. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

3. Reimbursement of Expenses:

The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.

4. Leaves:

You shall be entitled to reasonable periods of leave as per company policy (to be taken by agreement with the Company) with full pay. Entitlement & accumulation of the leave will be as per company policy.

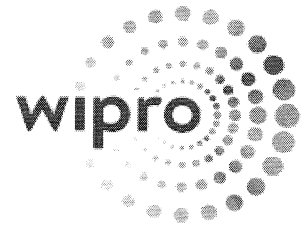
5. Term:

Employment period shall commence on **2 August, 2021** and you will be on probation for a period of six months from the date of your joining the company. During this time, your appointment is terminable by one month's notice by either party or one month's salary in lieu thereof:

1. You will be deemed to continue on probation until you are confirmed, and the confirmation is communicated to you in writing. After confirmation, your appointment is terminable by two months' notice by either party or two months' salary in lieu thereof. Wipro 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 given by you. However, if the management desires you to continue the employment during the notice period, you shall do so.
2. During the term of employment, your performance and suitability for the roles will be continuously monitored and evaluated. Given the nature of your role, which is dependent on customer requirement, you would have to clear assessments prescribed by Wipro from time to time. In the event you fail to meet the prescribed measurement criteria as defined for your Process/Function or there is no suitable role available for you based on company requirement, the company reserves the right to terminate your employment in accordance with the bench policy. If you remain absent from work without authorization or reasonable explanation for more than seven consecutive working days, it will be presumed that you are no longer interested in working for Wipro and have voluntarily abandoned your services. In such a case, your employment with Wipro will stand terminated. In the event of termination of employee's services arising out of integrity, misconduct & disciplinary proceedings, no notice will be required from the company's side. In such case, you will not be entitled to any statutory compensation

6. Retirement:

You will automatically retire on attaining the age of 58 years. You may be retired earlier if found medically unfit.



APPOINTMENT LETTER

December 6, 2021

Dear Praveen Jeevanandam,

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 V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other



APPOINTMENT LETTER

October 7, 2021

Dear Priyadharshini S,

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 V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- 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: polyclearinghouse@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 Priyadharshini S, 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: Priyadharshini S

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

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 – V

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2021-22.

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 Priyadarshini S 7/10/2021 6:41 PM

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

10/7/21, 6:41 PM

https://wipro.icims.com/forms?module=Forms&action=showForm&view=htm&form=elite_offer_letter_template&user=20898281&it...

Registered Office:

Wipro Limited

Doddakannelli

Sarjapur Road

Bengaluru 560 035

India

T :+91 (80) 2844 0011

F :+91 (80) 2844 0054

E :info@wipro.com

W :wipro.com

C :L32102KA1945PLC020800

20898281



APPOINTMENT LETTER

4 December, 2021

Dear **Amusalni M**,

This is with reference to discussion you had with us recently. We are pleased to offer you the position of a **Associate Analyst** on the following terms:

1. Place of Employment and Timing:

1. Your initial place of work will be at **IN-Chennai**. However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
2. You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

2. Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs 146800**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
3. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

3. Reimbursement of Expenses:

The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.

4. Leaves:

You shall be entitled to reasonable periods of leave as per company policy (to be taken by agreement with the Company) with full pay. Entitlement & accumulation of the leave will be as per company policy.

5. Term:

Employment period shall commence on **6 December, 2021** and you will be on probation for a period of six months from the date of your joining the company. During this time, your appointment is terminable by one month's notice by either party or one month's salary in lieu thereof:

1. You will be deemed to continue on probation until you are confirmed, and the confirmation is communicated to you in writing. After confirmation, your appointment is terminable by two months' notice by either party or two months' salary in lieu thereof. Wipro 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 given by you. However, if the management desires you to continue the employment during the notice period, you shall do so.
2. During the term of employment, your performance and suitability for the roles will be continuously monitored and evaluated. Given the nature of your role, which is dependent on customer requirement, you would have to clear assessments prescribed by Wipro from time to time. In the event you fail to meet the prescribed measurement criteria as defined for your Process/Function or there is no suitable role available for you based on company requirement, the company reserves the right to terminate your employment in accordance with the bench policy. If you remain absent from work without authorization or reasonable explanation for more than seven consecutive working days, it will be presumed that you are no longer interested in working for Wipro and have voluntarily abandoned your services. In such a case, your employment with Wipro will stand terminated. In the event of termination of employee's services arising out of integrity, misconduct & disciplinary proceedings, no notice will be required from the company's side. In such case, you will not be entitled to any statutory compensation

6. Retirement:

You will automatically retire on attaining the age of 58 years. You may be retired earlier if found medically unfit.

7. Confidentiality:

1. During the course of its business, the Company is required to keep confidential, the information about its Customers and itself and for that purpose to ensure the same from each employee assigned to perform services for the Company/its Customers and each employee who obtains or is in a position to obtain any information or materials.
2. During the normal course of business, it may be imperative to record / monitor all calls made by you in order to assess quality, as applicable. This clause by no means would impede upon your working ability / capacity and should be taken in light of company procedures and policies.
3. You shall therefore regard and preserve as confidential all information related to the business and activities of the Company as well as its Customers, their clients, suppliers and other entities with whom they do business which may be obtained by them from any source or may be developed as a result of any of the said agreements with the Company's Customers. You shall hold such information in trust and confidence for them and not disclose any such information to any person, firm or enterprise, or use any such information for your own benefit or the benefit of any other party, unless authorized by the Company.
4. You shall not directly or indirectly, engage or assist others to engage in, any activity or conduct that violates the provisions of this Clause.
5. You acknowledge that the information, observations and data concerning the Company and/or the Customers provided to you, is and shall continue to be the property of the Company and/or its Customer's, as the case may be and that you shall not be entitled to any right or license in relation to the said information, nor shall you copy, reproduce, publish, distribute, adapt, modify or amend any part thereof, without the prior written consent of the Company/the Customers, as the case may.
6. You are not a party to or aware of any agreement, obligation or restriction that prevents or prohibits you from complying with these obligations and you agree to take any other steps reasonably required and/or appropriate to ensure compliance with the obligations set forth herein.
7. You understand that if you threaten to or actually breach or fail to observe any of the obligations set forth in this Clause, Company will be subject to irreparable harm, which will not be adequately satisfied by damages and you therefore agree that the Company shall be entitled to injunctive relief and/or any other remedies permitted, to ensure and enforce your compliance with these obligations in the unlikely event you do not comply with them; provided, however, that no specification herein of any a particular legal or equitable remedy shall be construed as a waiver, prohibition or limitation of any legal or equitable remedies available to the Company.
8. You shall deliver to the Company upon cessation or termination of your employment, or at any other time the Company may request, all memoranda, notes,

plans, records, reports, computer tapes and software and other documents and data (and copies thereof) relating to the said, or the business of the Company or any affiliate or its Customers which you shall then possess or have under your control.

You agree that, notwithstanding the cessation or termination of your Employment, the confirmations and undertakings under this Clause shall always continue in full force and effect.

8. NONCOMPETE

In the course of your employment with Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to information of key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (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 Wipro during the six (6) months preceding the date of separation.

9. Whilst employed by the company, you:

1. Will not engage in any external activities of a commercial nature
2. Will not engage in any activity of a non-commercial nature without prior written approval of the Company.
3. Will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your supervisor.
4. Will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Company policies and procedures.
5. You agree that you shall not directly or indirectly, share, discuss your compensation details, in full or part, with any person in or outside the organization other than those authorized to do so.
6. Will maintain best standards of personal health and should necessarily be medically fit to perform your duties

Other Provisions

1. **Language.** This appointment letter was originally drafted in the English language. If it is translated into any language other than English, the provisions of the original English language version shall control in the case of any asserted conflict in terms.
2. **Governing Law.** This appointment shall be governed by and interpreted in accordance with the laws of India.
3. You shall be governed by the "Service Agreement" as applicable to you

It is understood that your date of joining **Wipro HR Services India Private Limited**, will not be later than **6 December, 2021** failing which this offer will automatically stand

revoked without any further notice. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

We wish you a long and mutually beneficial association with us.

**Yours faithfully,
For Wipro HR Services India Private Limited.**



Sandesh Kumar
General Manager - Talent Acquisition

I accept the terms of this letter.

Signature: E-Signature Signature

Date: E-Signature Date

Name: Amusalni M

ANNEXURE I

Name	Amusalni M
Designation	Associate Analyst
Date Of Joining	6 December, 2021
Level	AA
Basic	146800
House Rent Allowance	73400
Bonus	29360
WBP	88779
PF	21600
Gratuity	7061
Target Cost To Company (per Annum)	367000

**Provident fund- Where basic is higher than INR 15,000 p.m.- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000 p.m.- Minimum of 12% of (Basic + WBP + Additional (where applicable) or INR 1800 p.m.

**You may be entitled to Shift Bonus as per applicable policies. The said Shift Bonus may range from Rs. 0 to Rs.1250 per month for domestic accounts and from Rs. 0 to Rs. 2500 per month for international accounts. The Shift Bonus shall be subject to applicable taxes.

ANNEXURE II

CONFLICT OF INTEREST

Wipro HR Services India Private 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 dealing with the suppliers, customers and all other organizations or individuals doing or seeking to do business with Wipro.

Noted below are a few examples of 'conflict of interest':

1. 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 securities in widely held corporations which are quoted and sold on open market or the interest is not material.
2. 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 the contractor, supplier or customer, except with the knowledge and consent of top management.
3. For an employee to serve as an officer, director or in any other management capacity or as 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.
4. 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.
5. 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 and understood 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 inform top management.

ANNEXURE III

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

I **Amusalni M**, confirm that I am voluntarily sharing my Personal Information with **Wipro HR Services India Private Limited** ('Wipro') for the following purposes:

1. Validating my Curriculum Vitae and retaining records on the same for any future reference/verification
2. Processing my job application including background verification checks and medical checks
3. 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 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, relating to me that is available with Wipro and is capable of identifying me.

Name: Amusalni M

Signature: E-Signature Signature

ANNEXURE IV

CONSENT FOR RANDOM OR REASONABLE SUSPICION DRUG TEST

I am aware that Wipro has a policy which stipulates that employees while at work cannot be under the influence of any narcotic drugs, psychotropic substances and/or alcohol so as to ensure a healthy work force. To ensure the adherence of this policy, Wipro might be required to collect specimen of employee's hair, urine, blood, or any other relevant bodily sample, as may be required (hereinafter the "Sample") and submit it for drug test screening (hereinafter "Test").

I hereby **Amusalni M**, consent to allow **Wipro HR Services India Private Limited** (hereinafter "Wipro") to collect Sample from me for the Test.

In furtherance of the above stated:

1. I understand that the Test shall be conducted on random basis without any prejudice to anyone.
2. I authorize Wipro to share the Sample with Wipro's authorized vendor for the purpose of processing the Sample and making the result available to Wipro.
3. I understand that Wipro provides adequate security measures to safeguard the information resultant from the Test and all other personal data associated with it.
4. I understand that neither Wipro nor any authorized third party under clause (3) above shall retain the data collected in respect of the Test for period no longer than as required for statutory purposes and the data shall be suitably destroyed thereafter.
5. I understand that Wipro is entitled to initiate suitable actions against me including but not limited to disciplinary action based on the Test results.
6. I understand that Wipro may notify and publish the information resultant or ancillary to the Test if obliged under law to do so.

Name: Amusalni M

Signature: E-Signature Signature

Place: IN-Chennai

Date: E-Signature Date

For more details please refer to the policies on **myWipro > App Store > Information > My Policies > India**



-
11 June, 2021

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ROOPADHARSHINI P

Congratulations! You have successfully completed our initial selection process and we are pleased to make an Internship Engagement offer. This offer is based on a clear understanding that you are going to be a part of a business group comprising of large number of recruits such as you who, if absorbed as employees, shall form part of team(s) executing specialized projects & functions. We have taken into account your profile and performance as indicated by you in the campus selection process. Please read this offer letter and the terms and conditions carefully before signing to confirm your acceptance of the offer. If accepted, you shall join Wipro HR Services India Pvt. Ltd. as an intern by **14 June, 2021** Please note that this offer is liable to lapse at the discretion of Wipro HR Services India Pvt. Ltd. if not accepted and returned within 7 days of the receipt. You may handover the acceptance letter to the Talent Acquisition team member from Wipro HR Services India Pvt. Ltd.

Stipend and Other Benefits

Your stipend and benefits during the internship tenure will be **Rs 15,000/-** per month and as detailed in Annexure 1 attached hereto. All payments by way of stipend would be made after deduction of applicable taxes and other charges. You shall be solely responsible for meeting with your obligations under any applicable law for payment of any taxes or other charges that may be payable by you either as taxes on income or in any other form for this internship arrangement.

In addition to the stipend, you will also be entitled to other benefits such as Medical Allowance, Study Leave, Sick leave and Company transportation. It is however clarified that such benefits and entitlements are provided on a voluntary basis by Wipro HR Services India Pvt. Ltd. in accordance with its policies in force at present, and hence are liable to (i) change from time to time; or (ii) be withdrawn any time. During the term of your Internship with Wipro HR Services India Pvt. Ltd., you will be subject to all such applicable rules and regulations in accordance with the Company Policy as may be in force from time to time. You may note that the details of such benefits as may be provided to you are confidential by their nature and hence you are required to maintain confidentiality of the same.

Term & Termination

This internship arrangement shall be for a period of **180** (India, Pol, UK, Aus, NZ Only) days (the "Term") commencing from **14 June, 2021** and expiring by efflux of time on the last day of the month in which the Term expires. Considering the fact that Wipro HR Services India Pvt. Ltd. will be spending considerable and valuable resources (including costs) on your training during your internship, you will be expected to diligently go through the training for and during the entire Term.

Since during your internship arrangement you will be trained and work on highly specialized projects, Wipro HR Services India Pvt. Ltd. may, at the end of the Term, and at its discretion, offer you a permanent employment subject to your completing **B.E** degree with a minimum of 60% aggregate marks in **October, 2021** and your meeting with the acceptable performance standards set at Wipro HR Services India Pvt. Ltd.. The permanent employment offer will be made on the 1st day of the month following the completion of the Term, on terms and conditions separate from this arrangement. In consideration of Wipro HR Services India Pvt. Ltd. spending considerable valuable resources towards your training apart from paying you a stipend and providing other benefits during your internship period, Wipro HR Services India Pvt. Ltd. expects you to commit to a long and mutually beneficial association and for no less than a minimum period of twelve months from the commencement of permanent employment.

During the Internship period, Wipro HR Services India Pvt. Ltd. will be at liberty to terminate this arrangement at its sole discretion by giving 15 days prior written notice at your above mentioned address.

However, Wipro HR Services India Pvt. Ltd. may terminate this arrangement immediately without notice thereof, for gross indiscipline or willful misconduct or for material breach of your duties or obligations as stated herein, breach of trust, breach of any applicable law or breach of the Company Policies and Code of Business Conduct. Aon also reserves its rights in law or equity to initiate other legal action as it deems fit to protect its interests.

Policies and Guidelines

You will be governed by the rules, regulations and other company policies (together the "Company Policy") as applicable, enforced, amended or altered from time to time during the course of your employment. Please read carefully the resources provided to you on the governing policies and regulations as applicable and undertake all certifications that may be required in this regard.

Transfers and Deputations

As a member of an organization that practices flexibility and continuous improvement in work processes and practices, your assignments may vary from time to time. You are required to report to our office in **IN-Chennai**. You will be reporting to such person in Wipro HR Services India Pvt. Ltd. as may be indicated to you from time to time. However, if Wipro HR Services India Pvt. Ltd. so requires, you may be transferred or seconded or deputed by Wipro HR Services India Pvt. Ltd. to any other operations or operations of Wipro HR Services India Pvt. Ltd.'s associate companies in India or abroad. Wipro HR Services India Pvt. Ltd. further reserves the right to assign your Internship to any other company or legal entity, as part of any transfer of undertaking of Wipro HR Services India Pvt. Ltd. or as part of any restructuring or amalgamation or such other plan implemented by Wipro HR Services India Pvt. Ltd. or by which Wipro HR Services India Pvt. Ltd. is bound, on such terms and conditions as applicable to such plan.

Discharge of Duties

You will work on a full time basis during the Term of this arrangement and be required to devote your complete attention and time towards training and performance of work in the form and manner as required by the Company with diligence, devotion and discretion. During the Term, you will use your best endeavor to defend and promote the business interests of Wipro HR Services India Pvt. Ltd. and will not engage in or be concerned with, directly or indirectly, any business, employment or professional engagement with any third party .

Confidentiality Agreement

In the course of your assignment with us, you may acquire information, technical or otherwise, including any computer software, which is confidential or proprietary to Wipro HR Services India Pvt. Ltd. or its subsidiaries or affiliates, its customers, subcontractors or any other person or company having any kind of association or relationship with Wipro HR Services India Pvt. Ltd., and/or its affiliates or subsidiaries (together "Confidential Information"). You shall keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your work and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Wipro HR Services India Pvt. Ltd.. You shall at all times, whether during or after the termination of this arrangement, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever. You will not reproduce, store in a retrieval system or transmit in any form or by any means – electronic, mechanical, photocopying, recording, scanning or otherwise – any copyrighted material or other Confidential Information, for your own benefit or for the benefit of any third party, either during the term of your Internship or thereafter. Upon expiry or termination of your Internship with Wipro HR Services India Pvt. Ltd., you will return and surrender to Wipro HR Services India Pvt. Ltd., all such Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes,

floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your Internship and shall not retain any copy thereof in any form whatsoever. You may be required to execute such other or further agreements as Wipro HR Services India Pvt. Ltd. or its affiliates or customers may require in this regard, from time to time. Provisions of this paragraph will continue to be valid and binding on you notwithstanding cessation of your Internship with Wipro HR Services India Pvt. Ltd..

Non-Disclosure Agreement

You shall not disclose to any person papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to Wipro HR Services India Pvt. Ltd. or its subsidiaries or affiliates, customers, subcontractors or any other person or company having any kind of association or relationship with Wipro HR Services India Pvt. Ltd. and/or its subsidiaries or affiliates, except with prior written approval of Wipro HR Services India Pvt. Ltd.. Provisions of this paragraph will continue to be valid and binding on you notwithstanding cessation of your Internship with Wipro HR Services India Pvt. Ltd..

Relationship

It is expressly agreed that this arrangement does not create any relationship of partnership, joint venture, agency or employer and employee between the parties.

Intellectual Property Rights

All intellectual property rights in any work or material developed by you during the course of your Internship shall belong to and be the property of Wipro HR Services India Pvt. Ltd. and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Wipro HR Services India Pvt. Ltd., during or after the Term, you shall assign and transfer in favor of Wipro HR Services India Pvt. Ltd. or, at the request of Wipro HR Services India Pvt. Ltd., in favor of any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Wipro HR Services India Pvt. Ltd. may require, to effectually vest in Wipro HR Services India Pvt. Ltd., any of its subsidiary, affiliate or customers as Wipro HR Services India Pvt. Ltd. may require, any and all intellectual property rights and benefits in such works or materials. In performance of your duties and responsibilities, you shall not use or infringe any intellectual property properties or rights of any other persons.

Severability

The invalidity or unenforceability of any particular provision of this offer letter shall not affect the other provisions hereof, and this offer letter shall be construed in all respects as if such valid or unenforceable provisions were omitted.

We trust our relationship will be guided by a quest for excellence in all facets of our interactions as well as based on a foundation of mutual respect and sincerity in all dealings. Welcome aboard! Kindly return a copy of this letter duly counter signed by you in acceptance of the terms and conditions set out therein.

Verification Report

Your engagement with Wipro will be subject to receipt of satisfactory report with regard to verification of the particulars furnished by you in your application and information given at the time of Interview. If any declaration or information furnished to Wipro proves to be false or if you have willfully suppressed any material information, in such case, you will be liable to removal from training without any notice.

Date of commencement of training

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement within one week, duly signed by you, in token of your acceptance of the offer and report for training on or before the date of commencement of training. While reporting for training, please bring 3 copies of your latest passport size photographs and two copies each of your certificates and testimonials along with the originals. The original certificates will be returned to you after verification.

Yours sincerely,

For Wipro HR Services Private Limited



Sandesh Kumar
Associate Vice President – Talent Acquisition

Endorsement:

1. I accept the terms and conditions stipulated in the above letter of engagement.
2. I shall report for internship on .

Name: ROOPADHARSHINI P

Signature: E-Signature Signature

Date: E-Signature Date

Place: IN-Chennai

Compensation and Benefits Worksheet

A: Compensation

Stipend per month = Rs 15000

Medical Reimbursement = Rs 500

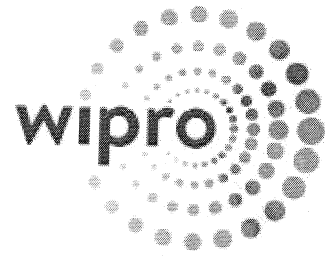
B: Other Benefits

Current benefits available to you are as follows. Please refer to the latest company policies**** (will be made available at the time of joining)

Sick Leaves - 3 Days

Study Leaves - 4 Days

Transportation would be provided to & from Work



26 June, 2021

Nitharshana D

Congratulations! You have successfully completed our initial selection process and we are pleased to make an Internship Engagement offer. This offer is based on a clear understanding that you are going to be a part of a business group comprising of large number of recruits such as you who, if absorbed as employees, shall form part of team(s) executing specialized projects & functions. We have taken into account your profile and performance as indicated by you in the campus selection process. Please read this offer letter and the terms and conditions carefully before signing to confirm your acceptance of the offer. If accepted, you shall join Wipro HR Services India Pvt. Ltd. as an intern by

28 June, 2021 Please note that this offer is liable to lapse at the discretion of Wipro HR Services India Pvt. Ltd. if not accepted and returned within 7 days of the receipt. You may handover the acceptance letter to the Talent Acquisition team member from Wipro HR Services India Pvt. Ltd.

Stipend and Other Benefits

Your stipend and benefits during the internship tenure will be **Rs 15,000/-** per month and as detailed in Annexure 1 attached hereto. All payments by way of stipend would be made after deduction of applicable taxes and other charges. You shall be solely responsible for meeting with your obligations under any applicable law for payment of any taxes or other charges that may be payable by you either as taxes on income or in any other form for this internship arrangement.

In addition to the stipend, you will also be entitled to other benefits such as Medical Allowance, Study Leave, Sick leave and Company transportation. It is however clarified that such benefits and entitlements are provided on a voluntary basis by Wipro HR Services India Pvt. Ltd. in accordance with its policies in force at present, and hence are liable to (i) change from time to time; or (ii) be withdrawn any time. During the term of your Internship with Wipro HR Services India Pvt. Ltd., you will be subject to all such applicable rules and regulations in accordance with the Company Policy as may be in force from time to time. You may note that the details of such benefits as may be provided to you are confidential by their nature and hence you are required to maintain confidentiality of the same.

Term & Termination

This internship arrangement shall be for a period of **180** (India, Pol, UK, Aus, NZ Only) days (the "Term") commencing from **28 June, 2021** and expiring by efflux of time on the last day of the month in which the Term expires. Considering the fact that Wipro HR Services India Pvt. Ltd. will be spending considerable and valuable resources (including costs) on your training during your internship, you will be expected to diligently go through the training for and during the entire Term.

Since during your internship arrangement you will be trained and work on highly specialized projects, Wipro HR Services India Pvt. Ltd. may, at the end of the Term, and at its discretion, offer you a permanent employment subject to your completing **B.E** degree with a minimum of 60% aggregate marks in **October, 2021** and your meeting with the acceptable performance standards set at Wipro HR Services India Pvt. Ltd.. The permanent employment offer will be made on the 1st day of the month following the completion of the Term, on terms and conditions separate from this arrangement. In consideration of Wipro HR Services India Pvt. Ltd. spending considerable valuable resources towards your training apart from paying you a stipend and providing other benefits during your internship period, Wipro HR Services India Pvt. Ltd. expects you to commit to a long and mutually beneficial association and for no less than a minimum period of twelve months from the commencement of permanent employment.

During the Internship period, Wipro HR Services India Pvt. Ltd. will be at liberty to terminate this arrangement at its sole discretion by giving 15 days prior written notice at your above mentioned address.

However, Wipro HR Services India Pvt. Ltd. may terminate this arrangement immediately without notice thereof, for gross indiscipline or willful misconduct or for material breach of your duties or obligations as stated herein, breach of trust, breach of any applicable law or breach of the Company Policies and Code of Business Conduct. Aon also reserves its rights in law or equity to initiate other legal action as it deems fit to protect its interests.

Policies and Guidelines

You will be governed by the rules, regulations and other company policies (together the "Company Policy") as applicable, enforced, amended or altered from time to time during the course of your employment. Please read carefully the resources provided to you on the governing policies and regulations as applicable and undertake all certifications that may be required in this regard.

Endorsement:

1. I accept the terms and conditions stipulated in the above letter of engagement.
2. I shall report for internship on

Name: Nitharshana D

Signature: E-Signature Signature

Date: E-Signature Date

Place: IN-Chennai

Severability

The invalidity or unenforceability of any particular provision of this offer letter shall not affect the other provisions hereof, and this offer letter shall be construed in all respects as if such valid or unenforceable provisions were omitted.

We trust our relationship will be guided by a quest for excellence in all facets of our interactions as well as based on a foundation of mutual respect and sincerity in all dealings. Welcome aboard! Kindly return a copy of this letter duly counter signed by you in acceptance of the terms and conditions set out therein.

Verification Report

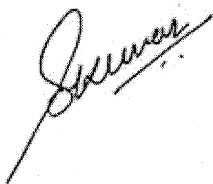
Your engagement with Wipro will be subject to receipt of satisfactory report with regard to verification of the particulars furnished by you in your application and information given at the time of Interview. If any declaration or information furnished to Wipro proves to be false or if you have willfully suppressed any material information, in such case, you will be liable to removal from training without any notice.

Date of commencement of training

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement within one week, duly signed by you, in token of your acceptance of the offer and report for training on or before the date of commencement of training. While reporting for training, please bring 3 copies of your latest passport size photographs and two copies each of your certificates and testimonials along with the originals. The original certificates will be returned to you after verification.

Yours sincerely,

For Wipro HR Services Private Limited



Sandesh Kumar
Associate Vice President – Talent Acquisition



-
28 June, 2021

-
KARTHIKEYAN M

Congratulations! You have successfully completed our initial selection process and we are pleased to make an Internship Engagement offer. This offer is based on a clear understanding that you are going to be a part of a business group comprising of large number of recruits such as you who, if absorbed as employees, shall form part of team(s) executing specialized projects & functions. We have taken into account your profile and performance as indicated by you in the campus selection process. Please read this offer letter and the terms and conditions carefully before signing to confirm your acceptance of the offer. If accepted, you shall join Wipro HR Services India Pvt. Ltd. as an intern by **28 June, 2021** Please note that this offer is liable to lapse at the discretion of Wipro HR Services India Pvt. Ltd. if not accepted and returned within 7 days of the receipt. You may handover the acceptance letter to the Talent Acquisition team member from Wipro HR Services India Pvt. Ltd.

Stipend and Other Benefits

Your stipend and benefits during the internship tenure will be **Rs 15,000/-** per month and as detailed in Annexure 1 attached hereto. All payments by way of stipend would be made after deduction of applicable taxes and other charges. You shall be solely responsible for meeting with your obligations under any applicable law for payment of any taxes or other charges that may be payable by you either as taxes on income or in any other form for this internship arrangement.

In addition to the stipend, you will also be entitled to other benefits such as Medical Allowance, Study Leave, Sick leave and Company transportation. It is however clarified that such benefits and entitlements are provided on a voluntary basis by Wipro HR Services India Pvt. Ltd. in accordance with its policies in force at present, and hence are liable to (i) change from time to time; or (ii) be withdrawn any time. During the term of your Internship with Wipro HR Services India Pvt. Ltd., you will be subject to all such applicable rules and regulations in accordance with the Company Policy as may be in force from time to time. You may note that the details of such benefits as may be provided to you are confidential by their nature and hence you are required to maintain confidentiality of the same.

Term & Termination

This internship arrangement shall be for a period of **180** (India, Pol, UK, Aus, NZ Only) days (the "Term") commencing from **28 June, 2021** and expiring by efflux of time on the last day of the month in which the Term expires. Considering the fact that Wipro HR Services India Pvt. Ltd. will be spending considerable and valuable resources (including costs) on your training during your internship, you will be expected to diligently go through the training for and during the entire Term.

Since during your internship arrangement you will be trained and work on highly specialized projects, Wipro HR Services India Pvt. Ltd. may, at the end of the Term, and at its discretion, offer you a permanent employment subject to your completing **B.Tech** degree with a minimum of 60% aggregate marks in **October, 2021** and your meeting with the acceptable performance standards set at Wipro HR Services India Pvt. Ltd.. The permanent employment offer will be made on the 1st day of the month following the completion of the Term, on terms and conditions separate from this arrangement. In consideration of Wipro HR Services India Pvt. Ltd. spending considerable valuable resources towards your training apart from paying you a stipend and providing other benefits during your internship period, Wipro HR Services India Pvt. Ltd. expects you to commit to a long and mutually beneficial association and for no less than a minimum period of twelve months from the commencement of permanent employment.

During the Internship period, Wipro HR Services India Pvt. Ltd. will be at liberty to terminate this arrangement at its sole discretion by giving 15 days prior written notice at your above mentioned address.

However, Wipro HR Services India Pvt. Ltd. may terminate this arrangement immediately without notice thereof, for gross indiscipline or willful misconduct or for material breach of your duties or obligations as stated herein, breach of trust, breach of any applicable law or breach of the Company Policies and Code of Business Conduct. Aon also reserves its rights in law or equity to initiate other legal action as it deems fit to protect its interests.

Policies and Guidelines

You will be governed by the rules, regulations and other company policies (together the "Company Policy") as applicable, enforced, amended or altered from time to time during the course of your employment. Please read carefully the resources provided to you on the governing policies and regulations as applicable and undertake all certifications that may be required in this regard.

Transfers and Deputations

As a member of an organization that practices flexibility and continuous improvement in work processes and practices, your assignments may vary from time to time. You are required to report to our office in **IN-Chennai**. You will be reporting to such person in Wipro HR Services India Pvt. Ltd. as may be indicated to you from time to time. However, if Wipro HR Services India Pvt. Ltd. so requires, you may be transferred or seconded or deputed by Wipro HR Services India Pvt. Ltd. to any other operations or operations of Wipro HR Services India Pvt. Ltd.'s associate companies in India or abroad. Wipro HR Services India Pvt. Ltd. further reserves the right to assign your Internship to any other company or legal entity, as part of any transfer of undertaking of Wipro HR Services India Pvt. Ltd. or as part of any restructuring or amalgamation or such other plan implemented by Wipro HR Services India Pvt. Ltd. or by which Wipro HR Services India Pvt. Ltd. is bound, on such terms and conditions as applicable to such plan.

Discharge of Duties

You will work on a full time basis during the Term of this arrangement and be required to devote your complete attention and time towards training and performance of work in the form and manner as required by the Company with diligence, devotion and discretion. During the Term, you will use your best endeavor to defend and promote the business interests of Wipro HR Services India Pvt. Ltd. and will not engage in or be concerned with, directly or indirectly, any business, employment or professional engagement with any third party .

Confidentiality Agreement

In the course of your assignment with us, you may acquire information, technical or otherwise, including any computer software, which is confidential or proprietary to Wipro HR Services India Pvt. Ltd. or its subsidiaries or affiliates, its customers, subcontractors or any other person or company having any kind of association or relationship with Wipro HR Services India Pvt. Ltd., and/or its affiliates or subsidiaries (together "Confidential Information"). You shall keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your work and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Wipro HR Services India Pvt. Ltd.. You shall at all times, whether during or after the termination of this arrangement, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever. You will not reproduce, store in a retrieval system or transmit in any form or by any means – electronic, mechanical, photocopying, recording, scanning or otherwise – any copyrighted material or other Confidential Information, for your own benefit or for the benefit of any third party, either during the term of your Internship or thereafter. Upon expiry or termination of your Internship with Wipro HR Services India Pvt. Ltd., you will return and surrender to Wipro HR Services India Pvt. Ltd., all such Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes,

floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your Internship and shall not retain any copy thereof in any form whatsoever. You may be required to execute such other or further agreements as Wipro HR Services India Pvt. Ltd. or its affiliates or customers may require in this regard, from time to time. Provisions of this paragraph will continue to be valid and binding on you notwithstanding cessation of your Internship with Wipro HR Services India Pvt. Ltd..

Non-Disclosure Agreement

You shall not disclose to any person papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to Wipro HR Services India Pvt. Ltd. or its subsidiaries or affiliates, customers, subcontractors or any other person or company having any kind of association or relationship with Wipro HR Services India Pvt. Ltd. and/or its subsidiaries or affiliates, except with prior written approval of Wipro HR Services India Pvt. Ltd.. Provisions of this paragraph will continue to be valid and binding on you notwithstanding cessation of your Internship with Wipro HR Services India Pvt. Ltd..

Relationship

It is expressly agreed that this arrangement does not create any relationship of partnership, joint venture, agency or employer and employee between the parties.

Intellectual Property Rights

All intellectual property rights in any work or material developed by you during the course of your Internship shall belong to and be the property of Wipro HR Services India Pvt. Ltd. and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Wipro HR Services India Pvt. Ltd., during or after the Term, you shall assign and transfer in favor of Wipro HR Services India Pvt. Ltd. or, at the request of Wipro HR Services India Pvt. Ltd., in favor of any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Wipro HR Services India Pvt. Ltd. may require, to effectually vest in Wipro HR Services India Pvt. Ltd., any of its subsidiary, affiliate or customers as Wipro HR Services India Pvt. Ltd. may require, any and all intellectual property rights and benefits in such works or materials. In performance of your duties and responsibilities, you shall not use or infringe any intellectual property properties or rights of any other persons.

Severability

The invalidity or unenforceability of any particular provision of this offer letter shall not affect the other provisions hereof, and this offer letter shall be construed in all respects as if such valid or unenforceable provisions were omitted.

We trust our relationship will be guided by a quest for excellence in all facets of our interactions as well as based on a foundation of mutual respect and sincerity in all dealings. Welcome aboard! Kindly return a copy of this letter duly counter signed by you in acceptance of the terms and conditions set out therein.

Verification Report

Your engagement with Wipro will be subject to receipt of satisfactory report with regard to verification of the particulars furnished by you in your application and information given at the time of Interview. If any declaration or information furnished to Wipro proves to be false or if you have willfully suppressed any material information, in such case, you will be liable to removal from training without any notice.

Date of commencement of training

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement within one week, duly signed by you, in token of your acceptance of the offer and report for training on or before the date of commencement of training. While reporting for training, please bring 3 copies of your latest passport size photographs and two copies each of your certificates and testimonials along with the originals. The original certificates will be returned to you after verification.

Yours sincerely,

For Wipro HR Services Private Limited



Sandesh Kumar
Associate Vice President – Talent Acquisition

Endorsement:

1. I accept the terms and conditions stipulated in the above letter of engagement.
2. I shall report for internship on .

Name: KARTHIKEYAN M

Signature: E-Signature Signature

Date: E-Signature Date

Place: IN-Chennai

Compensation and Benefits Worksheet

A: Compensation

Stipend per month = Rs 15000

Medical Reimbursement = Rs 500

B: Other Benefits

Current benefits available to you are as follows. Please refer to the latest company policies**** (will be made available at the time of joining)

Sick Leaves - 3 Days

Study Leaves - 4 Days

Transportation would be provided to & from Work

On Wed, 3 Nov, 2021, 3:34 PM Campus HR Team, <wipro+email+2gg39-f3ce7ea29d@talent.icims.com> wrote:
November 3, 2021

Dear Renuka Devi M,
Resume Number - 22707975

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TRB-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer 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

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,
For Wipro Limited,



Apama Shailen
General Manager - Human Resources

Sent: Wednesday, 3 November, 2021, 3:27 PM
To: YOGALAKSHM.B(eie)
Subject: Wipro Campus Update_LOI

November 3, 2021

Dear YOGA BOOVALINGARAJAN ,
Resume Number - 22692297

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TRB-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

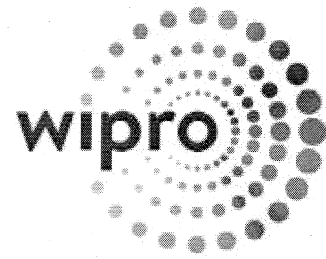
COMPONENT	AMOUNT (INR)
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Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,

For Wipro Limited,



26 June, 2021

PAVITHRA S

Congratulations! You have successfully completed our initial selection process and we are pleased to make an Internship Engagement offer. This offer is based on a clear understanding that you are going to be a part of a business group comprising of large number of recruits such as you who, if absorbed as employees, shall form part of team(s) executing specialized projects & functions. We have taken into account your profile and performance as indicated by you in the campus selection process. Please read this offer letter and the terms and conditions carefully before signing to confirm your acceptance of the offer. If accepted, you shall join Wipro HR Services India Pvt. Ltd. as an intern by **28 June, 2021**. Please note that this offer is liable to lapse at the discretion of Wipro HR Services India Pvt. Ltd. if not accepted and returned within 7 days of the receipt. You may handover the acceptance letter to the Talent Acquisition team member from Wipro HR Services India Pvt. Ltd.

Stipend and Other Benefits

Your stipend and benefits during the internship tenure will be **Rs 15,000/-** per month and as detailed in Annexure 1 attached hereto. All payments by way of stipend would be made after deduction of applicable taxes and other charges. You shall be solely responsible for meeting with your obligations under any applicable law for payment of any taxes or other charges that may be payable by you either as taxes on income or in any other form for this internship arrangement.

In addition to the stipend, you will also be entitled to other benefits such as Medical Allowance, Study Leave, Sick leave and Company transportation. It is however clarified that such benefits and entitlements are provided on a voluntary basis by Wipro HR Services India Pvt. Ltd. in accordance with its policies in force at present, and hence are liable to (i) change from time to time; or (ii) be withdrawn any time. During the term of your Internship with Wipro HR Services India Pvt. Ltd., you will be subject to all such applicable rules and regulations in accordance with the Company Policy as may be in force from time to time. You may note that the details of such benefits as may be provided to you are confidential by their nature and hence you are required to maintain confidentiality of the same.

Term & Termination

Severability

The invalidity or unenforceability of any particular provision of this offer letter shall not affect the other provisions hereof, and this offer letter shall be construed in all respects as if such valid or unenforceable provisions were omitted.

We trust our relationship will be guided by a quest for excellence in all facets of our interactions as well as based on a foundation of mutual respect and sincerity in all dealings. Welcome aboard! Kindly return a copy of this letter duly counter signed by you in acceptance of the terms and conditions set out therein.

Verification Report

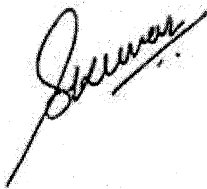
Your engagement with Wipro will be subject to receipt of satisfactory report with regard to verification of the particulars furnished by you in your application and information given at the time of Interview. If any declaration or information furnished to Wipro proves to be false or if you have willfully suppressed any material information, in such case, you will be liable to removal from training without any notice.

Date of commencement of training

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement within one week, duly signed by you, in token of your acceptance of the offer and report for training on or before the date of commencement of training. While reporting for training, please bring 3 copies of your latest passport size photographs and two copies each of your certificates and testimonials along with the originals. The original certificates will be returned to you after verification.

Yours sincerely,

For Wipro HR Services Private Limited



Sandesh Kumar
Associate Vice President – Talent Acquisition

compensation and Benefits Worksheet

A: Compensation

Stipend per month = Rs 15000

Medical Reimbursement = Rs 500

B: Other Benefits

Current benefits available to you are as follows. Please refer to the latest company policies**** (will be made available at the time of joining)

Sick Leaves - 3 Days

Study Leaves - 4 Days

Transportation would be provided to & from Work

Endorsement:

1. I accept the terms and conditions stipulated in the above letter of engagement.
2. I shall report for internship on

Name: PAVITHRA S

Signature: E-Signature Signature

Date: E-Signature Date

Place: IN-Chennai

**BE YOURSELF,
MAKE A DIFFERENCE.**

accenture

Strictly Private and Confidential

Date:15-Jun-2021

**Priyadharshni Subburaman
C9633895**

**1/1922/5,Jaggadevi Nagar,1st cross,Muthal Nagar main,Rosalpatti,Virudhunagar,Tamilnadu,626001
9944624039**

Dear Priyadharshni Subburaman,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company") in our Advanced Technology Center, India as per the below terms and conditions:

Job Profile - Application Development Associate

Management Level - 12

Job Family Group- Software Engineering



Please refer to:

- Annexure I for the compensation and benefits details
- Annexure II for the documentation to be submitted by you
- Terms of Employment

Your employment with Accenture will be governed by the clauses mentioned in the attached "Terms of Employment". You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college with an aggregate of 65% and above or 6.5 CGPA and above in the current degree as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Version 2.1 (Feb 2021)

1

candidate's Signature

Reference Id: a83fecea-7e45-47ef-90c0-37d8d1c78d3c_1
Signed By: Mahesh Vasudeo Zurale

After accepting this offer, we encourage you visit Countdown to the Company (<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This on-line, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history - as well as tips on how to develop yourself (and your career) in the future.

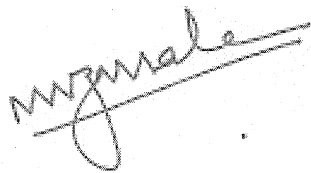
In case you have any feedback/ suggestion or have any query, feel free to write an e-mail to:

<https://indiacampus.accenture.com/candidate>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,

ACKNOWLEDGED AND AGREED:



Mahesh Vasudeo Zurale

Senior Managing Director

Lead, Advanced Technology Center, India

[Insert full legal name]

ANNEXURE 1

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	383000
(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)	32500
Maximum Annual Total earning potential (A+B)	415500
Joining Bonus (Refer to the Section C)	25,000
(D) Additional Benefits	
Gratuity as per law [#]	9500
Insurance Premium(notional value)	
Total Cash Compensation + Total Additional Benefits (A+B+C+D)	450000

(A) Annual Fixed Compensation

- Your annual fixed compensation is INR 383000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your income.

(B) Local Variable Bonus (LVB)

- As part of your annual total cash compensation, you will be eligible to participate in the FY21 Local Variable Bonus programme (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the LVB programme guidelines. The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

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MAKE A DIFFERENCE.**

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Strictly Private and Confidential

Date:15-Jun-2021

**Sugapriya Kannan Dhanabalan
C9633888**

**17/2A1,PPV NANDAVANAM STREET, LPPR COLONYVIRUDHUNAGAR
7558123885**

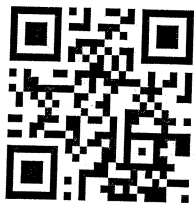
Dear **Sugapriya Kannan Dhanabalan,**

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company") in our Advanced Technology Center, India as per the below terms and conditions:

Job Profile - Application Development Associate

Management Level - 12

Job Family Group- Software Engineering



Please refer to:

- Annexure I for the compensation and benefits details
- Annexure II for the documentation to be submitted by you
- Terms of Employment

Your employment with Accenture will be governed by the clauses mentioned in the attached "Terms of Employment". You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college with an aggregate of 65% and above or 6.5 CGPA and above in the current degree as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Version 2.1 (Feb 2021)

1

candidate's Signature

Reference Id: 2b3d24b5-222f-4b36-8a3a-aa423652e971_1
Signed By: Mahesh Vasudeo Zurale

After accepting this offer, we encourage you visit Countdown to the Company (<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This on-line, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history - as well as tips on how to develop yourself (and your career) in the future.

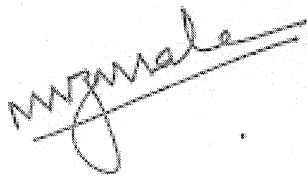
In case you have any feedback/ suggestion or have any query, feel free to write an e-mail to:

<https://indiacampus.accenture.com/candidate>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,

ACKNOWLEDGED AND AGREED:



Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Center, India

[Insert full legal name]

ANNEXURE 1

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	383000
(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)	32500
Maximum Annual Total earning potential (A+B)	415500
Joining Bonus (Refer to the Section C)	25,000
(D) Additional Benefits	
Gratuity as per law [#]	9500
Insurance Premium(notional value)	
Total Cash Compensation + Total Additional Benefits (A+B+C+D)	450000

(A) Annual Fixed Compensation

- Your annual fixed compensation is INR 383000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your income.

(B) Local Variable Bonus (LVB)

- As part of your annual total cash compensation, you will be eligible to participate in the FY21 Local Variable Bonus programme (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the LVB programme guidelines. The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

BE YOURSELF, MAKE A DIFFERENCE.



12-Nov-2021

C5644037

Swathi Kannu s p

48, Sakthi Nagar, Thulasi Street, New Vilangudi, Madurai 625018, 625018 625018

Dear Swathi,

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company') in **Bengaluru**. This letter will officially confirm your annual total earning potential and terms of your employment.

Job Profile- **Data Design Associate**

Management Level- **12**

Sublevel - **2**

Job Family Group- **Business Process Specialization**

Business Deal- **India Life Sciences R&D**

Your annual total cash compensation will be **INR 439640** and will be structured as per the attached Annexure 1 ' Compensation Details. This will continue to be applicable until further communication on the same. Your annual total earning potential includes:

-Annual fixed compensation of **INR 379000/-**; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

-Variable Bonus: You will be eligible to participate in the FY22 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0% to 16%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

On joining you may undergo a training program to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with the Company are contingent upon you successfully completing the training program as per the satisfaction of the Company. Failing which, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

Your employment with the Company will be governed by the attached Annexure 2 ' Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this offer. As further detailed in the Terms of Employment, this offer and your employment with the Company is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 4 ' Documentation.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take the first dose of the vaccine before onboarding and be prepared to take the second dose within 90 days from the date of onboarding.

Please note that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

You will be expected to work from the office in the location tagged to your role. In the current circumstances you may be allowed to work from home temporarily based on your assigned project. This offer is contingent to the above mentioned agreement.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with the Company are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing.

You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/communicated by the Company from time to time. These documents include, but are not limited to, your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

Swathi, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call arun.k.santhanam at 7406608439 should you have anything you would like to discuss further.

We believe you have a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Jal
Managing Director - Accenture Operations in India & Sri Lanka

ACKNOWLEDGED AND AGREED:

S.P. SWATHI KANNU

[Insert full legal name]

Date: 19.11.2021

Candidate's signature S.P. Swathi Kanna

ANNEXURE 1

Your compensation is as mentioned below:

Total Cash Compensation		
	Annual(INR)	
(A) Annual Fixed Compensation*	INR 379000	
(B) Variable Bonus earning potential	Min.	Max.
	0%	16%
Annual Total earning potential (A+B)	Min.	Max.
	INR 379000	INR 439640

* Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.

Note: For International Worker Only*

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

*As defined by applicable law from time to time.

If you are currently eligible to receive Statutory Bonus, such amounts will be calculated on an annual figure and paid (as per prevailing law) to you on a monthly basis every year. Please note that your variable pay/variable bonus is inclusive of the Stat Bonus amounts if payable to you. Such stat bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Stat Bonus will be paid as per Company evaluation process applicable to your management level as per company payroll cycle.

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

In addition to your total cash compensation, you will be eligible for following benefits, which will be governed by Company guidelines:

1. Effective your date of transfer Medical Insurance for self, spouse and 2 dependent children up to **INR 300,000 per annum**. Premium for this will be paid by the company.
You have the option of availing Accenture negotiated rates to cover your parents, parents in-law and any additional child under a separate Insurance plan up to **INR 500,000 per annum**. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.
For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined co pay, as under:
 - 10% of such claims for self, spouse and 2 dependent children
 - 20% of such claims for parents, parents in-law and additional children under the separate Insurance plan
2. Personal Accident coverage up to three times your annual fixed compensation
3. Life Insurance coverage equivalent to one time of annual fixed compensation with a minimum cover of **INR 5,00,000**
4. Gratuity as per The Payment of Gratuity Act, 1972

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the above mentioned benefits.

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

ANNEXURE 3

DECLARATION

I hereby represent and warrant that as of my effective start date of employment with Accenture Solutions Private Ltd (hereinafter referred to as 'the Company'), I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict, or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into the Company premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to the Company, including any such documents or materials from my previous employer. To the extent I feel that my employment at the Company would require me to bring any third party documents or materials to the Company. I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from the Company. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle the Company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

S.P. SWATHI KANNO
[Insert full legal name]

Date: 19.11.2021

ANNEXURE 4

REQUIRED DOCUMENTATION

1. Two passport size copies of your recent photograph
2. Copy of highest education certificates
3. Copy of any mark sheets (Last semester mandatory)
4. Relieving Letters from previous employer
5. Documents in support of your age (10th/12th Marksheet/ Passport Copy etc)
6. If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
7. Copy of Aadhaar Card - We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhar details and seeding Aadhar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

BE YOURSELF, MAKE A DIFFERENCE.



Strictly Private and Confidential

Date:22-Sep-2021

**Prithviraj Subburam
C10144598**

200/2, Naidustreet, Sundarnagar, Thirunagar, Madurai-625006

9600231149

Dear **Prithviraj Subburam**,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company") in our Advanced Technology Center, India as per the below terms and conditions:

Job Profile - Application Development Associate

Management Level - 12

Job Family Group- Software Engineering



Please refer to:

- Annexure I for the compensation and benefits details
- Annexure II for the documentation to be submitted by you
- Terms of Employment

Your employment with Accenture will be governed by the clauses mentioned in the attached "Terms of Employment". You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college with an aggregate of 65% and above or 6.5 CGPA and above in the current degree as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

Pre-Onboard Learning Module: To provide our new joiners with a unique learning experience, Accenture has designed a special online learning module called - Technology Fundamentals Online Learning Program (Hereinafter referred to as "program"). This program further provide details about the training opportunities and terms of training/assessments that were shared with you in your Letter of Intent. To ensure that you have ample time to learn at your own pace, and prepare for the ensuing assessments, you will have complete access to the program for 45 days from the date you receive the training link.

Details of the program and assessment are as below:

- The program is hosted on a virtual platform that you can access from anywhere and it will provide you with all the information and trainings that you need to begin your career at Accenture.
- After going through all the learning modules, you will be required to go through Technology Fundamentals Assessments based on what you have learned in the program.
- On successfully completing the program within 45 days and clearing the program assessments in your first attempt, you will be eligible to receive a learning Incentive of INR 10,000.
- In case you fail to clear the assessments in your first attempt, or do not complete the program within 45 days from the receipt of the training link, you will not be eligible for any learning incentive.
- To clear the assessments, you will need to score a minimum of 60% marks in each assessment test. In case are not able to score the required 60% in your first attempt, you will get two additional attempts where you will need to score a minimum of 60% marks to successfully clear the assessments.
- During each re-attempt, reasonable help, guidance and appropriate refresher training sessions will be provided to you.

Your employment with Accenture is subject to you successfully completing the program assessments mentioned above. In case you are not able to clear the program assessments in three attempts, your offer will stand revoked.

After successful completion of the aforementioned assessments, and after joining the Company, you will need to undergo further training program(s), with specified timeframes, for the specific skill-set assigned to you. Periodic tests will be conducted throughout this training program and you are expected to clear all of them. You will need to score a minimum of 60% marks in each of these tests to clear the Accenture-specific training program. If you are unable to score 60% in your first attempt, you will get two more opportunities to take the test and score the required passing percentage. Your employment with Accenture is subject to you successfully completing the Accenture-specific training program. If you are unable to clear the Accenture-specific training program tests in three attempts, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure (II) along with the signed copy of this offer letter and Terms of Employment.

After accepting this offer, we encourage you visit Countdown to the Company (<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This on-line, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history - as well as tips on how to develop yourself (and your career) in the future.

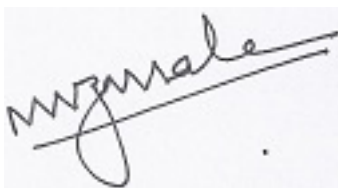
In case you have any feedback/ suggestion or have any query, feel free to write an e-mail to:

<https://indiacampus.accenture.com/candidate>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,

ACKNOWLEDGED AND AGREED:

A handwritten signature in black ink, appearing to read 'mzurale', with a horizontal line drawn through it.

Mahesh Vasudeo Zurale

Senior Managing Director

Lead, Advanced Technology Center, India

[Insert full legal name]

ANNEXURE 1

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	383000
(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)	32500
Maximum Annual Total earning potential (A+B)	415500
Joining Bonus (Refer to the Section C)	25,000
(D) Additional Benefits	
Gratuity as per law [#]	9500
Insurance Premium(notional value)	
Total Cash Compensation + Total Additional Benefits (A+B+C+D)	450000

(A) Annual Fixed Compensation

- Your annual fixed compensation is INR 383000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your income.

(B) Local Variable Bonus (LVB)

- As part of your annual total cash compensation, you will be eligible to participate in the FY22 Local Variable Bonus programme (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the LVB programme guidelines. The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

(C) *Joining Bonus*

You are also eligible for a joining bonus and an additional bonus as per the terms mentioned below.

- Joining Bonus: of INR 25,000 payable upon joining the organization and will be paid out along with salary of the month of joining or succeeding pay month. In case you leave, or your services are separated from the Company (except for ramp down or redundancies by the Company) before completion of 1 year from the date of joining, then this whole amount shall be recovered from you.

Note: For International Worker Only*

- As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

* As defined by applicable law from time to time.

Benefits applicable for current Company financial year:

In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:

1. Effective your date of joining, Medical Insurance for self, spouse and 2 dependent children up to INR 300,000 per annum. Premium for this will be paid by the Company.
 - a. You have the option of availing Accenture negotiated rates to cover your parents, parent's in-law & any additional child under a separate Insurance plan up to INR 500,000 per annum. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.
 - b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
 - 10% of such claims for self, spouse and 2 dependent children
 - 20% of such claims for parents, parent's in-law and additional children under the separate Insurance plan
2. Personal Accident coverage for self, up to three times your gross annual fixed compensation
3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000

In addition to the above, you will also be eligible for the following benefits:

1. Gratuity amount is an approximation of your eligibility and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company policy.
2. One time relocation allowance subject to a maximum of INR 2,500 on submission of actual supporting as per policy.
3. Transport facility, as per Company guidelines, can be availed at no cost.

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of 1 year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your final settlement to the extent possible.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Life Insurance and Relocation Assistance program guidelines.

From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the Company.

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

ANNEXURE II

Mandatory documentation at the time of onboarding:

1. Two copies of your recent passport size photographs.
2. Original marksheet of all semester (PG/UG).
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of Degree/PG/Diploma (as applicable) certificates.
6. Passport copy, if available (if not please apply immediately).
7. Pan Card
8. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other

compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

BT



29-APRIL-2021

To:
WINNFER JOSE W,
Department - BTECH BIOTECHNOLOGY,
College – KAMARAJ COLLEGE OF ENGINEERING AND TECHNOLOGY

Dear <WINNFER JOSE W,

Sub: Letter of offer
Ref: campus interview

Greetings from Visionary RCM, A CorroHealth Company.

Following your interview, we are very pleased to offer you the position of **Trainee – Coding Services** under **Train and Hire program**. Congratulations!

As discussed and mutually agreed by us:

1. Company will provide intensive Medical coding training for 2 months from the Date of training on boarding. You will be paid a stipend of Rs. 5000 for both the months which will be credited to you along with your first and second month salary post clearing the CRC (Certified Risk Adjustment Coder by AAPC) certification. If you do not clear the final training assessment you will not be absorbed in our rolls and the company does not owe you anything.
2. If you successfully clear the medical coding training, then in the third month, the Company will Sponsor your CRC examination.
3. On Successful clearance of CRC exam, you will be observed in our rolls with a compensation Rs. 18,000 (+Rs 2000 shift allowance).

➤ **You will be joining us in our Coimbatore Branch at the below mentioned address:**

Visionary RCM, 4th Floor, Tidel Park, Elcot SEZ, Aerodrome Post, Coimbatore – 641014.

Board Numbers: 0422 4029243 / 4029257 / 4029256

The break-up of your salary after being absorbed in our rolls (on successful clearance of training program and CRC)

#	Pay & Allowance	Monthly CTC	Annual CTC
1	Basic Pay	9000	108000
2	House Rent Allowance	4500	54000
3	Special Allowance	1842	22104
4	Gross Pay (1+2+3)	15342	184104
5	Company's Contribution to PF	1409	16908
6	Company Contribution to ESIC @ 3.25%	499	5988
7	Annual Bonus @ one month's basic pay- Paid annually	750	9000
8	Insurance	0	0
9	Total Cost to Company (4+5+6+7+8)	18000	216000
Approximate Statutory Deductions			
10	Employee's Contribution to PF **	1301	15612
11	Employee's Contribution to ESIC @ 0.75% **	115	1380
12	Professional Tax	209	2508
13	Income tax **	0	0
14	Approximate Take Home***	13717	164604

This offer is conditional upon:

- ✓ Your ability to successfully clear all the internal & final assessments, Panel Interview (Single/Multiple rounds).
- ✓ The successful verification of all your academic credentials and fulfilment of all our employment eligibility criteria as per our policies.
- ✓ Your ability to successfully clear CRC Examinations.
- ✓ Minimum 95% attendance during the training & assessment days.
- ✓ The decision of Panel members is final. They will evaluate the candidates based on subject knowledge, attendance, and attitude.
- ✓ Your acceptance to work in Night Shifts.
- ✓ Your acceptance to work from Office.

BT



29-APRIL-2021

To:
ANANTHA VALLI .R,
Department - BTECH BIOTECHNOLOGY,
College – KAMARAJ COLLEGE OF ENGINEERING AND TECHNOLOGY

Dear <ANANTHA VALLI .R,

Sub: Letter of offer

Ref: campus interview

Greetings from Visionary RCM, A CorroHealth Company.

Following your interview, we are very pleased to offer you the position of **Trainee – Coding Services** under **Train and Hire program**. Congratulations!

As discussed and mutually agreed by us:

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- ✓ Your ability to successfully clear CRC Examinations.
- ✓ Minimum 95% attendance during the training & assessment days.
- ✓ The decision of Panel members is final. They will evaluate the candidates based on subject knowledge, attendance, and attitude.
- ✓ Your acceptance to work in Night Shifts.
- ✓ Your acceptance to work from Office.

BT



29-APRIL-2021

To:
JANANI DEVI.R,
Department - BTECH BIOTECHNOLOGY,
College – KAMARAJ COLLEGE OF ENGINEERING AND TECHNOLOGY

Dear <JANANI DEVI.R,

Sub: Letter of offer
Ref: campus interview

Greetings from Visionary RCM, A CorroHealth Company.

Following your interview, we are very pleased to offer you the position of **Trainee – Coding Services** under **Train and Hire** program. Congratulations!

As discussed and mutually agreed by us:

1. Company will provide intensive Medical coding training for 2 months from the Date of training on boarding. You will be paid a stipend of Rs. 5000 for both the months which will be credited to you along with your first and second month salary post clearing the CRC (Certified Risk Adjustment Coder by AAPC) certification. If you do not clear the final training assessment you will not be absorbed in our rolls and the company does not owe you anything.
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This offer is conditional upon:

- ✓ Your ability to successfully clear all the internal & final assessments, Panel Interview (Single/Multiple rounds).
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- ✓ Your acceptance to work in Night Shifts.
- ✓ Your acceptance to work from Office.

BT



29-APRIL-2021

To:
DEEKSHITHA V,
Department - BTECH BIOTECHNOLOGY,
College – KAMARAJ COLLEGE OF ENGINEERING AND TECHNOLOGY

Dear <DEEKSHITHA V,

Sub: Letter of offer
Ref: campus interview

Greetings from Visionary RCM, A CorroHealth Company.

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Board Numbers: 0422 4029243 / 4029257 / 4029256



The break-up of your salary after being absorbed in our rolls (on successful clearance of training program and CRC)

#	Pay & Allowance	Monthly CTC	Annual CTC
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2	House Rent Allowance	4500	54000
3	Special Allowance	1842	22104
4	Gross Pay (1+2+3)	15342	184104
5	Company's Contribution to PF	1409	16908
6	Company Contribution to ESIC @ 3.25%	499	5988
7	Annual Bonus @ one month's basic pay- Paid annually	750	9000
8	Insurance	0	0
9	Total Cost to Company (4+5+6+7+8)	18000	216000
Approximate Statutory Deductions			
10	Employee's Contribution to PF **	1301	15612
11	Employee's Contribution to ESIC @ 0.75% **	115	1380
12	Professional Tax	209	2508
13	Income tax **	0	0
14	Approximate Take Home***	13717	164604

This offer is conditional upon:

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- ✓ Your acceptance to work in Night Shifts.
- ✓ Your acceptance to work from Office.

BT



29-APRIL-2021

To:
S.NAGAJOTHI,
Department - BTECH BIOTECHNOLOGY,
College – KAMARAJ COLLEGE OF ENGINEERING AND TECHNOLOGY

Dear <S.NAGAJOTHI,

Sub: Letter of offer
Ref: campus interview

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35



29-APRIL-2021

To:
DHAARANI S,
Department - BTECH BIOTECHNOLOGY,
College – KAMARAJ COLLEGE OF ENGINEERING AND TECHNOLOGY

Dear <DHAARANI S,

Sub: Letter of offer
Ref: campus interview

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29-APRIL-2021

To:
SHIVANI.G.S,
Department - BTECH BIOTECHNOLOGY,
College – KAMARAJ COLLEGE OF ENGINEERING AND TECHNOLOGY

Dear <SHIVANI.G.S,

Sub: Letter of offer

Ref: campus interview

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29-APRIL-2021

To:
SHILPHA SENAKA R,
Department - BTECH BIOTECHNOLOGY,
College – KAMARAJ COLLEGE OF ENGINEERING AND TECHNOLOGY

Dear <SHILPHA SENAKA R,

Sub: Letter of offer

Ref: campus interview

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29-APRIL-2021

To:
SREENIDHI.K,
Department - BTECH BIOTECHNOLOGY,
College – KAMARAJ COLLEGE OF ENGINEERING AND TECHNOLOGY

Dear <SREENIDHI.K,

Sub: Letter of offer

Ref: campus interview

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29-APRIL-2021

To:
ROSHINI.S,
Department - BTECH BIOTECHNOLOGY,
College – KAMARAJ COLLEGE OF ENGINEERING AND TECHNOLOGY

Dear <ROSHINI.S,

Sub: Letter of offer
Ref: campus interview

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29-APRIL-2021

To:

R. NELAA SHIVANI,
Department - BTECH BIOTECHNOLOGY,
College – KAMARAJ COLLEGE OF ENGINEERING AND TECHNOLOGY

Dear <R. NELAA SHIVANI,

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29-APRIL-2021

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SWETHA.A,
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College – KAMARAJ COLLEGE OF ENGINEERING AND TECHNOLOGY

Dear <SWETHA.A,

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29-APRIL-2021

To:
MEGANA HARSHINI M,
Department - BTECH BIOTECHNOLOGY,
College – KAMARAJ COLLEGE OF ENGINEERING AND TECHNOLOGY

Dear <MEGANA HARSHINI M,

Sub: Letter of offer

Ref: campus interview

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29-APRIL-2021

To:
VISHNU KARTHIK.S,
Department - BTECH BIOTECHNOLOGY,
College – KAMARAJ COLLEGE OF ENGINEERING AND TECHNOLOGY

Dear <VISHNU KARTHIK.S,

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➤ **You will be joining us in our Coimbatore Branch at the below mentioned address:**

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Board Numbers: 0422 4029243 / 4029257 / 4029256

The break-up of your salary after being absorbed in our rolls (on successful clearance of training program and CRC)

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1	Basic Pay	9000	108000
2	House Rent Allowance	4500	54000
3	Special Allowance	1842	22104
4	Gross Pay (1+2+3)	15342	184104
5	Company's Contribution to PF	1409	16908
6	Company Contribution to ESIC @ 3.25%	499	5988
7	Annual Bonus @ one month's basic pay- Paid annually	750	9000
8	Insurance	0	0
9	Total Cost to Company (4+5+6+7+8)	18000	216000
Approximate Statutory Deductions			
10	Employee's Contribution to PF **	1301	15612
11	Employee's Contribution to ESIC @ 0.75% **	115	1380
12	Professional Tax	209	2508
13	Income tax **	0	0
14	Approximate Take Home***	13717	164604

This offer is conditional upon:

- ✓ Your ability to successfully clear all the internal & final assessments, Panel Interview (Single/Multiple rounds).
- ✓ The successful verification of all your academic credentials and fulfilment of all our employment eligibility criteria as per our policies.
- ✓ Your ability to successfully clear CRC Examinations.
- ✓ Minimum 95% attendance during the training & assessment days.
- ✓ The decision of Panel members is final. They will evaluate the candidates based on subject knowledge, attendance, and attitude.
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- ✓ Your acceptance to work from Office.

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29-APRIL-2021

To:
RANJITH H,
Department - BTECH BIOTECHNOLOGY,
College – KAMARAJ COLLEGE OF ENGINEERING AND TECHNOLOGY

Dear <RANJITH H,

Sub: Letter of offer

Ref: campus interview

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29-APRIL-2021

To:
POOJA N,
Department - BTECH BIOTECHNOLOGY,
College – KAMARAJ COLLEGE OF ENGINEERING AND TECHNOLOGY

Dear <POOJA N,

Sub: Letter of offer

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29-APRIL-2021

To:
GOWRI. J,
Department - BTECH BIOTECHNOLOGY,
College – KAMARAJ COLLEGE OF ENGINEERING AND TECHNOLOGY

Dear <GOWRI. J,

Sub: Letter of offer

Ref: campus interview

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BT



29-APRIL-2021

To:

NITHYAKALYANI R,
Department - BTECH BIOTECHNOLOGY,
College – KAMARAJ COLLEGE OF ENGINEERING AND TECHNOLOGY

Dear <NITHYAKALYANI R,

Sub: Letter of offer

Ref: campus interview

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29-APRIL-2021

To:
DIVYA LAKSHMI T.J,
Department - BTECH BIOTECHNOLOGY,
College – KAMARAJ COLLEGE OF ENGINEERING AND TECHNOLOGY

Dear <DIVYA LAKSHMI T.J,

Sub: Letter of offer

Ref: campus interview

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29-APRIL-2021

To:
ARAVIND S,
Department - BTECH BIOTECHNOLOGY,
College – KAMARAJ COLLEGE OF ENGINEERING AND TECHNOLOGY

Dear <ARAVIND S,

Sub: Letter of offer
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29-APRIL-2021

To:
JOTHIMALAR T,
Department - BTECH BIOTECHNOLOGY,
College – KAMARAJ COLLEGE OF ENGINEERING AND TECHNOLOGY

Dear <JOTHIMALAR T,

Sub: Letter of offer

Ref: campus interview

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29-APRIL-2021

To:
BALAJI N,
Department - BTECH BIOTECHNOLOGY,
College – KAMARAJ COLLEGE OF ENGINEERING AND TECHNOLOGY

Dear <BALAJI N,

Sub: Letter of offer
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29-APRIL-2021

To:
INDHUMATHI S,
Department - BTECH BIOTECHNOLOGY,
College – KAMARAJ COLLEGE OF ENGINEERING AND TECHNOLOGY

Dear <INDHUMATHI S,

Sub: Letter of offer

Ref: campus interview

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29-APRIL-2021

To:
KANIMOZHI M,
Department - BTECH BIOTECHNOLOGY,
College – KAMARAJ COLLEGE OF ENGINEERING AND TECHNOLOGY

Dear <KANIMOZHI M,

Sub: Letter of offer

Ref: campus interview

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➤ **You will be joining us in our Coimbatore Branch at the below mentioned address:**

Visionary RCM, 4th Floor, Tidel Park, Elcot SEZ, Aerodrome Post, Coimbatore – 641014.

Board Numbers: 0422 4029243 / 4029257 / 4029256

The break-up of your salary after being absorbed in our rolls (on successful clearance of training program and CRC)

#	Pay & Allowance	Monthly CTC	Annual CTC
1	Basic Pay	9000	108000
2	House Rent Allowance	4500	54000
3	Special Allowance	1842	22104
4	Gross Pay (1+2+3)	15342	184104
5	Company's Contribution to PF	1409	16908
6	Company Contribution to ESIC @ 3.25%	499	5988
7	Annual Bonus @ one month's basic pay- Paid annually	750	9000
8	Insurance	0	0
9	Total Cost to Company (4+5+6+7+8)	18000	216000
Approximate Statutory Deductions			
10	Employee's Contribution to PF **	1301	15612
11	Employee's Contribution to ESIC @ 0.75% **	115	1380
12	Professional Tax	209	2508
13	Income tax **	0	0
14	Approximate Take Home***	13717	164604

This offer is conditional upon:

- ✓ Your ability to successfully clear all the internal & final assessments, Panel Interview (Single/Multiple rounds).
- ✓ The successful verification of all your academic credentials and fulfilment of all our employment eligibility criteria as per our policies.
- ✓ Your ability to successfully clear CRC Examinations.
- ✓ Minimum 95% attendance during the training & assessment days.
- ✓ The decision of Panel members is final. They will evaluate the candidates based on subject knowledge, attendance, and attitude.
- ✓ Your acceptance to work in Night Shifts.
- ✓ Your acceptance to work from Office.



To:
SORNAPREETHA,
Department - BTECH BIOTECHNOLOGY,
College – KAMARAJ COLLEGE OF ENGINEERING AND TECHNOLOGY

29-APRIL-2021

Dear <SORNAPREETHA,

Sub: Letter of offer

Ref: campus interview

Greetings from Visionary RCM, A CorroHealth Company.

Following your interview, we are very pleased to offer you the position of **Trainee – Coding Services** under **Train and Hire** program. Congratulations!

As discussed and mutually agreed by us:

1. Company will provide intensive Medical coding training for 2 months from the Date of training on boarding. You will be paid a stipend of Rs. 5000 for both the months which will be credited to you along with your first and second month salary post clearing the CRC (Certified Risk Adjustment Coder by AAPC) certification. If you do not clear the final training assessment you will not be absorbed in our rolls and the company does not owe you anything.
2. If you successfully clear the medical coding training, then in the third month, the Company will Sponsor your CRC examination.
3. On Successful clearance of CRC exam, you will be observed in our rolls with a compensation Rs. 18,000 (+Rs 2000 shift allowance).

➤ **You will be joining us in our Coimbatore Branch at the below mentioned address:**

Visionary RCM, 4th Floor, Tidel Park, Elcot SEZ, Aerodrome Post, Coimbatore – 641014.

Board Numbers: 0422 4029243 / 4029257 / 4029256



The break-up of your salary after being absorbed in our rolls (on successful clearance of training program and CRC)

#	Pay & Allowance	Monthly CTC	Annual CTC
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9	Total Cost to Company (4+5+6+7+8)	18000	216000
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This offer is conditional upon:

- ✓ Your ability to successfully clear all the internal & final assessments, Panel Interview (Single/Multiple rounds).
- ✓ The successful verification of all your academic credentials and fulfilment of all our employment eligibility criteria as per our policies.
- ✓ Your ability to successfully clear CRC Examinations.
- ✓ Minimum 95% attendance during the training & assessment days.
- ✓ The decision of Panel members is final. They will evaluate the candidates based on subject knowledge, attendance, and attitude.
- ✓ Your acceptance to work in Night Shifts.
- ✓ Your acceptance to work from Office.



BT

29-APRIL-2021

To:

PRIYA DHARSHINI.J,
Department - BTECH BIOTECHNOLOGY,
College – KAMARAJ COLLEGE OF ENGINEERING AND TECHNOLOGY

Dear <PRIYA DHARSHINI.J,

Sub: Letter of offer

Ref: campus interview

Greetings from Visionary RCM, A CorroHealth Company.

Following your interview, we are very pleased to offer you the position of **Trainee – Coding Services** under **Train and Hire** program. Congratulations!

As discussed and mutually agreed by us:

1. Company will provide intensive Medical coding training for 2 months from the Date of training on boarding. You will be paid a stipend of Rs. 5000 for both the months which will be credited to you along with your first and second month salary post clearing the CRC (Certified Risk Adjustment Coder by AAPC) certification. If you do not clear the final training assessment you will not be absorbed in our rolls and the company does not owe you anything.
2. If you successfully clear the medical coding training, then in the third month, the Company will Sponsor your CRC examination.
3. On Successful clearance of CRC exam, you will be observed in our rolls with a compensation Rs. 18,000 (+Rs 2000 shift allowance).

➤ **You will be joining us in our Coimbatore Branch at the below mentioned address:**

Visionary RCM, 4th Floor, Tidel Park, Elcot SEZ, Aerodrome Post, Coimbatore – 641014.

Board Numbers: 0422 4029243 / 4029257 / 4029256

The break-up of your salary after being absorbed in our rolls (on successful clearance of training program and CRC)

#	Pay & Allowance	Monthly CTC	Annual CTC
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This offer is conditional upon:

- ✓ Your ability to successfully clear all the internal & final assessments, Panel Interview (Single/Multiple rounds).
- ✓ The successful verification of all your academic credentials and fulfilment of all our employment eligibility criteria as per our policies.
- ✓ Your ability to successfully clear CRC Examinations.
- ✓ Minimum 95% attendance during the training & assessment days.
- ✓ The decision of Panel members is final. They will evaluate the candidates based on subject knowledge, attendance, and attitude.
- ✓ Your acceptance to work in Night Shifts.
- ✓ Your acceptance to work from Office.



August 2, 2021

Mr. Dineshkumar V
Chennai

Sub: Appointment Letter

Further to our discussion, We are pleased to appoint you as **Trainee** at Allsec Technologies Limited **Chennai** on the following terms and conditions and you will report to duty on **August 2, 2021**.

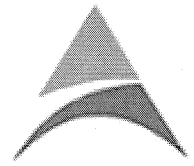
1. You will report to **Senior Manager - IT**
2. Compensation: You will be paid a CTC Rs. **240000/-** per annum. Salary is computed on a cost to company basis and the same is outlined in the attached Annexure. However, please be advised that Income Tax provisions, Profession Tax and its applicability on remuneration would be borne by you. The Company shall however be responsible for withholding taxes on your behalf as per the prevailing provisions.
3. You shall perform such duties and observe and conform to such directions as may be assigned or communicated to you by the Management or such officers who are placed in authority over you. You will also be responsible for control and supervision of the employees working under you if any. The Management will be within its rights to allot you additional jobs within your department or any other department to which you cannot raise any objection.
4. You will keep the Management informed of any change in your residential address. In case of your inability to do so, any communication sent at the address available with the Management will be deemed to have been served on you.
5. You will be eligible for the benefits of Leave, Provident Fund and Gratuity when applicable and as per the rules of the company in force from time to time.
6. You have been appointed as "**Trainee**" and are liable to be transferred at any time on a temporary or permanent basis from one job to another, from one department to another or from one location to another either in India or abroad or from one company to another wherever our Company Director's have interest. These transfers will not be deemed to constitute a change in your conditions of service.
7. You will be on probation for a minimum period of Six (6) months. Your probation date may be reduced or extended on the basis of your performance. Your employment will be deemed confirmed automatically on completion of this probation period unless otherwise informed by the HR department in writing within 30 days of completion of probation period. During the probationary period and any extension thereof, your services may be terminated on either side by giving 30 days' notice or basic salary in lieu thereof. However, on confirmation, the services can be terminated from either side by giving 2 month's (60 days) notice or basic salary in lieu thereof. You will be governed by all terms and conditions of service applicable to employees of the Company that are currently operational. The Company reserves the right to modify the terms and conditions of employment as and when required and you shall be deemed to have accepted such terms and conditions if you continue your employment with the Company. You are advised to regularly check the Company's Intranet/Employee Portal (HRMS) for any amendments to it.

ALLSEC TECHNOLOGIES LTD.

Regd. Office : 46-C, Velachery Main Road, Velachery, Chennai - 600 042

Tel : +91.44.4299 7070 web : www.allsectech.com

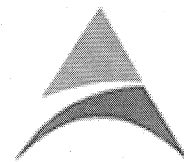
Corporate Identity Number : L72300TN1998PLC041033, Email : contactus@allsectech.com



8. You will retire on attaining the age of 58 years.
9. The Company may terminate your employment immediately upon summary notice, without notice or compensation if it is found that you have:
 - a. Willfully disobeyed a lawful or reasonable order from the Company or the Company's Rules and Regulations applicable to you; or
 - b. Conducted yourself in any way that is inconsistent with the due and faithful discharge of your duties; or
 - c. Committed a crime involving moral turpitude (whether or not such crime was committed in connection with the Company's business) or committed any other act or omission involving theft, embezzlement, dishonesty, disloyalty or fraud with respect to the Company or any of its customers; or
 - d. Breached a fiduciary duty, were grossly negligent, or have committed wilful misconduct with respect to the Company in connection with the performance of your duties; or
 - e. Breached any terms and conditions of this letter.
 - f. Committed any act or omission which would entitle the Company to terminate your employment forthwith under applicable law; or
 - g. Been found guilty of any other act of misconduct.
 - h. Your employment with the Company shall be terminated automatically if you are absent from work without the Company's written consent for a continuous period of five working days or if you exceed the number of leaves granted to you in a year without obtaining the Company's prior written consent, unless your absence is due to circumstances beyond your control: Provided that the Company has the right to investigate your absence and apply fair procedures to determine if the termination is to be made effective even if such absence is due to circumstances beyond your control.
 - i. If any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, you will be liable to be discharged from the services of the Company without any notice or compensation.
10. You will abide by the working hours, weekly offs and paid holidays of the department, office or establishment where you are posted. The hours of work of the company can be changed from time to time depending on business exigencies and work requirements.
11. You shall abide and be bound by the company's Service Rules, as these Service Rules will form part of this contract of employment. You will also carry out and abide by any instruction, House Rules and Office Orders issued by the Management from time to time. Your appointment and continuation in service is subject to satisfactory verification of your credentials, testimonials, etc., and not having concealed any material information from us or having given false particulars in your application.
12. You shall not either during the continuance of your employment or thereafter divulge to any person and shall use your best endeavors to prevent the unauthorized publication or disclosure of any information concerning the business.
13. You shall not enter into any activities during the course of your employment which, in the opinion of the Company, constitutes a conflict of interest with your employment with the Company, unless prior permission to engage in such activity or activities has been granted in writing by the management of the Company.
14. During the period commencing on the date you join the Company and until six (6) months after cessation of your employment with the Company, for any reason what so ever you agree that you shall not, either on your own account or for any corporation, limited liability Company, partnership or other entity or person, shall not, directly or indirectly, solicit, cause in any part or knowingly encourage any current or future customer of the Company or any subsidiary of the Company engaged in the business of the Company to cease doing business in whole or in part with Company or any subsidiary of the Company, with respect to the business.

ALLSEC TECHNOLOGIES LTD.

Regd. Office : 46-C, Velachery Main Road, Velachery, Chennai - 600 042
Tel : +91.44.4299 7070 web : www.allsectech.com
Corporate Identity Number : L72300TN1998PLC041033, Email : contactus@allsectech.com



We welcome you and we are confident that you will contribute in building Allsec Technologies Ltd into a world-class organization.

For Allsec Technologies Ltd

Dr. Purushothaman S
General Manager
Human Resources

I accept this offer and terms and conditions

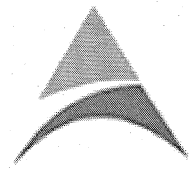
Dineshkumar V

ALLSEC TECHNOLOGIES LTD.

Regd. Office : 46-C, Velachery Main Road, Velachery, Chennai - 600 042

Tel : +91.44.4299 7070 web : www.allsectech.com

Corporate Identity Number : L72300TN1998PLC041033, Email : contactus@allsectech.com



15. Any dispute arising out of your employment will be governed by and construed in accordance with the laws of India and the courts at Chennai shall have the jurisdiction to decide any disputes that may arise hereunder.

16. In case any one or more of the provisions contained in this letter shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision of this letter, but this letter shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein and there shall be deemed substituted for such invalid, illegal or unenforceable provision such other provision as will most nearly accomplish the intent of the parties to the extent permitted by the applicable law.

17. During the period commencing on the date you join the Company and until six (6) months after cessation of your employment with the Company, for any reason what so ever, you agree that you shall not, either on your own account or for any corporation, limited liability Company, partnership or other entity or person, solicit any employee of the Company or any subsidiary of the Company to leave his or her employment, induce or attempt to induce any such employee to terminate or breach his or her employment agreement, if any, or hire any employee or former employee of the Company or any subsidiary of the Company.

18. Subject to applicable law, in addition to the foregoing assignment of all intellectual property rights in the Proprietary Information to the Company, you hereby irrevocably transfer and grant to the Company: (i) all worldwide patents, patent applications, copyrights, mask works, trade secrets and other intellectual property rights in any Proprietary Information; and (ii) any and all rights "Moral Rights" (as defined below) that you may have in or with respect to any Proprietary Information. You also hereby forever waive and agree never to assert any and all Moral Rights you may have in or with respect to any Proprietary Information, even after termination of your work on behalf of the Company.

"Moral Rights" mean any rights to claim authorship of any Proprietary Information, to object to or prevent the modification or alteration of any Proprietary Information, or to withdraw from circulation or control the publication or distribution of any Proprietary Information, and any similar right, existing under judicial or statutory law of any country in the world, or under any treaty, regardless of whether or not such right is denominated or generally referred to as a "moral right".

19. You will be required to execute an Employee Undertaking, as a part of the terms and conditions of your employment with the company.

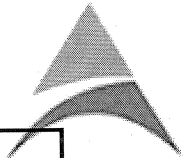
20. Leave will be granted as per the prevailing Company's policy. The current Leave & Attendance Policy is available on our Intranet/Employee Portal (HRMS).

21. This offer is subject to the Company receiving a satisfactory reference from the list of referees furnished by you at the time of interview.

Kindly sign and return to us a copy of this letter as confirmation of your acceptance of this appointment and the terms and conditions of your employment.

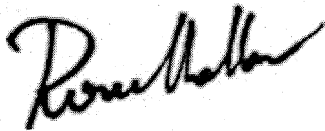
ALLSEC TECHNOLOGIES LTD.

Regd. Office : 46-C, Velachery Main Road, Velachery, Chennai - 600 042
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Corporate Identity Number : L72300TN1998PLC041033, Email : contactus@allsectech.com



Annexure – I		
Name	Dineshkumar V	
Designation	Trainee	
Location	Chennai	
Date of Joining	August 2, 2021	
Salary Components	Per Month	Per Annum
Basic	7400	88800
House Rent Allowance	3700	44400
Special Duty Allowance	4538	54456
Bonus	2000	24000
Gross Total	17638	211656
Benefits		
PF	1433	17196
ESI	573	6876
Gratuity	356	4272
Benefits Total	2362	28344
Cost To Company	20000	240000

For Allsec Technologies Ltd



Dr. Purushothaman S
General Manager
Human Resources

I accept this offer and terms and conditions

Dineshkumar V

ALLSEC TECHNOLOGIES LTD.

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Tel : +91.44.4299 7070 web : www.allsectech.com
Corporate Identity Number : L72300TN1998PLC041033, Email : contactus@allsectech.com

OFFER CUM APPOINTMENT LETTER

Ishwarya V
129, Kamarajar Street,, Dhinamani Nagar
Madurai
625018
IN

Dear Ishwarya,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **Device Associate** at **Chennai**, India.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **10 business days**.

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

1. Date of Commencement

Your employment with Amazon India will commence on **01-Nov-2021**.

2. Probation

You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a

further period of 3 more months or terminate your employment with Amazon India with immediate effect and without any advance or prior notice, and with no further liabilities to Amazon India, except for payment of remuneration up to the date of termination of employment.

3. Duties

- 3.1 You will be employed in the position of **Device Associate**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.
- 3.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures, as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.
- 3.3 You acknowledge that during the course of your employment, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.
- 3.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

4. Hours of Work

The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of employment and when there is a change. You may be required to work in shifts for different work hours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and from time to time during the course of your employment, as appropriate. Certain business teams also operate on 24x7 basis and hence, may have rotational shifts or related

BT



OFFER CUM APPOINTMENT LETTER

Anantha Valli R
2/1A , Parker street, Court road, Near jeyaharan hospital,
Nagercoil
629001
IN

Dear Anantha Valli,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **Associate, Quality Services** at **Chennai, India**.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **10 business days**.

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

1. Date of Commencement

Your employment with Amazon India will commence on **18-Oct-2021**.

2. Probation

You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a

1

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th
Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka
India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN :
U72200KA2004FTC034233



further period of 3 more months or terminate your employment with Amazon India with immediate effect and without any advance or prior notice, and with no further liabilities to Amazon India, except for payment of remuneration up to the date of termination of employment.

3. Duties

- 3.1 You will be employed in the position of **Associate, Quality Services**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.
- 3.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures, as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.
- 3.3 You acknowledge that during the course of your employment, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.
- 3.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

4. Hours of Work

The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of employment and when there is a change. You may be required to work in shifts for different work hours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and from time to time during the course of your employment, as appropriate. Certain business teams also operate on 24x7 basis and hence, may have rotational shifts or related

2

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233



OFFER CUM APPOINTMENT LETTER

Aishwarya G
A-T/03 Vajra Apartments, Bye pass road
Madurai
625016
IN

Dear Aishwarya,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **Associate - Catalog, EN** at **Chennai**, India.

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

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

1. Date of Commencement

Your employment with Amazon India will commence on **27-Sep-2021**.

2. Probation

You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a

further period of 3 more months or terminate your employment with Amazon India with immediate effect and without any advance or prior notice, and with no further liabilities to Amazon India, except for payment of remuneration up to the date of termination of employment.

3. Duties

- 3.1 You will be employed in the position of **Associate - Catalog, EN**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.
- 3.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures, as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.
- 3.3 You acknowledge that during the course of your employment, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.
- 3.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

4. Hours of Work

The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of employment and when there is a change. You may be required to work in shifts for different work hours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and from time to time during the course of your employment, as appropriate. Certain business teams also operate on 24x7 basis and hence, may have rotational shifts or related



requirements for their respective team members. Please refer to Amazon India's Policies and Procedures for further details.

5. Place of Work

Your initial place of work will be at Amazon India's facility in Chennai. However, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you. As you are joining during the period of the Covid-19 Pandemic, you may be permitted to work from a location of your choice in India with the prior approval of your manager under the condition that you are willing to get back to the location mentioned above as and when required by Amazon.

6. Remuneration

- 6.1 Your Annual Base Pay will be Rs.**230,000** per annum made payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise. Your Base Pay is inclusive of both the employer's and the employee's provident fund contributions. Your Base Pay will be reviewed in accordance with internal performance review systems, details of which are set out in Amazon India's Policies and Procedures. If your hire date is on or before the first Monday in October of the current year, you will be eligible for a performance assessment and salary adjustment in the next calendar year. Ordinarily, this process occurs in the month of April each year.
- 6.2 Amazon India has the right to deduct from your pay/salary any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Offer cum Appointment Letter/Amazon India's Policies, or your failure to return Amazon India's property.

7. Contribution to Employees' Provident Fund

Amazon India will contribute to Employees' Provident Fund (EPF) as and when required by the Employees' Provident Funds and Miscellaneous Provision Act, 1952 read with the Employees'

Provident Funds Scheme, 1952, and as further described in Amazon India's Policies and Procedures.

The Employees' Provident Fund Organization ('EPFO'), the statutory body established under Employees' Provident Funds and Miscellaneous Provisions Act, 1952, requires linking of the employee's Aadhaar details with their respective Universal Account Number ('UAN'). For this purpose and to enable Amazon India to make the EPF contributions, Amazon India will collect a copy of your e-aadhaar, which needs to be uploaded by you on Amazon HRS tool prior to commencement of your employment with Amazon India. Foreign Nationals / Overseas Citizens of India shall be required to provide a copy of the first and last page of their valid passport for this purpose.

You acknowledge and provide your consent to Amazon India to use your aadhaar/e-aadhaar or passport (as the case may be) during the tenure of your employment with Amazon India for the purpose of any other requirement under a Government scheme or benefit that may mandate production of such documents as per the applicable law(s) and/or for Amazon India's compliance with its obligations under applicable law(s).

8. Leave

Amazon India will grant you leave as provided in Amazon India's Policies and Procedures. All leave scheduling and organisation will be arranged to ensure smooth business operation; your manager's approval is required prior to your scheduling or changing any leave.

9. Confidential Information and Confidentiality Obligations

9.1 "Confidential Information" means and includes any information that relates to the business of the Company that is not generally available to the public. Without limiting the foregoing, Confidential Information includes:

- (1) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services clients, sellers, agents, employees, contractors, investors, joint ventures, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;
- (2) computer code (including source code and object code) or software developed, modified, or used by the Company;
- (3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;

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REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th
Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka
India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN :
U72200KA2004FTC034233

- (4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing operating costs, or increasing system reliability;
- (5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not such algorithms, procedures or techniques are embodied in a computer program;
- (6) pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or any information related to, or that might reasonably be expected to lead to, the development of such strategies;
- (7) information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;
- (8) any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;
- (9) the following information which shall hereinafter be referred to as the "Disclosure Information":
 - (a) any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;

- (b) any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company;
 - (c) information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such products or services are marketed, sold, or provided by the Company; and
 - (d) any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, if the idea or information could reasonably be expected to prove useful or valuable to the Company;
- (10) any other information gained in the course of your employment with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any information that could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;
 - (11) any information received by the Company from third parties, whether or not under obligation of confidentiality;
 - (12) any information derived from any of the above, including any intellectual property rights attached thereto; and
 - (13) any copies of the above mentioned information.

9.2 Confidentiality Obligations:

- (1) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your employment with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree that you shall not, directly or indirectly, at any time, during the term of your employment with the Company or at any time thereafter, and without regard to when or for what reason, if any, such employment shall terminate, use or cause to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically authorized in writing by the Company, or except as may be required by any applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective order or other appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or regulatory authority; and will use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.
- (2) During the course of your employment with the Company and at the date of termination thereof (hereinafter the "Date of Termination"), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 9.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.
- (3) Nothing in this Offer cum Appointment Letter shall be deemed to dilute or waive any rights related to the protection of trade secrets that the Company may have under common law or any applicable statutes.

10. Intellectual Property Rights

10.1 All patents, copyrights, trade secrets, trade/commercial names, proprietary rights, logos, slogans and all other intellectual property rights developed by or for the Company by any person, including but not limited to intellectual property rights relating to any and/or all of the Confidential Information, ("Intellectual Property Rights") shall be owned by the Company. For good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, you hereby agree to irrevocably, perpetually and unconditionally sell, assign, transfer and convey to the Company and its successors your entire right, title and interest in the Confidential Information and/or Intellectual Property Rights and any improvements thereto throughout the world, including, without limitation:

- (1) all patents, copyrights, trade secrets, trade/commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential Information and all rights to secure registrations, renewals and extensions of the same;
- (2) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that the Employee or Company may hereafter make or develop;
- (3) all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;
- (4) all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and
- (5) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.

10.2 During the period of your employment with the Company and as may be reasonably necessary subsequent to your employment, you agree to cooperate with the Company as may be necessary to obtain patent, copyright and all other intellectual property protection for the Intellectual Property Rights and improvements thereto throughout the world and agree to do such further acts and execute and deliver to the Company such instruments as may be required to perfect, register or enforce the Company's ownership of the rights assigned, transferred or conveyed. If such cooperation is required after the Date of Termination, the Company shall compensate you at a reasonable rate for the time and



related expenses actually spent by you at the Company's request. If you fail or refuse to execute any such instruments, you hereby appoint the Company as your attorney-in-fact to act on your behalf and to execute such instruments. This appointment shall be irrevocable and deemed to be a power coupled with an interest.

- 10.3 For the purposes of the assignment, transfer or conveyance referred to hereinabove, you acknowledge and covenant that your employment with the Company and the benefits received thereunder shall be treated as good and valuable consideration and that you are not entitled to any further consideration in any form or manner whatsoever in relation thereto.
- 10.4 Notwithstanding any other provision hereof to the contrary, this Offer cum Appointment Letter does not obligate you to assign or offer to assign to the Company any of your rights in an invention for which no equipment, supplies, facilities, Intellectual Property Rights, Confidential Information or trade secret information of the Company was used and which was developed entirely on your own time, unless (a) the invention relates (i) directly to the business of the Company, or (ii) to the Company's actual or demonstrably anticipated research or development, or (b) the invention results from or is related to, any work performed by you for the Company.

10.5 No Grant of Rights.

You agree that all rights, title and interest in the Intellectual Property Rights and Confidential Information shall be owned exclusively by the Company. Nothing herein contained shall be construed as a grant by implication, estoppel or otherwise, of a license of any kind by either you to the Company, or by the Company to you, for example, to make, have made, use or sell any product using the Intellectual Property Rights, Confidential Information, or as a license under any patent, patent application, utility model, copyright, mask work right, or any other intellectual property right.

11. Non-Solicitation

- 11.1 During your employment with the Company and for a period of 12 months from the date of termination thereof, you shall not solicit or cause or authorize, directly or indirectly, to be solicited for any competitive business, for or on behalf of any person or customer, or otherwise take any action that might divert the business or patronage of any customer from the Company, or otherwise damage or alienate the relationship between the Company and any customer, vendor or supplier; and
- 11.2 During your employment with the Company and for a period of 12 months thereafter, you shall not solicit or attempt to influence any person employed or engaged by the Company

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REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th
Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka
India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN :
U72200KA2004FTC034233

(whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of, or directly or indirectly offer services in any form or manner to, yourself or any person or entity which is a competitor of the Company.

12. Employee Data Protection

- 12.1 You authorise Amazon India to collect, process and transfer all personal employee-related information obtained by Amazon India for the purpose of proactively managing the employment relationship.
- 12.2 You further authorise the transfer to, and storage of, your personal information in the worldwide employee database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected management throughout the Amazon group worldwide will be authorised to access this database.

13. Exclusivity of Services

During your employment, you will be required to devote your full time, attention and abilities to your job duties during working hours, and to act in the best interests of Amazon India at all times. You shall not, without the written consent of Amazon India, be in any way directly or indirectly engaged or concerned in any other business or undertaking .

14. Termination of Employment

- 14.1 Your employment may be terminated by either party by giving one month's written notice (exclusive of any leaves availed during the said period) or payment of one month salary in lieu of such notice period to the other party. Amazon India holds the right to accept or deny payment in lieu of the said one month notice.
- 14.2 Amazon India reserves the right to terminate your employment forthwith "for cause" without advance notice and without payment of severance, in the event you:
- (i) have been found guilty of any misconduct or indiscipline after due enquiry by Amazon India;
 - (ii) have violated or are in breach of any of the terms of this Offer cum Appointment Letter or Amazon India's Policies and Procedures;

- (iii) have been grossly negligent, or have neglected your duties, or have underperformed your duties, or have performed your duties in a manner unacceptable to Amazon India;
- (iv) have suppressed any information or submitted false information with the view to obtain employment in Amazon India;
- (v) are convicted for any offence under any law for the time being in force in any jurisdiction;
- (vi) commit any act detrimental to the interest of Amazon India;
- (vii) abstain from work for seven consecutive days without informing Amazon India;

14.3 On the termination of your employment for any reason whatsoever, you will return to Amazon India, without delay, all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing, including any Confidential Information and Intellectual Property Rights, which are in your possession or under your control. At Amazon India's option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon India's Policies and Procedures, which will reaffirm your compliance of your post-termination obligations, including return of Amazon India's property/properties and releasing Amazon India from all claims, liabilities and obligations. Where Amazon has made any excess payment to you as part of your relieving formalities, whether or not such excess payment is termed "Full and Final Settlement", you shall be obligated and liable to repay such excess amount forthwith upon being notified by Amazon.

15. Gratuity

Gratuity will be paid as and when required by the Payment of Gratuity Act, 1972 and as further described in Amazon India's Policies and Procedures.

16. Employee Benefits

You will be eligible to receive employee benefits as may be provided by Amazon India in Amazon India's Policies and Procedures. These are subject to change with or without prior notice for both existing and prospective employees. Revised policy will supersede any previous policy which would have been applicable and would have been communicated as part of offer letter.

17. New Hire Background Investigation

- 17.1 It is Amazon India's policy to investigate all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.
- 17.2 You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.
- 17.3 In case you are waiting for the results of your examinations and you are hired prior to the same, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon India reserves the right to take action including termination of your employment without notice.
- 17.4 In case your exams have been postponed due to Covid 19 situation, your continued employment will be contingent to your appearing for the exam and passing the same within a period of 6 months from the date of joining. Amazon India reserves the right to take action including termination of your employment without notice in case of failure to produce proof of passing within the said period.

18. Foreign Nationals

- 18.1 In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Amazon India.
- 18.2 You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Amazon shall be at liberty to demand copies / originals of such permission.
- 18.3 It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Amazon India. Any time after the execution of this Offer cum Appointment Letter, if it is found that you do not have required work permit / visa, Amazon India shall terminate your employment, without notice, with immediate effect, without any liability towards you.

19. Representations and Warranties

You hereby represent and warrant to the Company that:

- 19.1 the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief;
- 19.2 you shall not, during the course of your employment with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary for trade secret information of a third party (including a former employer), except pursuant to written authorization by such third party to do so;
- 19.3 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary of trade secret information of a third party (including a former employer);
- 19.4 during the course of your employment with the Company, you will not violate any non-solicitation or similar agreements or obligations that you have with any third party; and
- 19.5 there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter;
- 19.6 You recognize that the restrictions set forth in this Offer cum Appointment Letter may limit your future flexibility in many ways. You expressly acknowledge that (i) the limitations specified herein are fair and reasonable in view of the nature of the business in which the Company is engaged, your position with the Company, and your access to Confidential Information / Intellectual Property Rights, (ii) you are voluntarily entering into this Offer cum Appointment Letter, and (iii) in spite of the restraints imposed herein, you will be able to engage in other lawful professions, trades or businesses after termination of your employment with the Company. You recognize that your compensation is adequate consideration and acknowledge that you will not be subject to undue hardship or inconvenience by reason of your agreeing to the provisions contained herein.

20. Other Particulars

- 20.1 You confirm that there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter

20.2 You hereby represent and warrant that the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief.

21. Notices

All notices issued by you to the Company or by the Company to you shall be sent either by registered post, courier through a recognised courier service provider or by email transmission which shall be deemed to have been received the next working day provided the notice is also sent by registered post the next working day after email transmission.

22. Waiver

Failure of the Company to insist upon strict adherence of any term of this Offer cum Appointment Letter on any occasion/s shall not be considered a waiver thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Offer cum Appointment Letter.

23. Severability

The holding of any provision of this Offer cum Appointment Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

24. Assignment

Except as otherwise provided in this Section, this Offer cum Appointment Letter shall inure to the benefit of, and be binding upon you and your heirs, representatives, successors and assigns. Neither this Offer cum Appointment Letter nor any right or interest hereunder shall be assignable by you or your legal heirs, beneficiaries or legal representatives without the Company's prior written consent. This Offer cum Appointment Letter shall be assignable by the Company to a subsidiary or affiliate of the Company; or to any corporation, partnership, or other entity that may be organized by the Company, as a separate business unit in connection with the business activities of the Company; or to any corporation, partnership, or other entity resulting from the reorganization, merger or consolidation of the Company with any other corporation, partnership or other entity, or any corporation, partnership, or other entity to or with which all or any portion of the Company's business or assets may be sold, exchanged or transferred.

25. Employer – Employee Relationship

The relationship between the Company and you hereunder shall be solely that of an employer and employee and no modification of responsibility or compensation made hereinafter shall be construed so as to constitute the relationship of partners or joint ventures or so as to as to construe you as an independent contractor of the Company.

26. Liability for Breach

You acknowledge and accept that your breach of any of the terms contained in this Offer cum Appointment Letter or in Amazon India's Policies and Procedures, may cause the Company irreparable harm for which there is no adequate remedy at law, and therefore, the Company shall be entitled to the issuance by a court of competent jurisdiction of an order of injunction, restraining order, or other equitable relief in favor of itself, without the necessity of posting a bond, restraining you from committing or continuing to commit any such violation. Exercise or waiver by the Company of its rights to obtain an injunction, restraining order, or other equitable relief hereunder shall not be deemed a waiver of any right to assert any other remedy the Company may have at law or in equity. In any legal action or other proceeding by the Company against you in connection with this Offer cum Appointment Letter (e.g., for recovery of damages or other relief), the Company will be entitled to recover its reasonable attorneys' fees and other costs incurred.

27. Authorization to Notify New Employer

You hereby grant consent to the Company to notify any of your new employer/s about your rights and obligations under this Offer cum Appointment Letter.

28. Governing Law and Jurisdiction

Your employment, and any disputes which may arise under, out of, or in connection with your employment, shall be governed by and construed in accordance with the laws of India; and the Courts having territorial jurisdiction over the registered office of the Company shall alone have exclusive jurisdiction to try and entertain such disputes to the exclusion of any other Courts situated elsewhere.

29. Agreement/Modifications

The terms described in this Offer cum Appointment Letter and Amazon India's Policies and Procedures will cumulatively constitute the terms of your employment, and shall supersede any previous discussions, offers or agreements relating to your employment, or to the subject



matter hereof. Any additions to, deletions of, or modifications of these terms are valid and effective only if the same are carried out in writing and signed by you and an officer of Amazon India.

30. Headings

The Section headings appearing in this Offer cum Appointment Letter are used for convenience of reference only and shall not be considered a part of this Offer cum Appointment Letter or in any way modify, amend or affect the meaning of any of its provisions.

31. Survival

Your obligations under Sections 9, 10, 12, 14, 22, 23, 24, 26, 27, 28 and this Section 31 hereof shall survive the termination of this Offer Cum Appointment Letter and of your employment with the Company.



You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of employment.

For and on behalf of Amazon Development Centre (India) Private Limited

AUTHORIZATION

By

Signed by: ANBALAGAN SUGUNARAMAN
Date: 2021.09.24 22:26:19 +05:30
Location: India

ACCEPTANCE

I acknowledge receipt of this Offer cum Appointment Letter and, after reading and understanding the same, I accept Amazon India's offer of employment on the terms set out in this Offer cum Appointment Letter.



Congratulations! You have been confirmed for the Role of Associate Business Development Executive

1 message

Nisha AP <nisha@appsplug.com>

Wed, 6 Oct 2021 at 12:03 pm

To: misticacarolin@gmail.com <misticacarolin@gmail.com>

Cc: Aiswarya S <aiswarya@appsplug.com>, Vinoth T <vinoth@appsplug.com>, Arul Kumar <arul@appsplug.com>

Hi Ms. Mistica Carolin ,

Good Afternoon!

Greetings from Appsplug Software India Pvt. Ltd. and we hope this email finds you well during this tough time!

From your job application and the subsequent interview you had with us for the role of Associate Business Development Executive, I'm very pleasure to inform you that you have been selected for this role, and your joining date is on 10th January 2022 (Monday). We are exciting to have you in our mission, and looking forward to have your long association and rewarding career with us! You are required to report in person at the below venue on your date of joining with us:

APPSPLUG SOFTWARE INDIA PRIVATE LIMITED
#51, Tower A, Level 4, Workafella, 401-CW2,
Rattha Tek Meadows, OMR, Sholinganallur,
Chennai 600119

Besides, we also express our sincere apologies for the delay in your joining with us, due to COVID19 impact in our daily lives. We know how hard it is to digest sometimes but your safety is our utmost priority, so we are taking all the necessary steps to expedite your joining with us in a safest manner.

In case of any queries or require any assistance in this regard, please feel free to reach out to me at +91 8069151525 or nisha@appsplug.com, I'm very much happy to assist.

Thank you!

Regards,
Nisha AP
HR Executive
Appsplug Software India Pvt. Ltd.
8069151525
<https://appsplug.com>

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Appsplug Software India Private Limited

2/88, First Floor, Office No: CW21, SM Towers, Old Mahabalipuram Road,
Seevaram, Perungudi, Chennai, Tamilnadu, India - 600096
✉ info@appsplug.com ☎ +91 44 42125507

April 19, 2021

Mr. Guru Dhachana Moorthy,
S/o Muthu Pandian,
No. 5/C Appavupillai Street, Old Kuyavar Palayam Road,
Madurai, Tamilnadu - 625009
Ph: +91 9361205710

Dear Mr. Guru Dhachana Moorthy,

Subject: Offer of Employment

Congratulations!

Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you a role of "**Associate Business Development Executive**" with **APPSPLUG SOFTWARE INDIA PRIVATE LIMITED** (APPSPLUG, the Company, We or Us). You are required to report at our office located at "2/88, First Floor, CW21, SM Towers, Old Mahabalipuram Road, Seevaram, Perungudi, Chennai, Tamilnadu, India 600096" and the scheduled date of your joining the Company is **26 APRIL 2021**.

We welcome you to share a challenging and mutually rewarding experience with APPSPLUG and offer you a starting compensation of annual cost to the company of Rs. **2,40,000/-** (Rupees Two-Lakh Forty Thousands Only) inclusive of all allowances. The detailed salary breakup will be shared on your date of joining.

This offer of employment is subject to the below Terms and conditions, please read the below Terms and conditions of your employment with us carefully, if you have any questions concerning this offer of employment, please do not hesitate to contact us. You are required to sign this offer of employment based on the below Terms and conditions along with the NON-DISCLOSURE and NON-COMPETE AGREEMENT on your date of joining with us.

Terms and conditions of your Employment

1. Your service of employment effective from your date of joining.
2. No previous employment with any other entity counts as part of your period of continuous employment with us.
3. Your salary will be Rs. 2,40,000/- (Rupees Two-Lakh Forty Thousands Only) per annum payable monthly by credit transfer as detailed on your pay statement. The matters related to your compensation are strictly confidential between you and the company and should be treated as such.
4. Your working hours may vary according to the operational needs of different clients and projects. Your normal hours of work are 09:30 am to 06:30 pm, from Monday to Friday with a 60 minutes unpaid lunch break each day. You may be required to work additional hours when authorized and as necessitated by the needs of the business. Therefore, we reserve the right to amend the hours of work as necessary to meet the requirements of the business and you hereby agree to the same.
5. You will be on probation for a period of six months from your date of joining to the Company and shall continue to be so until and unless specifically communicated to you in writing. Your probation period is extendable at the sole discretion of the company. The Company may confirm you as a permanent employee upon your successful completion of probation. Please note that as per the Company policy, you would be confirmed on the 1st date of the succeeding month if you are completing your probation period is not exactly fall on the last date of that month.
6. During the probation period, your employment can be terminated with one month notice. On confirmation as a regular employee, you will be required to give three months notice thereof in case you decide to leave from the services of the company. If you are having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the three months notice period. However, the company reserves the right to relieve you from your services immediately upon your notice, at its sole discretion. Upon your resignation request, all the wages to you from the Company shall be withheld and settled with in 15 days from the last day of your employment with us.
7. The Company may, at its discretion conduct background checks prior to or after your expected joining date or at any time to validate your identity, the

05/05/2021

Ms. Archana Thiagarajan,

69, Palam Station Road,
Sellur, Madurai – 625002
Tamil Nadu

Subject: Letter of Offer

Dear Archana Thiagarajan,

It has been our pleasure interacting with you during the interview process and we thank you for the interest you have evinced in Aptean.

We are pleased to offer you the position of **Associate Engineer, Development** with Aptean. While we take into account your interview comments, previous accomplishments and experience, the best possible offer we could provide would be **INR 540000 PA** and other benefits as given below: A detailed employment letter shall be issued to you on the date of joining.

A - Compensation Structure**Position : Associate Engineer, Development****Date of Joining: 14- June- 2021**

		Frequency of Payment	Annual Amount (INR)
1	Basic Salary	Monthly	250000
2	House Rent Allowance	Monthly	125000
3	Education Allowance	Monthly	2400
4	Statutory Bonus	Monthly	35760
5	Special Allowance	Monthly	36015
6	Leave Travel Allowance	Monthly	20825
7	Provident Fund -company contribution	Monthly	30000
Total Fixed Component			500000

Incentive Compensation: You will be eligible to participate in APTEAN's annual incentive plan with an incentive compensation target of 8 % of your base salary (**INR 500000**) at the 100% plan achievement, prorated for 2021. The details of this compensation plan will be communicated to you by your hiring manager. The Company reserves the right to review, alter, or amend the Plan at any time.

Note: Employees who are hired on or after October 1 of a Plan Year will not be eligible to participate in that year's Plan.





In addition to the above, you will also be eligible for gratuity and insurance benefit, details of which are in the annexure.

Employee Benefits	Coverage	Limit
Group Med Claim- Reimbursement of hospitalization expenses	Floater benefit - Covers the employee and his/her dependents*. Premium paid by the company	INR 500,000/-
Group Accident Insurance- Reimbursement of hospitalization expenses in case of accidents	Covers only the employee	INR 2,000,000/-
Gratuity	As per Gratuity Act	As per Gratuity Act

The dependent family for the purpose of Income Tax is defined as spouse, children and dependent parents.

You would declare your dependents at the time of your joining as part of the joining formalities.

We have arrived at a decision of fitment after a careful and fair scrutiny of your performance as against our internal parity and company standards.

This offer is subject to and contingent upon you signing and agreeing to the terms and conditions called out in the Training Agreement, which includes the training costs incurred, and returnable to company, if you resign from the company within 18 months period from the date of joining. The training costs with the detailed terms and conditions are mentioned in the training agreement that will be issued to you along with the appointment letter on your date of joining.

This offer will be null and void if we do not receive a response from you within < 3 working days from the day the offer has been made>
Look forward to working with you.

Sincerely,

Nicholas Bacon
CHRO



05/05/2021

Mr. Balahariharan Muthiah

8/W, Thulasi 2nd Street, Ganpathy Nagar, New Vilangudi
Madurai – 18
Tamil Nadu

Subject: Letter of Offer

Dear Balahariharan Muthiah,

It has been our pleasure interacting with you during the interview process and we thank you for the interest you have evinced in Aptean.

We are pleased to offer you the position of **Associate Engineer, QA** with Aptean. While we take into account your interview comments, previous accomplishments and experience, the best possible offer we could provide would be **INR 540000 PA** and other benefits as given below: A detailed employment letter shall be issued to you on the date of joining.

A - Compensation Structure

Position : Associate Engineer, QA

Date of Joining: 14- June- 2021

		Frequency of Payment	Annual Amount (INR)
1	Basic Salary	Monthly	250000
2	House Rent Allowance	Monthly	125000
3	Education Allowance	Monthly	2400
4	Statutory Bonus	Monthly	35760
5	Special Allowance	Monthly	36015
6	Leave Travel Allowance	Monthly	20825
7	Provident Fund -company contribution	Monthly	30000
Total Fixed Component			500000

Incentive Compensation: You will be eligible to participate in APTEAN's annual incentive plan with an incentive compensation target of 8 % of your base salary (**INR 500000**) at the 100% plan achievement, prorated for 2021. The details of this compensation plan will be communicated to you by your hiring manager. The Company reserves the right to review, alter, or amend the Plan at any time.

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Group Accident Insurance- Reimbursement of hospitalization expenses in case of accidents	Covers only the employee	INR 2,000,000/-
Gratuity	As per Gratuity Act	As per Gratuity Act

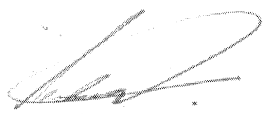
The dependent family for the purpose of Income Tax is defined as spouse, children and dependent parents.

You would declare your dependents at the time of your joining as part of the joining formalities. We have arrived at a decision of fitment after a careful and fair scrutiny of your performance as against our internal parity and company standards.

This offer is subject to and contingent upon you signing and agreeing to the terms and conditions called out in the Training Agreement, which includes the training costs incurred, and returnable to company, if you resign from the company within 18 months period from the date of joining. The training costs with the detailed terms and conditions are mentioned in the training agreement that will be issued to you along with the appointment letter on your date of joining.

This offer will be null and void if we do not receive a response from you within < 3 working days from the day the offer has been made>
Look forward to working with you.

Sincerely,


Nicholas Bacon
CHRO



05/05/2021

Mr. Katro Stee Saffer Maria Andrews,

1/611, 8th Cross Street, Gandhinagar, Pandian Nagar,
Virudhunagar – 626001
Tamil Nadu

Subject: Letter of Offer

Dear Katro Stee Saffer Maria Andrews,

It has been our pleasure interacting with you during the interview process and we thank you for the interest you have evinced in Aptean.

We are pleased to offer you the position of **Associate Engineer, QA** with Aptean. While we take into account your interview comments, previous accomplishments and experience, the best possible offer we could provide would be **INR 540000 PA** and other benefits as given below: A detailed employment letter shall be issued to you on the date of joining.

A - Compensation Structure

Position : Associate Engineer, QA

Date of Joining: 14- June- 2021

		Frequency of Payment	Annual Amount (INR)
1	Basic Salary	Monthly	250000
2	House Rent Allowance	Monthly	125000
3	Education Allowance	Monthly	2400
4	Statutory Bonus	Monthly	35760
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7	Provident Fund -company contribution	Monthly	30000
Total Fixed Component			500000

Incentive Compensation: You will be eligible to participate in APTEAN's annual incentive plan with an incentive compensation target of 8 % of your base salary (**INR 500000**) at the 100% plan achievement, prorated for 2021. The details of this compensation plan will be communicated to you by your hiring manager. The Company reserves the right to review, alter, or amend the Plan at any time.

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In addition to the above, you will also be eligible for gratuity and insurance benefit, details of which are in the annexure.

Employee Benefits	Coverage	Limit
Group Med Claim- Reimbursement of hospitalization expenses	Floater benefit - Covers the employee and his/her dependents*. Premium paid by the company	INR 500,000/-
Group Accident Insurance- Reimbursement of hospitalization expenses in case of accidents	Covers only the employee	INR 2,000,000/-
Gratuity	As per Gratuity Act	As per Gratuity Act


The dependent family for the purpose of Income Tax is defined as spouse, children and dependent parents.

You would declare your dependents at the time of your joining as part of the joining formalities. We have arrived at a decision of fitment after a careful and fair scrutiny of your performance as against our internal parity and company standards.

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This offer will be null and void if we do not receive a response from you within < 3 working days from the day the offer has been made>
Look forward to working with you.

Sincerely,


Nicholas Bacon
CHRO



07/05/2021

Mr. Ragul Vishvakumar Vijayakumar,

1/1105/12, Jackadevinagar, Pandianagar,
Virudhunagar – 626001
Tamil Nadu

Subject: Letter of Offer

Dear Ragul Vishvakumar Vijayakumar,

It has been our pleasure interacting with you during the interview process and we thank you for the interest you have evinced in Aptean.

We are pleased to offer you the position of **Associate Engineer, QA** with Aptean. While we take into account your interview comments, previous accomplishments and experience, the best possible offer we could provide would be **INR 540000 PA** and other benefits as given below: A detailed employment letter shall be issued to you on the date of joining.

A - Compensation Structure

Position : Associate Engineer, QA

Date of Joining: 14- June- 2021

		Frequency of Payment	Annual Amount (INR)
1	Basic Salary	Monthly	250000
2	House Rent Allowance	Monthly	125000
3	Education Allowance	Monthly	2400
4	Statutory Bonus	Monthly	35760
5	Special Allowance	Monthly	36015
6	Leave Travel Allowance	Monthly	20825
7	Provident Fund -company contribution	Monthly	30000
Total Fixed Component			500000

Incentive Compensation: You will be eligible to participate in APTEAN's annual incentive plan with an incentive compensation target of 8 % of your base salary (**INR 500000**) at the 100% plan achievement, prorated for 2021. The details of this compensation plan will be communicated to you by your hiring manager. The Company reserves the right to review, alter, or amend the Plan at any time.

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Employee Benefits	Coverage	Limit
Group Med Claim- Reimbursement of hospitalization expenses	Floater benefit - Covers the employee and his/her dependents*. Premium paid by the company	INR 500,000/-
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This offer will be null and void if we do not receive a response from you within < 3 working days from the day the offer has been made>
Look forward to working with you.

Sincerely,

Nicholas Bacon
CHRO



Ms. Siknas Zahir,

05/05/2021

386/253 -5, Voc 1st Street, Thasildhar Nagar, Anna Nagar,
Madurai – 625002
Tamil Nadu

Subject: Letter of Offer

Dear Siknas Zahir,

It has been our pleasure interacting with you during the interview process and we thank you for the interest you have evinced in Aptean.

We are pleased to offer you the position of **Associate Engineer, QA** with Aptean. While we take into account your interview comments, previous accomplishments and experience, the best possible offer we could provide would be **INR 540000 PA** and other benefits as given below: A detailed employment letter shall be issued to you on the date of joining.

A - Compensation Structure

Position : Associate Engineer, QA

Date of Joining: 14- June- 2021

	Frequency of Payment	Annual Amount (INR)
1 Basic Salary	Monthly	250000
2 House Rent Allowance	Monthly	125000
3 Education Allowance	Monthly	2400
4 Statutory Bonus	Monthly	35760
5 Special Allowance	Monthly	36015
6 Leave Travel Allowance	Monthly	20825
7 Provident Fund -company contribution	Monthly	30000
Total Fixed Component		500000

Incentive Compensation: You will be eligible to participate in APTEAN's annual incentive plan with an incentive compensation target of 8 % of your base salary (**INR 500000**) at the 100% plan achievement, prorated for 2021. The details of this compensation plan will be communicated to you by your hiring manager. The Company reserves the right to review, alter, or amend the Plan at any time.

Note: Employees who are hired on or after October 1 of a Plan Year will not be eligible to participate in that year's Plan.



In addition to the above, you will also be eligible for gratuity and insurance benefit, details of which are in the annexure.

Employee Benefits	Coverage	Limit
Group Med Claim- Reimbursement of hospitalization expenses	Floater benefit - Covers the employee and his/her dependents*. Premium paid by the company	INR 500,000/-
Group Accident Insurance- Reimbursement of hospitalization expenses in case of accidents	Covers only the employee	INR 2,000,000/-
Gratuity	As per Gratuity Act	As per Gratuity Act

The dependent family for the purpose of Income Tax is defined as spouse, children and dependent parents.

You would declare your dependents at the time of your joining as part of the joining formalities.


We have arrived at a decision of fitment after a careful and fair scrutiny of your performance as against our internal parity and company standards.

This offer is subject to and contingent upon you signing and agreeing to the terms and conditions called out in the Training Agreement, which includes the training costs incurred, and returnable to company, if you resign from the company within 18 months period from the date of joining. The training costs with the detailed terms and conditions are mentioned in the training agreement that will be issued to you along with the appointment letter on your date of joining.

This offer will be null and void if we do not receive a response from you within < 3 working days from the day the offer has been made>

Look forward to working with you.

Sincerely,



Nicholas Bacon
CHRO



05/05/2021

Mr. Venkatesh Ravikumar,

37 A, Hanumar Kovil Padithurai, Simakkal
Madurai – 625001
Tamil Nadu

Subject: Letter of Offer

Dear Venkatesh Ravikumar,

It has been our pleasure interacting with you during the interview process and we thank you for the interest you have evinced in Aptean.

We are pleased to offer you the position of **Associate Engineer, QA** with Aptean. While we take into account your interview comments, previous accomplishments and experience, the best possible offer we could provide would be **INR 540000 PA** and other benefits as given below: A detailed employment letter shall be issued to you on the date of joining.

A - Compensation Structure

Position : Associate Engineer, QA

Date of Joining: 14- June- 2021

		Frequency of Payment	Annual Amount (INR)
1	Basic Salary	Monthly	250000
2	House Rent Allowance	Monthly	125000
3	Education Allowance	Monthly	2400
4	Statutory Bonus	Monthly	35760
5	Special Allowance	Monthly	36015
6	Leave Travel Allowance	Monthly	20825
7	Provident Fund -company contribution	Monthly	30000
Total Fixed Component			500000

Incentive Compensation: You will be eligible to participate in APTEAN's annual incentive plan with an incentive compensation target of 8 % of your base salary (**INR 500000**) at the 100% plan achievement, prorated for 2021. The details of this compensation plan will be communicated to you by your hiring manager. The Company reserves the right to review, alter, or amend the Plan at any time.

Note: Employees who are hired on or after October 1 of a Plan Year will not be eligible to participate in that year's Plan.





In addition to the above, you will also be eligible for gratuity and insurance benefit, details of which are in the annexure.

Employee Benefits	Coverage	Limit
Group Med Claim- Reimbursement of hospitalization expenses	Floater benefit - Covers the employee and his/her dependents*. Premium paid by the company	INR 500,000/-
Group Accident Insurance- Reimbursement of hospitalization expenses in case of accidents	Covers only the employee	INR 2,000,000/-
Gratuity	As per Gratuity Act	As per Gratuity Act

The dependent family for the purpose of Income Tax is defined as spouse, children and dependent parents.

You would declare your dependents at the time of your joining as part of the joining formalities.

We have arrived at a decision of fitment after a careful and fair scrutiny of your performance as against our internal parity and company standards.

This offer is subject to and contingent upon you signing and agreeing to the terms and conditions called out in the Training Agreement, which includes the training costs incurred, and returnable to company, if you resign from the company within 18 months period from the date of joining. The training costs with the detailed terms and conditions are mentioned in the training agreement that will be issued to you along with the appointment letter on your date of joining.

This offer will be null and void if we do not receive a response from you within < 3 working days from the day the offer has been made>

Look forward to working with you.

Sincerely,

Nicholas Bacon
CHRO



Ms. Vishnu Praba Asokan,

07/05/2021

44/4w, Main Road, Mayiladumparai,
Theni – 625579
Tamil Nadu

Subject: Letter of Offer

Dear Vishnu Praba Asokan,

It has been our pleasure interacting with you during the interview process and we thank you for the interest you have evinced in Aptean.

We are pleased to offer you the position of **Associate Engineer, QA** with Aptean. While we take into account your interview comments, previous accomplishments and experience, the best possible offer we could provide would be **INR 540000 PA** and other benefits as given below: A detailed employment letter shall be issued to you on the date of joining.

A - Compensation Structure

Position : Associate Engineer, QA

Date of Joining: 14- June- 2021

		Frequency of Payment	Annual Amount (INR)
1	Basic Salary	Monthly	250000
2	House Rent Allowance	Monthly	125000
3	Education Allowance	Monthly	2400
4	Statutory Bonus	Monthly	35760
5	Special Allowance	Monthly	36015
6	Leave Travel Allowance	Monthly	20825
7	Provident Fund -company contribution	Monthly	30000
Total Fixed Component			500000

Incentive Compensation: You will be eligible to participate in APTEAN's annual incentive plan with an incentive compensation target of 8 % of your base salary (**INR 500000**) at the 100% plan achievement, prorated for 2021. The details of this compensation plan will be communicated to you by your hiring manager. The Company reserves the right to review, alter, or amend the Plan at any time.

Note: Employees who are hired on or after October 1 of a Plan Year will not be eligible to participate in that year's Plan.



In addition to the above, you will also be eligible for gratuity and insurance benefit, details of which are in the annexure.

Employee Benefits	Coverage	Limit
Group Med Claim- Reimbursement of hospitalization expenses	Floater benefit - Covers the employee and his/her dependents*. Premium paid by the company	INR 500,000/-
Group Accident Insurance- Reimbursement of hospitalization expenses in case of accidents	Covers only the employee	INR 2,000,000/-
Gratuity	As per Gratuity Act	As per Gratuity Act

The dependent family for the purpose of Income Tax is defined as spouse, children and dependent parents.

You would declare your dependents at the time of your joining as part of the joining formalities.

We have arrived at a decision of fitment after a careful and fair scrutiny of your performance as against our internal parity and company standards.

This offer is subject to and contingent upon you signing and agreeing to the terms and conditions called out in the Training Agreement, which includes the training costs incurred, and returnable to company, if you resign from the company within 18 months period from the date of joining. The training costs with the detailed terms and conditions are mentioned in the training agreement that will be issued to you along with the appointment letter on your date of joining.

This offer will be null and void if we do not receive a response from you within < 3 working days from the day the offer has been made>

Look forward to working with you.

Sincerely,



Nicholas Bacon
CHRO



Mr. SHYAM DEEPAN RAGHU

November 11, 2021

13, T. CK. PERIYASWAMY STREET,
VIRUDHUNAGARTN. 626001IN.

Subject: Letter of Offer

Dear SHYAM DEEPAN RAGHU,

It has been our pleasure interacting with you during the interview process and we thank you for the interest you have evinced in Aptean.

We are pleased to offer you the position of **Associate Engineer, QA** with Aptean. While we take into account your interview comments, previous accomplishments and experience, the best possible offer we could provide would be **₹500,000.00/Annually** and other benefits as given below. A detailed employment letter shall be issued to you on the date of joining.

A - Compensation Structure

Position : Associate Engineer, QA

Date of Joining : November 22, 2021

B - Incentive Compensation: You will be eligible to participate in APTEAN's annual incentive plan with an incentive compensation target of 8% of your base salary (₹500,000.00/Annually) at the 100% plan achievement prorated for 2021. Details of this compensation plan will be communicated to you by your hiring manager. The Company reserves the right to review, alter, or amend the Plan at any time.

Note: Employees hired on or after October 1 of a Plan Year will not be eligible to participate in that year's Plan.

	Frequency of Payment	Annual Amount (INR)
1. Basic Salary	Monthly	250000
2. House Rent Allowance	Monthly	125000
3. Education Allowance	Monthly	2400
4. Statutory Bonus	Monthly	23712
5. Special Allowance	Monthly	48000
6. Leave Travel Allowance	Monthly	20625
7. Provident Fund-company contribution	Monthly	30000
Total Fixed Component		500000

Associate Engineer QA - 45642

Page 6

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In addition to the above, you will also be eligible for gratuity and insurance benefit, details are mentioned as below:

Employee Benefits	Coverage	Limit
Group Medical- Reimbursement of hospitalization expenses	Floater benefit - Covers the employee and his/her dependents*. Premium paid by the company. Employee, spouse and children are covered 100% where as parents are covered 80% or up to 2.5L.	INR 500,000/-
Group Personal Accident Insurance - Reimbursement of hospitalization expenses in case of accidents	Covers the employee only	3 times Annual fixed CTC
Term Life Insurance cover	Employee is covered under the Group Term Life Insurance. This coverage is for employees only.	3 times Annual fixed CTC
Gratuity	As per Gratuity Act	As per Gratuity Act

*The dependent family for the purpose of income Tax is defined as spouse, children & dependent parents. You would declare your dependents at the time of your joining as part of the joining formalities.

We have arrived at a decision of fitment after a careful and fair scrutiny of your performance as against our internal party and company standards.

This offer is subject to and contingent upon you signing & agreeing to the terms & conditions spelled out in the Training Agreement, which includes the training costs incurred & returnable to company, if you resign from the company within 24 months period from joining date. Training costs with the detailed terms & conditions are mentioned in the training agreement that will be issued to you along with the appointment letter on your joining.

This offer will be null and void if we do not receive a response from you no later than November 11, 2021. Look forward to working with you.

SHYAM DEEPAN RAGHU

Sincerely,



Nicholas Bacon
CHRO

Ready for What's Next, Now™





Offer Letter

EIE

10/12/2020

Dear Candidate,

Name of the Candidate: Shiva Kumar R

Name of the Institute: Kamaraj college of Engineering and Technology

We are pleased to offer you an internship of 6 months with development team in ASKTeknolozy. This internship aims at providing you an opportunity to gain industrial experience with respect to the following terms and conditions.

- There will be no stipend or remuneration for the 1st month of internship. Stipend will be paid from the 2nd month of internship based on performance.
- Accomodation will be provided during internship.
- You shall not leave the internship/job in the interim of the commitment period.
- Internship certificate will be provided only upon successful completion of Internship or after signing a hire agreement with us.
- You will have to sign a service agreement of minimum 1 year of service post internship.
- You will have to sign in a non-disclosure agreement upon joining us and shall not discuss or disclose any information related to our company customers or suppliers depending upon the confidentiality classification of the information. Any contravention of the clause will amount to gross misconduct during the internship/job and your internship/job may be discontinued along with suitable disciplinary action.
- We understand that you have not signed up for employment till date and shall not take up employment or accept an offer for employment with any other company.
- During the internship/job with us, you shall not be engaged, concerned or interested directly or indirectly in any other internships/job.
- This internship/job offered to you is subject to termination without notice, if found to be violating our value system or in hindrance to the performance of other employees.

Your pay post joining us on a permanent role will be purely based on your performance and will be offered on a different offer letter post internship. Sign a copy of this letter and return it to us as an agreement to this offer and the terms given above.

Wish you a great career launch with ASK Teknolozy!

Thanks & Regards,

ASK Teknolozy

Candidate's Signature





Offer Letter

10/12/2020

Dear Candidate,

Name of the Candidate: Sankar K

Name of the Institute: Kamaraj college of Engineering and Technology

We are pleased to offer you an internship of 6 months with development team in ASKTeknolozy. This internship aims at providing you an opportunity to gain industrial experience with respect to the following terms and conditions.

- There will be no stipend or remuneration for the 1st month of internship. Stipend will be paid from the 2nd month of internship based on performance.
- Accomodation will be provided during internship.
- You shall not leave the internship/job in the interim of the commitment period.
- Internship certificate will be provided only upon successful completion of Internship or after signing a hire agreement with us.
- You will have to sign a service agreement of minimum 1 year of service post internship.
- You will have to sign in a non-disclosure agreement upon joining us and shall not discuss or disclose any information related to our company customers or suppliers depending upon the confidentiality classification of the information. Any contravention of the clause will amount to gross misconduct during the internship/job and your internship/job may be discontinued along with suitable disciplinary action.
- We understand that you have not signed up for employment till date and shall not take up employment or accept an offer for employment with any other company.
- During the internship/job with us, you shall not be engaged, concerned or interested directly or indirectly in any other internships/job.
- This internship/job offered to you is subject to termination without notice, if found to be violating our value system or in hindrance to the performance of other employees.

Your pay post joining us on a permanent role will be purely based on your performance and will be offered on a different offer letter post internship. Sign a copy of this letter and return it to us as an agreement to this offer and the terms given above.

Wish you a great career launch with ASK Teknolozy!

Thanks & Regards,

ASK Teknolozy

Candidate's Signature





Axles India Limited

To

Date : 09/03/2021

Mr. RAJKUMAR. C
EMP. NO.: EA0055667

Dear Mr. C. Rajkumar,

This has reference to your application and the subsequent interview you had with us, we are pleased to appoint you as an "Graduate Apprentice " for a period of three years from 09/03/2021 to 08/03/2024 as per Certified Standing Orders of our Company on the following terms and conditions;

1. Your training period will start on 09/03/2021 and end automatically on 08/03/2024.
2. You will be paid stipend as per Annexure.
3. Even though you are not entitled by law, as a welfare measures, you will be covered under Employee's Provident Fund and as a statutory requirement you will be covered under Employee's State Insurance.
4. You will not be entitled to Bonus as per the Payment of Bonus Act 1965 (Amendment Act 2015). However, you will be eligible for "Retention Ex-gratia" of Rs.250/- per month which will be given before Deepavali festival every year. During the period of Apprenticeship training, if you resign from the Company, you will be eligible for "Retention bonus", only for the number of months you have actually undergone training. If you are terminated / if your Apprenticeship training Ceases for any reason whatsoever, you will not be eligible for the above amount.
5. It is made clear that it is not obligatory on the part of the Company to offer any employment after successful completion of Apprenticeship Training . The training shall automatically come to an end on the date stipulated above and you will be automatically relieved from the training. No separate letter of intimation would be issued to you on completion of training period.
6. During the training period if your performance / conduct is not satisfactory you will be liable for suitable disciplinary action. The Management has the right to deduct from your stipend appropriate amount for any loss / damage made by you during the course of your training period.
7. You will be required to attend training as and when required at timings in any shift. You shall also adhere to all safety aspects which is followed in the Company during the training period. The Management will not be liable / responsible for any accidents arising out of non-adherence of safety PPE (Personal Protective Equipments).

Page 1 of 3



8. Management has the right to extend your training period for such period / periods in case you do not turn-up for the training on grounds of sickness, ill health.
9. During the tenure of your training with the Company, you will be liable to be transferred to any Department, Section, Establishment of the Company or at any other place where the work of the Company is carried out. You shall also be liable to be transferred to such establishments which may be newly established after your joining the Company.
10. Throughout your continuance of training with the Company, you should be medically fit. It will be open for the Company to require you to undergo such medical test as may be determined and on the event, the Company finds it unsuitable for you to be continued on medical grounds, the decision of the Company in that case shall be final and binding and your training will automatically come to an end immediately.
11. During the course of training, if your performance / conduct is not satisfactory, the apprenticeship training will be terminated without any notice or compensation whatsoever. Likewise, during the course of training, your Apprenticeship training period shall be terminated without assigning any reason or Compensation whatsoever.
12. This letter is being issued to you on the clear understanding that there is nothing in your past record which would have prevented the Management from offering you training. If however, it is found at any time hereinafter that your past record is objectionable or if any declaration given by you of statement made by you to the Management is false or you have willfully suppressed any material information, in such a case you will be liable to be removed from the apprenticeship training of the Company forthwith without any notice, or compensation whatsoever.
13. You will also not work elsewhere with or without remuneration in your spare time.
14. You will not without consent of the Management disclose or divulge or make public except on legal obligations any information regarding Company matters known to you in the course of your training. You shall observe strict Confidentiality regarding the business of the Company and shall not divulge directly or indirectly or disclose to any person, any affairs or any information regarding the Company matters. You shall also not publish any written articles or deliver any talk or give any interview on any subject related to the Company.

Page 2 of 3



15. You shall be responsible for safe keeping and return in good condition and order, the Company reserves the right to deduct money value of all such items from stipend and or take such action as it deems proper in the event of your failure to account for them to the satisfaction of the Company.

With Best Wishes,

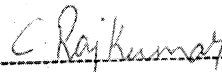
For AXLES INDIA LIMITED


R. BADRINATH
Dy. General Manager – HR

Encl : Annexure – Stipend details.

Received the original copy of this letter. I hereby accept the Terms and conditions stated in this and agree to abide by them as well as those that may be made applicable from time to time. I undertake to under go training diligently, with utmost sincerity, integrity, loyalty, honesty.

SIGNATURE OF APPRENTICE



**CONTENT EXPLAINED
IN MY MOTHER TONGUE BY**






ANNEXURE

STIPEND STRUCTURE - Diploma / B.E			
DIRECT	FIRST YEAR PER MONTH	SECOND YEAR PER MONTH	THIRD YEAR PER MONTH
Stipend	7000	7000	7000
Other Allowance	6500	7000	7750
Total Stipend	13500	14000	14750

*** Rs. 250/- per month will be paid as Retention Ex-gratia and will be given before Deepavali festival every year.

For AXLES INDIA LIMITED


R. BADRINATH
Dy. General Manager – HR



To,

Mr Perumal Gokul Ram

Sub: Offer Letter and Terms of Employment

Dear Perumal Gokul Ram,

It gives us immense pleasure in inviting you to join us at BridgeSGI Solutions India Private Limited ("BridgeSGI" or the "Company") as one of our valuable members.

We are pleased to inform you that you have been offered employment at BridgeSGI as Software Consultant and you would report on your joining our office to Mr R Senthil Kumar. You will primarily operate out at our office located at Silk Board, Bengaluru.

You will receive a total compensation of Rs 5,75,000 (Rupees Five Lakhs Seventy Five Thousand only) (CTC) after successful completion of internship period starting from 23rd August 2021 to 31st December 2021. During the internship your stipend will be Rs 25,000 (Rupees Twenty Five Thousand only), all inclusive. This sum includes all the payments as per BridgeSGI's policies and any statutory payments/benefits applicable as per laws in force.


You are required to join the Company on or before 23rd August 2021, failing which this offer will stand automatically withdrawn.

We wish to share with you the detailed *Employment Terms and Conditions* which will govern your employment with BridgeSGI. You will also be bound by any changes to the terms and conditions keeping in mind the business requirements of the Company. Please note that your appointment is subject to background check/reference check/pre-employment checks as applicable.

Kindly note that by entering this Employment Contract, you warrant that you will not be in breach of any terms or obligations under any subsisting agreement, written or verbal, with any third party.

We look forward to your joining our team and hope for a long and successful association.

Yours sincerely,


(R. Senthil Kumar)

Mr. Senthil Kumar

Director

Corporate Office: #244, Fortune Summit Business Park, 1st Floor, HSR 6th Sector, Hosur Road, Bangalore 560068



EMPLOYMENT TERMS AND CONDITIONS

1) Position Description:

- a. You shall during your employment with BridgeSGI, perform the duties and exercise the powers which BridgeSGI may from time to time properly assign to you in your capacity as or in connection with the business of any of its associated company.
 - b. The above position description which prescribes your duties and other requirements of your employment is attached herewith and is part of this contract of engagement. At BridgeSGI it is necessary for us to respond to needs and workloads across the Company. Therefore, we need to remain flexible and work as a team, and in line with this, you may be asked to assist in other areas, vary your work times and/or perform other tasks which are consistent with your skills and abilities. Your duties will include but not be limited to all responsibilities that would pertain to the position.
- 2) Your employment shall be deemed to have been commenced on the date of actual reporting in the premises of the Company pursuant to your acceptance of these Employment Terms and Conditions. Your acceptance of these Employment Terms and Conditions constitute a binding contract of employment between You and the Company.
- 3) **Probation Period:** You are appointed on a probationary basis for a period of six months, and after successful completion of the probation period, your appointment will be regularised, unless otherwise communicated to you at the discretion of the Company.
- 4) **Working Hours :** BridgeSGI observes a 5-day week with Saturday and Sunday as weekly holidays. The office hours are from 10 AM to 6 PM.
- 5) **Compensation & Benefits:** Rs 5,75,000 (Rupees Five Lakhs Seventy Five Thousand only) (CTC) after successful completion of internship period starting from 23rd August 2021 to 31st December 2021. During the intership your stipend will be Rs 25,000 (Rupees Twenty Five Thousand only), all inclusive. This sum includes all the payments as per BridgeSGI's policies and any statutory payments/benefits applicable as per laws in force.
- 6) **Leave Eligibility & Holidays**
- a. The Company's holiday year commences on 1st January and expires on 31st December (the "Holiday Year"). You shall be entitled to such holidays, as may be declared at the beginning of each Holiday Year by the Company.
 - b. Leave for full time, permanent employees will generally be in accordance with the terms and conditions of BridgeSGI's Leave Policy.

7) Notice Period & Termination

- a. Upon the successful completion of your probation period, Your employment is subject to termination by either party by giving Ninety days (Notice Period) written notice or at the discretion of the company remaining days salary in lieu of notice period. Provided that in case you wish to resign with immediate effect, the Company reserves the right to require you continue in employment until such date (not exceeding thirty days) to complete the tasks entrusted to you and the handover/knowledge transfer process.
- b. BridgeSGI shall have the right of immediate termination of your services without giving you a prior notice period or days salary in lieu thereof, if it is found, at any time that you have indulged in an act which constitutes misconduct in accordance with BridgeSGI's Policy/ Code of Conduct. In the event of such termination, the Company shall not be obliged to make any payment to you save for, the amount of salary and benefits any remuneration actually accrued up to and including the date of such termination. This is notwithstanding BridgeSGI's right to claim the actual damages it has suffered or other relief under contract, law or equity.
- c. In the event that you are incapacitated by ill health, accident or any other cause from performing your duties under this Employment Contract for a period of sixty working days or more (whether consecutive or not) in any continuous period of six months, the Company may terminate this Employment Contract by giving you thirty written notice (whether or not you remain incapacitated and unable to perform your duties under this Employment Contract), provided that you shall receive all benefits lawfully due to you under this Employment Contract calculated up to the date of termination of employment.
- d. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice, unless you return to work within 3 days of commencement of such absence with an explanation to the satisfaction of the Company.
- e. Termination of this Employment Contract by the Company beyond the term of employment for any reason whatsoever, will not entitle you to claim any damages or compensation or any other benefit whatsoever.
- f. Once resigned, you shall not be entitled to take any leaves without any confirmation from the Company in writing.
- g. You will automatically retire from the service of the Company on attaining the superannuation age of 60 years.



8) General Employment Terms

- a. **Service Rules:** Your employment in BridgeSGI will be governed by the rules and regulations, which are in force or which would be brought into force from time to time, as applicable to all employees of BridgeSGI. Changes/amendments to these policies and guidelines are made taking into consideration the Company's best interests from time to time and notified to all Employees. You are advised and instructed to go through these policies and adhere to them during your employment with the Company.
 - b. **Full Time Work:** Your position is a full-time employment and you shall devote yourself exclusively to the business of BridgeSGI. You will not take up any other work – part time or otherwise – or work in an advisory capacity or be interested directly or indirectly in any other trade or business without the prior written consent from BridgeSGI during your tenure of association with the company. BridgeSGI reserves the right to alter or allocate different responsibilities to you from time to time depending on the business needs of BridgeSGI.
 - c. **Code of Conduct:** You are expected to operate with the highest degree of initiative, economy, efficiency and responsibility. You will at all times act bearing in mind the best interest of the Company and will at no time do or say anything which compromises the Company's goal or reputation. If there is any breach of the same, or the terms and conditions laid down in this document, your service could be terminated without any notice notwithstanding any other terms and conditions stipulated herein.
 - d. **Past Record and Representations:** If any declaration given or information furnished by you to the Company proves to be false/forged or if you are found to have wilfully suppressed any material information, you will be liable to be removed from the services without any notice or compensation whatsoever. You will also be liable to indemnify and hold BridgeSGI harmless from all costs, losses, damages and liabilities that may have been caused to BridgeSGI due to such incorrect and/or false and/or fraudulent and/or forged representation.
 - e. **Responsibilities:** You are expected to perform effectively to ensure achievement of required results and you will be required to work under the supervision of such officers as directed by the Company from time to time. Your performance in the assigned role will be periodically reviewed and the feedback will be shared with you. In the event of your performance not measuring up to the expectations of your supervisor, the Company reserves the right to take suitable recourse up to and including termination of your services.
- 9) **Confidentiality:** You are expected to maintain utmost secrecy in regard to affairs of BridgeSGI and shall keep any information of BridgeSGI, whether written or Verbal, confidential. This restraint is necessary for the reasonable protection by the Company of its business and the business of its clients.



- a. You shall not at any time, either during the continuance of or after the termination of your employment with BridgeSGI, use, disclose or communicate to any person whatsoever any confidential information which you have or of which you may have become possessed during your employment with BridgeSGI.
 - b. You shall not supply the names or addresses of any clients, customers, vendors or agents of BridgeSGI or any company of the group to any person except as authorised by BridgeSGI or as ordered by a Court of competent jurisdiction.
 - c. The terms and conditions of your employment with BridgeSGI, including that of this Employment Contract shall be treated as strictly confidential and you are expected not to divulge its contents to any employee of BridgeSGI or any other person connected or unconnected with BridgeSGI.
 - d. If required by BridgeSGI or its Clients, you will sign further confidentiality agreements or the like to further protect the interest of BridgeSGI and/or its Clients.
 - e. The confidentiality obligation will be perpetual in nature. Your service shall be terminated with immediate effect without any prior notice in the event of breach of this confidentiality provision.
 - f. You agree that you will not at any time during the continuance of your employment or on expiry or termination/cessation of your employment with BridgeSGI or thereafter, issue any statements to the press (whether verbal or written) which have not directly been authorised by BridgeSGI on any matter connected with or relating to the business of BridgeSGI or any company of the group.
 - g. The obligations under this Clause shall survive the termination or expiration of this Employment Contract.
- 10) **Medical Fitness:** You are required to continuously maintain yourself in a state of good medical fitness so as to perform well and to discharge your assigned responsibilities adequately while in employment. If at any point in time, during your employment with BridgeSGI, you are found to be medically unfit for the job or the role assigned to you, then your services can be terminated as per the Company rules notwithstanding anything mentioned in this document or otherwise. You agree to submit yourself for any medical check-up at any time if called upon by BridgeSGI or its clients when assigned to work at their premises. In the event you are absent from work and unable to perform your duties satisfactorily by reason of any injury, illness or other reason satisfactory to the Company, you will not be entitled to receive any salary and other benefits your during sickness period.



11) Return of Property on Termination:

- a. Upon the termination or cessation of your employment with BridgeSGI for any cause whatsoever, you shall immediately deliver up to the Company or its authorised representative, any property or documents of the Company which may be in your possession, custody or under your control, including, without limitation, mobile phones, laptops, memoranda, correspondence, notes, records, reports, sketches, plans, letterheads, visiting cards or other documents and any copies or reproductions thereof in any medium whatsoever, and all other Confidential Information, whether or not the property was originally supplied to you by the Company.
- b. BridgeSGI reserves the right to make reasonable deductions from your full and final salary payment or any other amount due to you, in the event you fail to return all the property of the Company which is in your possession, or return it in a damaged state, other than due to normal wear and tear.

12) Intellectual Property Rights: You acknowledge and represent that the Intellectual Property Rights (IPR) in all the work(s) done by you, during the time of your employment or contract or assignment in any manner with BridgeSGI or its clients will be deemed as work done for hire and it belongs to BridgeSGI perpetually and without any claim from you.

- a. IPR would mean rights in designs, drawings, documentation, specifications, reports, commercial and research strategies, flowcharts, algorithms, processes, knowhow, technology, inventions, patents, copyrights, trademarks, utility models, trade secrets, source code, software, systems, devices, data, etc. (whether or not, in each case, the right is registered and including applications for, and any right to apply for, such registrations) and all rights or forms of protection of a similar nature or having similar or equivalent effect to any of these which may subsist anywhere in the world, together with all renewals and extensions to such rights.
- b. As and when requested by BridgeSGI, you shall sign all such documents and instruments including any actions that is required to effect the purpose of assignment of IPR to BridgeSGI during your tenure with BridgeSGI or otherwise.
- c. If at any time during the course of your employment under this Employment Contract you make or discover or participate in the making or discovery of any Intellectual Property directly or indirectly relating to or capable of being used by BridgeSGI, full details of the Intellectual Property shall immediately be disclosed in writing by you to the Company and the Intellectual Property shall be the absolute property of the Company. At the request and expense of the Company, you shall give and supply all such information, data, drawings and assistance as may be necessary or in the opinion of the Company desirable to enable the Company to exploit the Intellectual Property to the best advantage (as decided by the Company). You shall



execute all documents and do all things which may, in the opinion of the Company, be necessary or desirable for the protection of the Intellectual Property and for vesting the same in the Company, as the Company may direct.

13) Non-Solicitation of Customer/Client(s): You shall not during the term of your employment with the Company and a period of two (02) years thereafter, without the Company's express written consent, either on your behalf or on behalf of another, directly or indirectly:

- a. Assist, aid, induce, facilitate or cause any customer or client of the Company who is an existing client or customer of the Company or who had been a customer or client or who becomes a customer or client of the Company during your term of employment with the Company, to cease, terminate, discontinue either any part or whole of its business with the Company;
- b. Solicit the business of any current or future client, customer or licensee of the Company either for yourself or for any other organization.

14) Restriction on Joining a Customer/Client: You agree that for a period of two (02) years following the termination of your employment with BridgeSGI for any reason, you will not, *without prior consent of the Company*:

- a. accept any offer of employment from any customer or client of BridgeSGI, where you had worked in a professional capacity with that customer/client during your tenure of employment with BridgeSGI;
- b. undertake a project or provide services to any such customer/client, either directly as an employee of the customer or as an independent contractor or through any other company or agency, where you may work in a professional capacity in the three (03) years immediately succeeding the termination of your employment from BridgeSGI.
- c. You further agree to undertake that you will not disclose information on the existence of conditions mentioned in this clause to the company or agency where you would seek employment or get employed within a period of three (03) years following your termination of your employment with BridgeSGI for any reason.
- d. The Company shall not withhold consent if it feels that such association is not harmful to its own interests or those of its clients.

15) Non-Solicitation

- a. You shall not during the term of your employment with the Company and any time thereafter, without the Company's express written consent, either on your behalf or on behalf of another, directly or indirectly abet, induce, facilitate, contact or deal with the employee(s) of



BridgeSGI or its associated entities for the purpose of making such employee(s) leave the Company and/or hiring them either for yourself or for any other organization, entities, etc.

- b. You shall not during the three (03) year period after the date of termination or expiry of this Employment Contract or cessation of your employment, solicit or entice or endeavour to solicit or to entice or assist any other person, whether by means of supply of names or expressing views on suitability.
- 16) **Data Protection:** You consent to BridgeSGI holding and processing, both electronically and manually, the data it collects in relation to you, in the course of your employment, for the purpose of BridgeSGI's administration and management of its employees, its business and for compliance with applicable procedures, laws and regulations. You also consent to the transfer, storage and processing by BridgeSGI of such data outside India, where BridgeSGI has or is likely to have its offices.
- 17) This Employment Contract shall be governed by and construed in accordance with the laws of India and the parties to this Agreement submit to the non-exclusive jurisdiction of the Courts at Bangalore, Karnataka, India.
- 18) **Severability :** Any provisions of this Employment Contract which are unenforceable shall, be ineffective to the extent of such unenforceability without invalidating the remaining provisions hereof, and any such unenforceability not invalidate the entire Agreement.
- 19) **Rules and Regulations:** You shall, in addition to the terms and conditions of this Employment Contract specifically stated herein, also be governed by the rules, regulations and such other practices, systems, procedures and policies as may be framed, amended or modified by BridgeSGI from time to time and circulated by mail or any other means. In the event of any conflict between the terms and conditions of employment, as specifically stated herein and the policies, the terms and conditions specifically stated herein shall prevail.
- 20) You will submit all the documents listed hereafter for the record of BridgeSGI. If any declaration given or information furnished by you to the Company proves to be false/forged or if you are found to have wilfully suppressed any material information, you will be liable to be removed from the services without any notice or compensation whatsoever. You will also be liable to indemnify and hold the Company harmless from all costs, losses, damages and liabilities that may have been caused to the Company due to such incorrect and/or false and/or fraudulent and/or forged representation.

We wish you all the very best and look forward to a long and mutually beneficial association. Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this Employment Contract.



Yours sincerely,
For Bridge Solutions India Private Limited

R. Senthil Kumar
(R. Senthil Kumar)

Mr. R Senthil kumar
Director

Declaration by the Employee:

I have carefully read and understood the above terms and agree that the provisions of this Employment Contract and the Annexure are reasonable and necessary, and accept the same irrevocably and unconditionally. I agree to update myself of all company policies and associate related guidelines available on the Company Policy Documents and adhere to them during my tenure of employment with the Company.

Signature :

Name :

Date :

Corporate Office: #244, Fortune Summit Business Park, 1st Floor, HSR 6th Sector, Hosur Road, Bangalore 560068



ANNEXURE

LIST OF DOCUMENTS TO BE SUBMITTED ON DATE OF JOINING

At the time of joining, you are requested to bring the below mentioned documents in original, with a copy of each.

1. Your relieving order from your previous employer (mandated to be submitted on the very first day of reporting for joining).
2. Experience/service letter/s from all your previous employers worked earlier.
3. Salary certificate from your previous employer indicating tax deducted so far.
4. Copies of all educational certificates (10th, 12th, Degree and PG).
5. Copy of any Govt. ID proof (Pan Card, Ration card etc).
6. Photographs

In case of transfer of PF, PF Slip from the previous employer. This will be attached with PF transfer Form (Form 13-Revised) issued to you on your date of joining at BridgeSGI. In the absence of a PF slip, please furnish the complete address of the Provident Fund Commissioner Office /Trust where the PF account is maintained by the previous employer(s).

Offer Letter

Name: Ram Praveen

Date: Monday, June 7, 2021

Dear Mr. Ram Praveen ,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited (" Company "), on the following terms and conditions:

1. Date of Joining & Work Location: Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than Tuesday, June 15, 2021 . Your work location would be Madurai / Bangalore or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

2. Term: The term of this Agreement would be for a period of 1.5 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 12 of this Agreement.

3. Extension of Agreement: In case of a business requirement, this agreement may be extended by another 2 weeks (over above the 1.5 months) as mentioned in Clause 2. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company, in this matter shall be final.

4. Background Check: The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).

5. Offer of Permanent Position: It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

6. Department, Designation & Reporting Manager:

Department:	Business Development (51000000)
Designation:	Business Development Trainee - Sales
Reporting Manager:	Rahul Raj (TNL201605108)
Role Location:	Madurai / Bangalore
Sales Circle Location:	Virudhunagar
BDT Training Location	Byjus - Bangalore

The training will be conducted out of BDT Training Location. Upon successful completion of the training and post your conversion, you will be posted in the Role Location.



Offer Letter

Name: Pon bala ganesh B
Date: Tuesday, May 25, 2021

Dear Mr. **Pon bala ganesh B**,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited (" **Company** "), on the following terms and conditions:

1. Date of Joining & Work Location: Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Tuesday, June 1, 2021**. Your work location would be **Madurai / Bangalore** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

2. Term: The term of this Agreement would be for a period of 1.5 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 12 of this Agreement.

3. Extension of Agreement: In case of a business requirement, this agreement may be extended by another 2 weeks (over above the 1.5 months) as mentioned in Clause 2. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company, in this matter shall be final.

4. Background Check: The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).

5. Offer of Permanent Position: It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

6. Department, Designation & Reporting Manager:

Department:	Business Development (51000000)
Designation:	Business Development Trainee - Sales
Reporting Manager:	Rahul Raj (TNL201605108)
Role Location:	Madurai / Bangalore
Sales Circle Location:	Virudhunagar
BDT Training Location	Byjus - Bangalore

The training will be conducted out of BDT Training Location. Upon successful completion of the training and post your conversion, you will be posted in the Role Location.

7. Cost to the Company: Your compensation is INR 25000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your training period.

8. Deductions: The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- (a) Provident Fund;
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances; or
- (e) Any other applicable statutory deductions

The income tax liability with regards to your salary and perks will be your liability, and will be governed by the applicable tax laws of the country as applicable from time to time.

9. Expense Reimbursement: In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

10. Company Policies: You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under 'Policies' tab in your 'Employee Service Platform Account' and/or the 'Employee's Handbook' provided to you.

11. Leaves: You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.

12. Absence from duty: When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 2* days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

*(*In case, where this agreement is extended, as per Clause 3 of this agreement, need to be read as 3 days, with no change to terms and conditions of Clause 12.)*

13. Termination: Subject to Clause 2, your services may be terminated in the following manner:

a) The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.

b) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.

c) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

14. Confidential Information: As an employee, you may come in to possession of information confidential to the Company and agree to keep

confidential, Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

15. Intellectual Property Rights: All the intellectual property rights in the material developed by you, class material and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.

16. Indemnity: You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

- a. Any act or omission by you;
- b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- c. Any representation or warranty or information furnished to the Company found to be false;
- d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- e. Failure to adhere to the standards/specifications/policies of the Company.

17. General Provisions:

a. You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.

c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.

d. During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

e. You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.

f. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.

g. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.

h. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.

i. This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment.

Any modification of this letter will be effective only if it is in writing, signed by both parties.

j. All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka

The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately.

You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter.

We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company.

You are requested to carry the below mentioned documents on your joining date

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card
9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' pay slips (Only for experienced candidate)

Yours sincerely,

Think & Learn Pvt. Ltd.

Accept Job Offer by signing below

Human Resource

Signature:

This is system generated offer letter and does not require authorized signature.



Offer Letter

Name: Riyazkhan A

Date: Tuesday, June 1, 2021

Dear Mr. **Riyazkhan A**,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited (" **Company** "), on the following terms and conditions:

1. Date of Joining & Work Location: Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Tuesday, June 8, 2021**. Your work location would be **Madurai / Bangalore** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

2. Term: The term of this Agreement would be for a period of 1.5 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 12 of this Agreement.

3. Extension of Agreement: In case of a business requirement, this agreement may be extended by another 2 weeks (over above the 1.5 months) as mentioned in Clause 2. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company, in this matter shall be final.

4. Background Check: The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).

5. Offer of Permanent Position: It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

6. Department, Designation & Reporting Manager:

Department:	Business Development (51000000)
Designation:	Business Development Trainee - Sales
Reporting Manager:	Rahul Raj (TNL201605108)
Role Location:	Madurai / Bangalore
Sales Circle Location:	Madurai
BDT Training Location	Byjus - Bangalore

The training will be conducted out of BDT Training Location. Upon successful completion of the training and post your conversion, you will be posted in the Role Location.

7. Cost to the Company: Your compensation is INR 25000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your training period.

8. Deductions: The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- (a) Provident Fund;
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances; or
- (e) Any other applicable statutory deductions

The income tax liability with regards to your salary and perks will be your liability, and will be governed by the applicable tax laws of the country as applicable from time to time.

9. Expense Reimbursement: In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

10. Company Policies: You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under 'Policies' tab in your 'Employee Service Platform Account' and/or the 'Employee's Handbook' provided to you.

11. Leaves: You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.

12. Absence from duty: When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 2* days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

*(*In case, where this agreement is extended, as per Clause 3 of this agreement, need to be read as 3 days, with no change to terms and conditions of Clause 12.)*

13. Termination: Subject to Clause 2, your services may be terminated in the following manner:

a) The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.

b) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.

c) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

14. Confidential Information: As an employee, you may come in to possession of information confidential to the Company and agree to keep

confidential, Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

15. Intellectual Property Rights: All the intellectual property rights in the material developed by you, class material and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.

16. Indemnity: You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

- a. Any act or omission by you;
- b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- c. Any representation or warranty or information furnished to the Company found to be false;
- d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- e. Failure to adhere to the standards/specifications/policies of the Company.

17. General Provisions:

a. You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.

c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.

d. During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

e. You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.

f. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.

g. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.

h. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.

i. This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment.

Any modification of this letter will be effective only if it is in writing, signed by both parties.

j. All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka

The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately.

You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter.

We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company.

You are requested to carry the below mentioned documents on your joining date

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card
9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' pay slips (Only for experienced candidate)

Yours sincerely,

Think & Learn Pvt. Ltd.

Accept Job Offer by signing below

Human Resource

Signature:

This is system generated offer letter and does not require authorized signature.

Fw: Interview Result at BYJU's

EEE

PRAVIN KUMAR.R <pravinkumartdp@kamarajengg.edu.in>

Tue 22-Jun-21 10:30 AM

To: TDPCLERK <tdpclerk@kamarajengg.edu.in>

Regards,

Pravin Kumar R

Assistant Placement Organiser

TDP Cell

Kamaraj College of Engineering & Technology

+91 8098089461

From: Selva arun <pselvaarun0007@gmail.com>**Sent:** Wednesday, May 26, 2021 12:47 PM**To:** PRAVIN KUMAR.R <pravinkumartdp@kamarajengg.edu.in>**Subject:** Fwd: Interview Result at BYJU's

----- Forwarded message -----

From: Sankalp Vidyarthi <sankalp.vidyarthi@byjus.com>**Date:** Tue, 25 May, 2021, 7:49 PM**Subject:** Interview Result at BYJU's**To:** <pselvaarun0007@gmail.com>

Dear Candidate,

Congratulations!! We are thrilled to inform that you have been selected for the position of **Business Development Trainee** at **BYJU'S – The Learning App**.

Please reply to this mail to acknowledge and confirm your offer.

Joining Details:**Date of Joining :** 1st June 2021**Role Location :** Madurai**Sales Circle Location :** Madurai**BDT Training Location :** Bengaluru (or WFH)

Joining Location Address: Bangalore: 6th Floor, Tower D, IBC Knowledge Park, Banerghatta Road, Bangalore 95 (or WFH)

Fixed CTC during training (not inclusive of incentives): INR 3 LPA

Annual CTC post successful completion of Training: INR 10 LPA (7 LPA fixed + 3 LPA variable) for the role of BDA - Direct Sales

per the pace, size and style of learning. The learning app is paving the way for new-age, geography-agnostic learning tools that sit at the cross section of mobile, interactive content and personalised learning methodologies.

Till date BYJU'S has raised over USD 700 million from a strong and diverse investor set like - Chan-Zuckerberg Initiative, Naspers, CPPIB, General Atlantic, Tencent, Sequoia Capital, Sofina, Verlinvest, IFC, Aarin Capital, TimesInternet and Lightspeed ventures.

At BYJU'S, we are driven by the motto to encourage students to learn on their own and keep their child-like curiosity alive. So get ready to be a part of the growing family at BYJU'S and be a **BYJUite** officially. We hope your journey with us takes you to greater heights creating the best of memories and milestones along the way.

Please visit <https://youtu.be/2XeGI5RHypQ> for a better insight into the job.

Registration Details: As an initial step of on-boarding formalities, you are required to fill the registration form using the link below. Please follow the below steps to complete registration and to view the offer letter (post offer release).

Step1: Register using the below-mentioned link

Step2: Complete your details in 'Application Page'

Step3: Complete the 'My Candidate Profile' page with education details with documents and previous employment information.

Step4: After filling please 'SAVE' the page and Click 'I am Done' and you will be receiving your Offer Letter.

Registration Link: [Please click here to register.](#)

Regards,

Team BYJU's

mech

Fw: Interview Result at BYJU's

PRAVIN KUMAR.R <pravinkumartdp@kamarajengg.edu.in>

Tue 22-Jun-21 10:31 AM

To: TDPCLERK <tdpclerk@kamarajengg.edu.in>

Please Print.

Regards,

Pravin Kumar R

Assistant Placement Organiser

TDP Cell

Kamaraj College of Engineering & Technology

+91 8098089461

From: PANDEESWARAMOORTHY.M(mech-B) <17umec006@kamarajengg.edu.in>**Sent:** Tuesday, May 25, 2021 1:38 PM**To:** PRAVIN KUMAR.R <pravinkumartdp@kamarajengg.edu.in>**Subject:** FW: Interview Result at BYJU'sSent from Mail for Windows 10

From: pandiyan M <pandiyan7666@gmail.com>**Sent:** Tuesday, May 25, 2021 1:37:59 PM**To:** PANDEESWARAMOORTHY.M(mech-B) <17umec006@kamarajengg.edu.in>**Subject:** Fwd: Interview Result at BYJU's

----- Forwarded message -----

From: **Sankalp Vidyarthi** <sankalp.vidyarthi@byjus.com>**Date:** Mon, May 24, 2021 at 9:38 PM**Subject:** Interview Result at BYJU's**To:** <pandiyan7666@gmail.com>

Dear Candidate,

Congratulations!! We are thrilled to inform that you have been selected for the position of **Business Development Trainee** at **BYJU'S – The Learning App**.

Please reply to this mail to acknowledge and confirm your offer.

Joining Details:**Date of Joining :** 1st June 2021**Role Location :** Madurai**Sales Circle Location :** Virudhunagar

BDT Training Location : Bengaluru (or WFH)

Joining Location Address: Bangalore: 6th Floor, Tower D, IBC Knowledge Park, Banerghatta Road, Bangalore 95 (or WFH)

Fixed CTC during training (not inclusive of incentives): INR 3 LPA

Annual CTC post successful completion of Training: INR 10 LPA (7 LPA fixed + 3 LPA variable) for the role of BDA - Direct Sales

Details of Business Development Trainee Program: You will be undergoing Byju's Sales Training for a minimum duration of 6 weeks with an option with the company to extend it upto a maximum of 2 weeks. The first 2 weeks of this training will be classroom training followed by 4 weeks of "On-the-Job Training", both conducted out of the BDT Training Location. You will be assessed and monitored during this training program. We are also happy to inform you that additional performance incentives will be applicable during your training period.

Upon successful completion of the training and post your conversion you will be confirmed as BDA - Direct Sales (at 10 LPA). Once you have become a BDA, you will be posted in the Role Location and will be working out of the Sales Circle Location assigned to you.

Further details:

Few information regarding your training and onboarding are given below:

1. All your original academic documents are required for verification. You can find the list of documents to upload and submit within the offer letter itself.
2. Please note that without completing the above registration and receiving the offer letter, your onboarding would not happen.
3. You need to have a working broadband connection and laptop at all times during the Training period. Please note that this is a core requirement for you to take part in the Training. Training can't happen without fulfilment of this requirement.
4. Your training performance will be thoroughly evaluated during your 8 weeks with us as that will be an incubation period for your new role.
5. Business formals or business casual attire is mandatory during work hours.

About Byju's:

BYJU'S is world's most valuable ed-tech company and the creator of India's most personalised K12 learning app which offers highly adaptive, engaging and effective learning programs for students in classes 4-12 (K-12) and competitive exams like JEE, NEET, CAT, IAS, GRE and GMAT. Launched in 2015, BYJU'S has become the most loved and preferred learning app for students across age groups.

6/22/2021

million annual paid subscriptions. With an average time of 71 minutes being spent by a student on the app every day from 1700+ cities, the app is creating a whole new way of learning through visual lessons. Also, the annual renewal rates of 85% is testament to the fact that the app is helping students learn better.

Delivering world class learning experiences, BYJU'S is making learning contextual and visual, and not just theoretical. The app has been designed to adapt itself to the unique learning style of every student, as per the pace, size and style of learning. The learning app is paving the way for new-age, geography-agnostic learning tools that sit at the cross section of mobile, interactive content and personalized learning methodologies.

Till date BYJU'S has raised over USD 700 million from a strong and diverse investor set like - Chan-Zuckerberg Initiative, Naspers, CPPIB, General Atlantic, Tencent, Sequoia Capital, Sofina, Verlinvest, IFC, Aarin Capital, Times Internet and Lightspeed ventures.

At BYJU'S, we are driven by the motto to encourage students to learn on their own and keep their child-like curiosity alive. So get ready to be a part of the growing family at BYJU'S and be a BYJUite officially. We hope your journey with us takes you to greater heights creating the best of memories and milestones along the way.

Few information regarding your training and reimbursement policies are given below:

Few information regarding your training and onboarding are given below:

1. All your original academic documents are required for verification. You can find the list of documents to upload and submit within the offer letter itself.
2. Please note without completing the above registration and receiving the offer letter, you are not supposed to report on the date of joining.
3. You need to have a working broadband connection and laptop at all times during the Training period. Please note that this is a core requirement for you to take part in the Training. Training will not happen without fulfilment of this requirement
4. Your training performance will be thoroughly evaluated during your first 6 weeks with us as that will be an incubation period for your new role.
5. Business formal or business casual attire is mandatory.

Regards,

Team BYJU's

EMPLOYMENT OFFER LETTER

Capgemini Ref: 4823417 /886719,

08/13/2021,

Jaiganesh -
Madurai,
Madurai ,Tamil Nadu,
India

Confidential

Dear Jaiganesh -,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Capgemini Technology Services India Limited ('Capgemini' or 'Company')** starting from **08/14/2021** (or such other date as may be communicated to you by the Company), as per details given below.

A) Your current designation will be **Analyst/A4**

B) You will be required to work at the Company's offices in location **Chennai-PCT**

C) On joining you will be under probation for 6(six) months from the date of joining. During this period your all-inclusive Annual target compensation (on a cost to company basis) will be **INR 300,002.00 (Rupees Three Lakh and Two only)**. Please refer **Annexure-A** for details. Subsequent to your successful completion of training and probation after six months from your date of joining, your all-inclusive annual target compensation (on a cost to company basis) will be revised to **INR 380,006.00 (Rupees Three Lakhs Eighty Thousand and Six only)**. Please refer **Annexure -B** for details.

Your compensation shall be paid on a monthly basis, in arrears. The company shall deduct tax at source at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:



ECE

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

Superset ID: 775458

Letter of Intent ("LOI")

Dear Keerthana Thayalan,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst and A4** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LoI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear

the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

ANNEXURE 1

Keerthana Thayalan
Analyst and A4

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,00,000/- (Rupees Three Lakh only)**. Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will be revised to **INR 3,80,000/- (Rupees Three Lakh and Eighty Thousand only)**. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950 Page 3 of 3



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

Superset ID: 625978

Letter of Intent ("LOI")

Dear NIRANJANA DEVI.S,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst and A4** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LoI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear

the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

Thanking you,
Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

ANNEXURE 1

NIRANJANA DEVI.S

Analyst and A4

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,00,000/- (Rupees Three Lakh only)**. Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will be revised to **INR 3,80,000/- (Rupees Three Lakh and Eighty Thousand only)**. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950 Page 3 of 3

RE: Placement Opportunity|| CEAT Ltd.

Kritika Raj <kritika.raj@ceat.com>

Fri 5/21/2021 7:53 AM

To: Placement Cell <placement@kamarajengg.edu.in>

Cc: PRAVIN KUMAR.R <pravinkumartdp@kamarajengg.edu.in>

Hi,

We are pleased to inform you that P. Vignesh has been selected for Graduate Engineer Trainee(GET) role.

His DOJ will be – 5th July.

Request you to please revert on this mail with his acceptance, will share a detailed offer letter post that.

We'd like to keep Sudarshan M in waitlist, if P Vignesh does not accept our offer.

Thanks & Regards,

Kritika Raj

CEAT Ltd.

Mob. No.: 8447264310

Follow us on LinkedIn: <https://www.linkedin.com/company/ceat-tyres-limited/>

From: Placement Cell [mailto:placement@kamarajengg.edu.in]

Sent: 07 May 2021 11:22

To: Kritika Raj

Cc: PRAVIN KUMAR.R

Subject: Re: Placement Opportunity|| CEAT Ltd.

[External Email]

Dear Madam,

Thanks for the mail. We will Keep the students informed.

Regards

Azarudeen A

Placement Officer

Training Development and Placement Cell

KAMARAJ College of Engineering and Technology

(Autonomous Institution - Affiliated to Anna University)

K. Vellakulam, Madurai District

+91 94423 25078

From: Kritika Raj <kritika.raj@ceat.com>

Sent: Friday, May 7, 2021 11:19 AM

To: Placement Cell <placement@kamarajengg.edu.in>

Cc: PRAVIN KUMAR.R <pravinkumartdp@kamarajengg.edu.in>

Subject: RE: Placement Opportunity|| CEAT Ltd.

Thank you. Pls find below the interview line up. Request you to send in the candidates in the same order pls.

1 st preference - KEC

21st May 2021

HR/Vikraman K/2021 - 22

Mr. Vikraman K,
4/932 – 6, Gandhi nagar,
Alampatti,
Virudhunagar – 626001.

Dear Mr. Vikraman K,

Sub: Offer for the position of Software Developer Trainee

Pursuant to the interview held on the above-mentioned subject, we are pleased to offer you the position of Software Developer Trainee in our organization.

The terms of the offer are as follows:

- Your CTC will be Rs 1,80,000/- PA. It includes PF, Health Insurance coverage and Personal Accident Insurance benefits.
- Your Training period will be for 3 months. After completing successfully you will be evaluated through any or all of the following modes: Written test, Project and Interview. Based on your performance we shall issue a letter of confirmation. If the evaluation is not satisfactory, your association with CETAS will be terminated.
- Your training location could be Chennai or Bengaluru and after the completion of the training, you could be assigned any one of the 2 locations.
- If the evaluation is satisfactory, you'll be confirmed into CETAS rolls and your CTC will be 2,50,000/- PA. It includes PF, Health Insurance coverage and Personal Accident Insurance benefits.
- Your appointment will be governed by the rules and regulations of the company and those that may change from time to time. On formal resignation from services, you shall have to serve a notice period of 60 days.
- Your compensation is highly confidential and if needed, you may discuss it with your Manager only.
- The offer shall be valid for a period of one week from the date of offer.
- A detailed appointment letter with all terms and conditions shall be issued to you on the day of you reporting for duty.
- Your joining date will be announced Shortly.

You are requested to state your acceptance of the above-mentioned terms and also indicate to us, the date of joining with our organization.

Break up of your salary indicating monthly and annual components are shown herewith:

Monthly Compensation Details		
S. No.	Details	Compensation
1	Basic	7,500
2	HRA	3,000
3	Conveyance Allowance	1,600
4	Medical Allowance	1,250
5	Special Allowance	364
6	Monthly Gross Salary	13,714
7	PF Employer Contribution	1,286
8	Monthly CTC	15,000
	Annual Component	
10	Annual CTC	1,80,000

Note: 1. Rs. 1,286/- will be deducted from your salary as Employee Contribution to Provident Fund
2. ESI @ 1.75% will be deducted from your Salary.
3. TDS Will be applicable as per Income Tax Act.

You are also requested to bring along with you the following:

- 1) S.S.L.C, H.S.C, U.G and P.G certificates (**Originals for verification**) with copy
- 2) Four passport size photographs (**Colour**)
- 3) Proof of address
- 4) Passport

Regards,

For CETAS Information Technology Pvt. Ltd.,

I would join on _____

Muralidharan A.
Director

Signature _____

Registered Office:

CETAS Information Technology Pvt. Ltd., Ph.2, # 21 & 22 'Wood Creek County', St. Thomas Mount, Chennai – 600 016
Tel: +91 44 4285 0231 Email: info@cetastech.com website: www.cetastech.com

HR/Pavithra/2021 - 22

21st May 2021

Ms. Pavithra S
4, Mettu Street,
Pavendar Bharathidasan Lane,
Thirupparankundram,
Madurai – 5.

Dear Ms. Pavithra S,

Sub: Offer for the position of Software Developer Trainee

Pursuant to the interview held on the above-mentioned subject, we are pleased to offer you the position of Software Developer Trainee in our organization.

The terms of the offer are as follows:

- Your CTC will be Rs 1,80,000/- PA. It includes PF, Health Insurance coverage and Personal Accident Insurance benefits.
- Your Training period will be for 3 months. After completing successfully you will be evaluated through any or all of the following modes: Written test, Project and Interview. Based on your performance we shall issue a letter of confirmation. If the evaluation is not satisfactory, your association with CETAS will be terminated.
- Your training location could be Chennai or Bengaluru and after the completion of the training, you could be assigned any one of the 2 locations.
- If the evaluation is satisfactory, you'll be confirmed into CETAS rolls and your CTC will be 2,50,000/- PA. It includes PF, Health Insurance coverage and Personal Accident Insurance benefits.
- Your appointment will be governed by the rules and regulations of the company and those that may change from time to time. On formal resignation from services, you shall have to serve a notice period of 60 days.
- Your compensation is highly confidential and if needed, you may discuss it with your Manager only.
- The offer shall be valid for a period of one week from the date of offer.
- A detailed appointment letter with all terms and conditions shall be issued to you on the day of you reporting for duty.
- Your joining date will be announced Shortly.

You are requested to state your acceptance of the above-mentioned terms and also indicate to us, the date of joining with our organization.

Registered Office:

CETAS Information Technology Pvt. Ltd., Ph.2, # 21 & 22 'Wood Creek County', St. Thomas Mount, Chennai – 600 016
Tel: +91 44 4285 0231 Email: info@cetastech.com website: www.cetastech.com

Break up of your salary indicating monthly and annual components are shown herewith:

Monthly Compensation Details		
S. No.	Details	Compensation
1	Basic	7,500
2	HRA	3,000
3	Conveyance Allowance	1,600
4	Medical Allowance	1,250
5	Special Allowance	364
6	Monthly Gross Salary	13,714
7	PF Employer Contribution	1,286
8	Monthly CTC	15,000
	Annual Component	
10	Annual CTC	1,80,000

Note: 1. Rs. 1,286/- will be deducted from your salary as Employee Contribution to Provident Fund
2. ESI @ 1.75% will be deducted from your Salary.
3. TDS Will be applicable as per Income Tax Act.

You are also requested to bring along with you the following:

- 1) S.S.L.C, H.S.C, U.G and P.G certificates (**Originals for verification**) with copy
- 2) Four passport size photographs (**Colour**)
- 3) Proof of address
- 4) Passport

Regards,

For CETAS Information Technology Pvt. Ltd.,

I would join on _____

Muralidharan A.
Director

Signature _____

Registered Office:

CETAS Information Technology Pvt. Ltd., Ph.2, # 21 & 22 'Wood Creek County', St. Thomas Mount, Chennai – 600 016
Tel: +91 44 4285 0231 Email: info@cetastech.com website: www.cetastech.com

01st April 2021

Divya K,
India

Sub: Offer for the post of Internship

Dear Divya K,

- Further to your application and subsequent discussions between us, we are pleased to appoint you as Intern at Chain Sys, where as your reporting date will be on 07th April 2021.
- Your work location is Chennai, India.
- **During training/ Internship period you will be eligible for a Stipend of Rs. 12000/- (Rupees Twelve Thousand only) post completion of successful Training and assessment you will be eligible for the CTC of Rs.2,33,539/ LPA (Two lakhs and thirty-three thousand five hundred and thirty-nine only)**
- Your duties will include efficient, satisfactory, and economical operation in the area of responsibility that may be assigned to you from time to time. During your internship you will maintain a high standard of loyalty, efficiency, and integrity.
- Your appointment is being made based on 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 and liable for termination without any notice or salary in lieu thereof.
- Your confirmation post internship is based on your performance during the internship period of 6 Months from your date of joining.
- 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 residential address, you will intimate the same in writing to the HR Department within three days from the date of such change and get such change of address recorded.
- **Reporting and Nature of work:**
You will report to your department Team Leader. Your overall responsibility would cover output, quality, discipline, and other allied matters of the projects / departments assigned to you from time to time. You will be directly responsible for the performance of the persons working under you. You are also expected to carry out such other works as may be assigned to you by your superiors from time to time to the best of your ability and skill. The Company reserves the right to change your designation & duties from time to time as deemed necessary for the Business



- **Property Rights.**

You shall agree and confirm that the results and outputs of all work (studies, proposals, plans, definitions, documentation, analysis, etc) performed in the course of your employment and all findings will remain the property and copyright of the Company.

- By accepting this offer of employment, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.
- We look forward to a long and mutually beneficial association with us. Please sign and return the duplicate copy of this order as a token of your having understood and accepted the terms of the appointment.

Thanking you,
Yours truly,

For Chain-Sys (India) Pvt Ltd.

Accepted Date of Joining: _____

Jegan AR
Resource Manager

Sankar Vinoth S



01st April 2021

Selvakani B,
India

Sub: Offer for the post of Internship

Dear Selvakani,

- Further to your application and subsequent discussions between us, we are pleased to appoint you as Intern at Chain Sys, where as your reporting date will be on **07th April 2021**.
- Your work location is Chennai, India.
- During training/ Internship period you will be eligible for a Stipend of Rs. 12000/- (Rupees Twelve Thousand only) post completion of successful Training and assessment you will be eligible for the CTC of Rs.2,33,539/ LPA (Two lakhs and thirty-three thousand five hundred and thirty-nine only)
- Your duties will include efficient, satisfactory, and economical operation in the area of responsibility that may be assigned to you from time to time. During your internship you will maintain a high standard of loyalty, efficiency, and integrity.
- Your appointment is being made based on 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 and liable for termination without any notice or salary in lieu thereof.
- Your confirmation post internship is based on your performance during the internship period of 6 Months from your date of joining.
- 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 residential address, you will intimate the same in writing to the HR Department within three days from the date of such change and get such change of address recorded.
- **Reporting and Nature of work:**
You will report to your department Team Leader. Your overall responsibility would cover output, quality, discipline, and other allied matters of the projects / departments assigned to you from time to time. You will be directly responsible for the performance of the persons working under you. You are also expected to carry out such other works as may be assigned to you by your superiors from time to time to the best of your ability and skill. The Company reserves the right to change your designation & duties from time to time as deemed necessary for the Business

01st April 2021

Nethaji P,
India

Sub: Offer for the post of Internship

Dear Nethaji,

- Further to your application and subsequent discussions between us, we are pleased to appoint you as Intern at Chain Sys, where as your reporting date will be on **07th April 2021**.
- Your work location is Chennai, India.
- **During training/ Internship period you will be eligible for a Stipend of Rs. 12000/- (Rupees Twelve Thousand only) post completion of successful Training and assessment you will be eligible for the CTC of Rs.2,33,539/ LPA (Two lakhs and thirty-three thousand five hundred and thirty-nine only)**
- Your duties will include efficient, satisfactory, and economical operation in the area of responsibility that may be assigned to you from time to time. During your internship you will maintain a high standard of loyalty, efficiency, and integrity.
- Your appointment is being made based on 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 and liable for termination without any notice or salary in lieu thereof.
- Your confirmation post internship is based on your performance during the internship period of 6 Months from your date of joining.
- 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 residential address, you will intimate the same in writing to the HR Department within three days from the date of such change and get such change of address recorded.
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You will report to your department Team Leader. Your overall responsibility would cover output, quality, discipline, and other allied matters of the projects / departments assigned to you from time to time. You will be directly responsible for the performance of the persons working under you. You are also expected to carry out such other works as may be assigned to you by your superiors from time to time to the best of your ability and skill. The Company reserves the right to change your designation & duties from time to time as deemed necessary for the Business



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- By accepting this offer of employment, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.
- We look forward to a long and mutually beneficial association with us. Please sign and return the duplicate copy of this order as a token of your having understood and accepted the terms of the appointment.

Thanking you,
Yours truly,

For Chain-Sys (India) Pvt Ltd.

Accepted Date of Joining: _____

Jegan AR
Resource Manager

Nethaji P

01st April 2021

Krishna Prasad Raja S,
India

Sub: Offer for the post of Internship

Dear Krishna Prasad Raja,

- Further to your application and subsequent discussions between us, we are pleased to appoint you as Intern at Chain Sys, where as your reporting date will be on **07th April 2021**.
- Your work location is Chennai, India.
- During training/ Internship period you will be eligible for a Stipend of Rs. 12000/- (Rupees Twelve Thousand only) post completion of successful Training and assessment you will be eligible for the CTC of Rs.2,33,539/ LPA (Two lakhs and thirty-three thousand five hundred and thirty-nine only)
- Your duties will include efficient, satisfactory, and economical operation in the area of responsibility that may be assigned to you from time to time. During your internship you will maintain a high standard of loyalty, efficiency, and integrity.
- Your appointment is being made based on 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 and liable for termination without any notice or salary in lieu thereof.
- Your confirmation post internship is based on your performance during the internship period of 6 Months from your date of joining.
- 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 residential address, you will intimate the same in writing to the HR Department within three days from the date of such change and get such change of address recorded.
- **Reporting and Nature of work:**
You will report to your department Team Leader. Your overall responsibility would cover output, quality, discipline, and other allied matters of the projects / departments assigned to you from time to time. You will be directly responsible for the performance of the persons working under you. You are also expected to carry out such other works as may be assigned to you by your superiors from time to time to the best of your ability and skill. The Company reserves the right to change your designation & duties from time to time as deemed necessary for the Business



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- We look forward to a long and mutually beneficial association with us. Please sign and return the duplicate copy of this order as a token of your having understood and accepted the terms of the appointment.

Thanking you,
Yours truly,

For Chain-Sys (India) Pvt Ltd.

Accepted Date of Joining: _____

Jegan AR
Resource Manager

Krishna Prasad Raja S

22 March 2021

Logeshwaran M,
India

Sub: Offer for the post of Internship

Dear Logeshwaran,

- Further to your application and subsequent discussions between us, we are pleased to appoint you as Intern at Chain Sys, where as your reporting date will be on **24th March 2021**.
- Your work location is Chennai, India.
- **During training/ Internship period you will be eligible for a Stipend of Rs. 12000/- (Rupees Twelve Thousand only) post completion of successful Training and assessment you will be eligible for the CTC of Rs.2,33,539/ LPA (Two lakhs and thirty-three thousand five hundred and thirty-nine only)**
- Your duties will include efficient, satisfactory, and economical operation in the area of responsibility that may be assigned to you from time to time. During your internship you will maintain a high standard of loyalty, efficiency, and integrity.
- Your appointment is being made based on 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 and liable for termination without any notice or salary in lieu thereof.
- Your confirmation post internship is based on your performance during the internship period of 6 Months from your date of joining.
- 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 residential address, you will intimate the same in writing to the HR Department within three days from the date of such change and get such change of address recorded.
- **Reporting and Nature of work:**
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- We look forward to a long and mutually beneficial association with us. Please sign and return the duplicate copy of this order as a token of your having understood and accepted the terms of the appointment.

Thanking you,
Yours truly,

For **Chain-Sys (India) Pvt Ltd.**

Accepted Date of Joining: _____

Jegan AR
Resource Manager

Logeshwaran M

01st April 2021

Poovitha T,
India

Sub: Offer for the post of Internship

Dear Poovitha,

- Further to your application and subsequent discussions between us, we are pleased to appoint you as Intern at Chain Sys, where as your reporting date will be on **07th April 2021**.
- Your work location is Chennai, India.
- **During training/ Internship period you will be eligible for a Stipend of Rs. 12000/- (Rupees Twelve Thousand only) post completion of successful Training and assessment you will be eligible for the CTC of Rs.2,33,539/ LPA (Two lakhs and thirty-three thousand five hundred and thirty-nine only)**
- Your duties will include efficient, satisfactory, and economical operation in the area of responsibility that may be assigned to you from time to time. During your internship you will maintain a high standard of loyalty, efficiency, and integrity.
- Your appointment is being made based on 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 and liable for termination without any notice or salary in lieu thereof.
- Your confirmation post internship is based on your performance during the internship period of 6 Months from your date of joining.
- 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 residential address, you will intimate the same in writing to the HR Department within three days from the date of such change and get such change of address recorded.
- **Reporting and Nature of work:**
You will report to your department Team Leader. Your overall responsibility would cover output, quality, discipline, and other allied matters of the projects / departments assigned to you from time to time. You will be directly responsible for the performance of the persons working under you. You are also expected to carry out such other works as may be assigned to you by your superiors from time to time to the best of your ability and skill. The Company reserves the right to change your designation & duties from time to time as deemed necessary for the Business



- **Property Rights.**

You shall agree and confirm that the results and outputs of all work (studies, proposals, plans, definitions, documentation, analysis, etc) performed in the course of your employment and all findings will remain the property and copyright of the Company.

- By accepting this offer of employment, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.
- We look forward to a long and mutually beneficial association with us. Please sign and return the duplicate copy of this order as a token of your having understood and accepted the terms of the appointment.

Thanking you,
Yours truly,

For Chain-Sys (India) Pvt Ltd.

Accepted Date of Joining: _____

Jegan AR
Resource Manager

Poovitha T

23rd September 2021

Sachin Raj
Madurai

Dear **Sachin Raj**,

Sub: Offer for the post of Trainee Programmer

Further to your application and subsequent discussions between us, we are pleased to offer you the post of ***Trainee Programmer***.

Your base work location will **Madurai**. You will be eligible for Probationary Allowance of **Rs. 15,000/ (Rupees Fifteen Thousand Only)** per month during training period of first three months. Thereafter the successful completion of the training period, you will be eligible for a salary of Rs 3,05,980/- CTC (Rupees Three lakh five thousand nine hundred and eighty Only) per year.

As agreed by you, you are requested to join us on **01 October 2021**. Detailed Appointment letter will be issued to you upon joining and after completion of joining formalities.

Based on your performance during the Training period, we will confirm you as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company.

Please note that this employment is subject to satisfactory Professional Reference checks and documentary evidence of your previous employment and commercial details.

Please submit the required documents as per the Annexure II.

Please revert to us with an acceptance of this letter at the earliest.

Thanking you,
Yours truly,
For **Chain-Sys (India) Pvt Ltd.,**

Accepted
Date of Joining: _____

Jegan AR
Resource Manager

Sachin Raj

ANNEXURE – I

SALARY DETAILS

Salary Component	Monthly	Yearly
Gross compensation		
Basic	9200	110400
HRA	4600	55200
Conveyance	800	9600
Medical Reimbursement	1250	15000
Lunch Allowance	1300	15600
India Allowance	5850	70200
Gross Compensation (A)	23000	276000
Retirals/ Benefits		
Medical Insurance	0	3000
Provident Fund	1800	21600
Gratuity	442	5308
Total Retirals/Benefits (B)	2242	29908
Total Earning Capacity (CTC = A+B)	305908	

1. Salary shall be payable not later than 5th of every month.
2. The Company reserves the right to change the salary structure/components, as deemed necessary.
3. Employee will be covered under Group Personal Accident Policy and Group Mediclaim Policy according to their length of the service in Chain-Sys.

ANNEXURE – II

List Of Mandatory Documents (Photocopies)

S. No.	PARTICULARS	No. of Copies
EDUCATIONAL CERTIFICATES		
1	10 th (Mark Sheets / Passing Certificates)	1
2	12 th (Mark Sheets / Passing Certificates)	1
3	Graduation Degree / Provisional Certificate / Mark Sheets	1
4	PG Degree / Provisional Certificate / Mark Sheets (If Any)	1
5	Software Certificates (If Any)	1
RESIDENCE PROOF		
6	Ration card	1
7	Land line Telephone Bill / Electricity Bill / Gas Bill (Either in your name or in your parent's name)	1
IDENTITY PROOF		
8	Driving License	1
9	Voter Identity Card	1
NECESSARY DOCUMENTS		
10	Passport	2
11	PAN Card & Aadhar Card	2
OTHER DOCUMENTS		
12	Passport size Photograph (Colour)	5
13	Relieving Letters of all previous employments	1

Please note that it is mandatory to:

Carry originals at the time of joining for cross verification.

Know your blood group.

Provide your Land line number.

01st April 2021

Sankar Vinoth S,
India

Sub: Offer for the post of Internship

Dear Sankar Vinoth,

- Further to your application and subsequent discussions between us, we are pleased to appoint you as Intern at Chain Sys, where as your reporting date will be on **07th April 2021**.
- Your work location is Chennai, India.
- **During training/ Internship period you will be eligible for a Stipend of Rs. 12000/- (Rupees Twelve Thousand only) post completion of successful Training and assessment you will be eligible for the CTC of Rs.2,33,539/ LPA (Two lakhs and thirty-three thousand five hundred and thirty-nine only)**
- Your duties will include efficient, satisfactory, and economical operation in the area of responsibility that may be assigned to you from time to time. During your internship you will maintain a high standard of loyalty, efficiency, and integrity.
- Your appointment is being made based on 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 and liable for termination without any notice or salary in lieu thereof.
- Your confirmation post internship is based on your performance during the internship period of 6 Months from your date of joining.
- 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 residential address, you will intimate the same in writing to the HR Department within three days from the date of such change and get such change of address recorded.
- **Reporting and Nature of work:**
You will report to your department Team Leader. Your overall responsibility would cover output, quality, discipline, and other allied matters of the projects / departments assigned to you from time to time. You will be directly responsible for the performance of the persons working under you. You are also expected to carry out such other works as may be assigned to you by your superiors from time to time to the best of your ability and skill. The Company reserves the right to change your designation & duties from time to time as deemed necessary for the Business



- **Property Rights.**

You shall agree and confirm that the results and outputs of all work (studies, proposals, plans, definitions, documentation, analysis, etc) performed in the course of your employment and all findings will remain the property and copyright of the Company.

- By accepting this offer of employment, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.
- We look forward to a long and mutually beneficial association with us. Please sign and return the duplicate copy of this order as a token of your having understood and accepted the terms of the appointment.

Thanking you,
Yours truly,

For Chain-Sys (India) Pvt Ltd.

Accepted Date of Joining: _____

Jegan AR
Resource Manager

Sankar Vinoth S

22 March 2021

Thanga Princy S,
India

Sub: Offer for the post of Internship

Dear Thanga Princy,

- Further to your application and subsequent discussions between us, we are pleased to appoint you as Intern at Chain Sys, where as your reporting date will be on **24th March 2021**.
- Your work location is Chennai, India.
- **During training/ Internship period you will be eligible for a Stipend of Rs. 12000/- (Rupees Twelve Thousand only) post completion of successful Training and assessment you will be eligible for the CTC of Rs.2,33,539/ LPA (Two lakhs and thirty-three thousand five hundred and thirty-nine only)**
- Your duties will include efficient, satisfactory, and economical operation in the area of responsibility that may be assigned to you from time to time. During your internship you will maintain a high standard of loyalty, efficiency, and integrity.
- Your appointment is being made based on 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 and liable for termination without any notice or salary in lieu thereof.
- Your confirmation post internship is based on your performance during the internship period of 6 Months from your date of joining.
- 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 residential address, you will intimate the same in writing to the HR Department within three days from the date of such change and get such change of address recorded.
- **Reporting and Nature of work:**
You will report to your department Team Leader. Your overall responsibility would cover output, quality, discipline, and other allied matters of the projects / departments assigned to you from time to time. You will be directly responsible for the performance of the persons working under you. You are also expected to carry out such other works as may be assigned to you by your superiors from time to time to the best of your ability and skill. The Company reserves the right to change your designation & duties from time to time as deemed necessary for the Business



- **Property Rights.**

You shall agree and confirm that the results and outputs of all work (studies, proposals, plans, definitions, documentation, analysis, etc) performed in the course of your employment and all findings will remain the property and copyright of the Company.

- By accepting this offer of employment, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.
- We look forward to a long and mutually beneficial association with us. Please sign and return the duplicate copy of this order as a token of your having understood and accepted the terms of the appointment.

Thanking you,
Yours truly,

For Chain-Sys (India) Pvt Ltd.

Accepted Date of Joining: _____

Jegan AR
Resource Manager

Thanga Princy S

01st April 2021

Venkatesh Kumar K,
India

Sub: Offer for the post of Internship

Dear Venkatesh Kumar,

- Further to your application and subsequent discussions between us, we are pleased to appoint you as Intern at Chain Sys, where as your reporting date will be on **07th April 2021**.
- Your work location is Chennai, India.
- During training/ Internship period you will be eligible for a Stipend of Rs. 12000/- (Rupees Twelve Thousand only) post completion of successful Training and assessment you will be eligible for the CTC of Rs.2,33,539/ LPA (Two lakhs and thirty-three thousand five hundred and thirty-nine only)
- Your duties will include efficient, satisfactory, and economical operation in the area of responsibility that may be assigned to you from time to time. During your internship you will maintain a high standard of loyalty, efficiency, and integrity.
- Your appointment is being made based on 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 and liable for termination without any notice or salary in lieu thereof.
- Your confirmation post internship is based on your performance during the internship period of 6 Months from your date of joining.
- 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 residential address, you will intimate the same in writing to the HR Department within three days from the date of such change and get such change of address recorded.
- **Reporting and Nature of work:**
You will report to your department Team Leader. Your overall responsibility would cover output, quality, discipline, and other allied matters of the projects / departments assigned to you from time to time. You will be directly responsible for the performance of the persons working under you. You are also expected to carry out such other works as may be assigned to you by your superiors from time to time to the best of your ability and skill. The Company reserves the right to change your designation & duties from time to time as deemed necessary for the Business



- **Property Rights.**

You shall agree and confirm that the results and outputs of all work (studies, proposals, plans, definitions, documentation, analysis, etc) performed in the course of your employment and all findings will remain the property and copyright of the Company.

- By accepting this offer of employment, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.
- We look forward to a long and mutually beneficial association with us. Please sign and return the duplicate copy of this order as a token of your having understood and accepted the terms of the appointment.

Thanking you,
Yours truly,

For Chain-Sys (India) Pvt Ltd.

Jegan AR
Resource Manager

Accepted Date of Joining: _____

Venkatesh Kumar



CLUSTREX DATA PRIVATE LIMITED

To
Balamurugan S (Reg # 920417205002)
B.Tech IT (Final Year - passing out in 2021)
Kamaraj College of Engineering and Technology
Virudhunagar, Tamilnadu.

Date : 18-Feb-2021
Place : Chennai

Subject : Internship and Offer for Employment at Clustrex Data Private Limited.

Dear Balamurugan S,

Clustrex is pleased to accommodate you for our Software Internship program in our organization. You will be paid a monthly stipend of Rs. 12000 during the internship period. To attend any college related activities, prior permission to travel to the college needs to be obtained by the student.

During your training period you may be exposed to the projects that are undertaken by us, including that of our clients. You are expected to treat any material such as design, code, project plans and other such artifacts disclosed to you in oral, written or otherwise as confidential, and should not disclose them to anyone without our prior written consent. All the work products that you participate in the creation and development under our guidance will be the property of Clustrex. You are expected to adhere to general policies and guidelines of our organization. You will be evaluated periodically during this program.

Subject to your performance and your successful completion of your college degree, you would be offered a confirmed position as a Software Engineer with a consolidated compensation of Rupees Three lakhs and sixty thousand per annum (Rs. 3,60,000 per annum). We formally welcome you to this Internship Program at our organization. Internship joining date will be 22 Feb 2021.

Please return one copy of this letter duly signed by you as a token of your acceptance on or before the joining date.

A handwritten signature in black ink, appearing to be "VenkatRamani B", written over a horizontal line.

For Management
VenkatRamani B
Founder & Director.

www.clustrex.com

51/2, 'Pandian Complex', Madipakkam Main Road, Madipakkam, Chennai 600091
Phone : +91 44 4861 7210

Date:16-Aug-21

Ref No: RRF-5603

Ms. Sivasankari Ramamoorthy
Chennai,Tamilnadu

Dear Sivasankari Ramamoorthy,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee - Technical Support**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company:** The position includes a gross CTC of Rs. **212000/-** (Rupees Two Lakh Twelve Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be Rs. **188000/-** (Rupees One Lakh Eighty Eight Thousand Only).
3. **Annual Variable Compensation.** Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **24000/-** (Rupees Twenty Four Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.
4. **Other Benefits.** Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

CSS Corp Private Limited

CIN:U72900TN2000PTC115034

Regd Address : Plot No-32 A&B, 6th, 9th & 10th Floor, Ambit IT Park, Industrial Estate,
Ambattur, Chennai Tel:91 44 66768000 ,www.csscorp.com

Salary Working			
Name: Sivasankari Ramamoorthy			
Designation : Engineer Trainee - Technical Support		Grade:	JL 1 B
Guaranteed Compensation	Explanatory Notes	Monthly	Annual
Basic Pay	30% of TGC	5,960	71,520
House Rent Allowance	50% of Basic Pay	2,980	35,760
Statutory Bonus	As per the Act	1,192	14,304
Special Allowance*	Balancing Component	4,303	51,637
Statutory Component			
Provident Fund (Employer Contribution)	As per the Act	1,232	14,779
Total Guaranteed Compensation (TGC)		15,667	1,88,000
Variable Component			
Variable Performance Pay**			24,000
Gross Cost to Company (CTC)			2,12,000
Bonus			
Graduation Bonus***			15,000
Insurance Benefits			
Personal Accident Disability Insurance Cover			7,50,000
Personal Accident Death Insurance Cover			15,00,000
Group Term Life Insurance Cover			15,00,000
Employee Deposit Link Insurance Cover			6,05,000
Hospitalization Insurance for self (spouse & 2 dependent children)			2,00,000
Gratuity as per prevailing rules			
Leave Encashment upon exit upto	60 days	Basic	
Explanatory Notes			
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per			
Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution			
*Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.			
** All variable payments are eligible to be paid only if on rolls as on date of payment. VPP is payable on a monthly basis as per company policy.			
***One time graduation Bonus is payable in three equal installments - 1st installment will be paid along with 1st month salary and 2nd and 3rd installments will be on completion of 6 months and 9 months from DOJ			

From: Nivetha Joseph <jnivetha2002@gmail.com>
Sent: Thursday, May 20, 2021 1:49 PM
To: Azarudeen.A <azarudeeneee@kamarajengg.edu.in>
Subject: Fwd: Offer From Datazoic

IT

----- Forwarded message -----

From: swathi rajasekaran <swathirajasekaran@datazoic.com>
Date: Mon, May 3, 2021, 12:59 PM
Subject: Offer From Datazoic
To: jnivetha2002@gmail.com <jnivetha2002@gmail.com>
Cc: Haripriya Janarthanam <haripriyaj@datazoic.com>

Hi Nivetha,

Congratulations !!! We are glad to offer you appointment as a Trainee under the following terms and conditions:

You will be under training for a period of 3 months. The Salary during the Training period will be Rs 17,500/month.

After the successful training, you would be converted as a regular employee on the rolls of the company based on the performance during the training period.

The salary would be Rs. 2,70,000 PA after the conversion as regular employee. You would be on probation for six months and you would be confirmed as a regular employee with additional benefit such as:

- Mediclaim policy for self and dependent family members
- Privilege leave which can be encashed.
- Your take home salary after deduction of PF contribution (employee as well as employers') is Rs. 18,900- (Just wanted to keep you informed that the PF recovery (both employee and employer) would be amended as per mandatory requirement from the Govt of India)

Please send me confirmation as a token of acceptance. We will confirm on the date of joining shortly.

Swathi Rajasekaran
Global HR Manager
M: 98844 31294 | swathirajasekaran@datazoic.com
www.datazoic.com



IT

Hi Nivetha,

Congratulations !!! We are glad to offer you appointment as a Trainee under the following terms and conditions:

You will be under training for a period of 3 months. The Salary during the Training period will be Rs 17,500/month.

After the successful training, you would be converted as a regular employee on the rolls of the company based on the performance during the training period.

The salary would be Rs. 2,70,000 PA after the conversion as regular employee. You would be on probation for six months and you would be confirmed as a regular employee with additional benefit such as:

- Mediclaim policy for self and dependent family members
- Privilege leave which can be encashed.
- Your take home salary after deduction of PF contribution (employee as well as employers') is Rs. 18,900- (Just wanted to keep you informed that the PF recovery (both employee and employer) would be amended as per mandatory requirement from the Govt of India)

Please send me confirmation as a token of acceptance. We will confirm on the date of joining shortly.

Swathi Rajasekaran
Global HR Manager
swathirajasekaran@datazoic.com
www.datazoic.com
M: 98844 31294



Develop Scripts



AuctionSoftware.com

Name: Harish Pandi M

Jan 7th 2020

Dear Harish Pandi M,

We are pleased to appoint you in the position of **Software - Trainee** in **DEVELOP SCRIPTS LLC – AuctionSoftware.com**.

Enclosed are your terms and conditions of service and we shall be grateful if you will confirm that these are acceptable to you by signing and returning the original documents.

TERMS FOR SELECTED EMPLOYEES

Salary and Perquisites The Gross salary at the current level of employment will be as per you signed this offer letter.

1. You will be offered a stipend of Rs 10,000/- per month till completion of your Graduation(April 2021) and we will then offer you a minimum package of Rs. 20,000 - 30,000/- per month starting May 2021, based on your performance and output delivered during the training process.
2. You will be signing a service agreement for 18 Months from the start of your training Period.
3. During the training process, accommodation and food to be taken care of by the candidates by themselves, but we can help in looking for the hotels nearby office in walk able distance, as it's a prime Area.
4. Your start date will be 18th January 2021. The working days are Monday - Friday [10:00 AM to 7:00 PM] and one Saturday of every month.

Retirement Age The retirement age for all employees is 58.

For Separation / Termination the following Terms & Conditions will hold,

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AuctionSoftware.com

- A) During probationary period your service is liable to be terminated without assigning any reason and you are not entitled for any notice or compensation.
- B) After confirmation of your service, either party may terminate the service with 60 days notice without assigning reasons. The employee is expected to serve the company during the notice period to ensure completion of jobs already taken and smooth transition. The employer, however in their discretion may waive rendering of service during the notice period.

Service Agreement This offer is subject to you accepting the Code of Conduct and Disciplinary Procedures (attached along with) and abiding by all clauses lay therein. For Entry level candidates 18 Months would be a mandatory for training purpose and to review the performance, But as per the performance Management decision will be final.

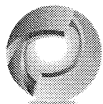
Outside Employment During your employment you shall devote the Committed hours, attention and ability to the business and affairs of the Company and shall use your best endeavors to promote the Company's interests. You will safeguard and treat as confidentially and secrecy agreements / contracts that may be required by the company from time to time.

Secrecy You shall not either during the continuance of your employment except in the proper course of duty or with the express written consent of the company divulge or make use of any secrets or of any correspondence, accounts, information, connections or dealings whatsoever of the company, its subsidiaries or associated Companies or of any customer or correspondent of any of them

Potential **Effective upon satisfactory completion of the first 90 days of employment**, and based upon the goals and objectives agreed in the Job Description process, you will be appointed with additional roles on company performance. You **Salary increment** will be based on customer satisfaction and performance.

NDA Agreement Our standard non-compete agreement must be signed prior to start. Offer should be accepted and signed on or before **January 8th 2020**. Your employment with (Auctionsoftware.com, DevelopScripts LLC) is at-will and either party can terminate the relationship at any time with or without cause and with or without notice. If you are willing to terminate the employment, there should be a 2 months advance notice to the management. You acknowledge that this offer letter, (along with the final

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form of any referenced documents), represents the entire agreement between you and (Auctionsoftware.com, DevelopScripts LLC) and that no verbal or written agreements, promises or representations that are not specifically stated in this offer, are or will be binding upon (Auctionsoftware.com, DevelopScripts LLC). If you are in agreement with the above outline,

Initial _____

Acceptance

Your signature on this document will serve to signify your acceptance of the terms and conditions contained herein.

Employee Signature

Date: _____

Harish Pandi M

Drivers' License Number:

Adhar Card Number:

Pan Card Number

Permanent Address

For DEVELOP SCRIPTS LLC – AuctionSoftware.com.

Rajesh Rajaram
CEO, AuctionSoftware.com
DevelopScripts LLC

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AuctionSoftware.com

Name: Divya.M

Jan 7th 2020

Dear Divya.M,

We are pleased to appoint you in the position of **Software - Trainee** in **DEVELOP SCRIPTS LLC – AuctionSoftware.com**.

Enclosed are your terms and conditions of service and we shall be grateful if you will confirm that these are acceptable to you by signing and returning the original documents.

TERMS FOR SELECTED EMPLOYEES

Salary and Perquisites The Gross salary at the current level of employment will be as per you signed this offer letter.

1. You will be offered a stipend of Rs 10,000/- per month till completion of your Graduation(April 2021) and we will then offer you a minimum package of Rs. 20,000 - 30,000/- per month starting May 2021, based on your performance and output delivered during the training process.
2. You will be signing a service agreement for 18 Months from the start of your training Period.
3. During the training process, accommodation and food to be taken care of by the candidates by themselves, but we can help in looking for the hotels nearby office in walk able distance, as it's a prime Area.
4. Your start date will be 18th January 2021. The working days are Monday - Friday [10:00 AM to 7:00 PM] and one Saturday of every month.

Retirement Age The retirement age for all employees is 58.

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For Separation / Termination the following Terms & Conditions will hold,

A) During probationary period your service is liable to be terminated without assigning any reason and you are not entitled for any notice or compensation.

B) After confirmation of your service, either party may terminate the service with 60 days notice without assigning reasons. The employee is expected to serve the company during the notice period to ensure completion of jobs already taken and smooth transition. The employer, however in their discretion may waive rendering of service during the notice period.

Service Agreement This offer is subject to you accepting the Code of Conduct and Disciplinary Procedures (attached along with) and abiding by all clauses lay therein. For Entry level candidates 18 Months would be a mandatory for training purpose and to review the performance, But as per the performance Management decision will be final.

Outside Employment During your employment you shall devote the Committed hours, attention and ability to the business and affairs of the Company and shall use your best endeavors to promote the Company's interests. You will safeguard and treat as confidentially and secrecy agreements / contracts that may be required by the company from time to time.

Secrecy You shall not either during the continuance of your employment except in the proper course of duty or with the express written consent of the company divulge or make use of any secrets or of any correspondence, accounts, information, connections or dealings whatsoever of the company, its subsidiaries or associated Companies or of any customer or correspondent of any of them

Potential **Effective upon satisfactory completion of the first 90 days of employment,** and based upon the goals and objectives agreed in the Job Description process, you will be appointed with additional roles on company performance. You **Salary increment** will be based on customer satisfaction and performance.

NDA Agreement Our standard non-compete agreement must be signed prior to start. Offer should be accepted and signed on or before **January 8th 2020**. Your employment with (Auctionsoftware.com, DevelopScripts LLC) is at-will and either party can terminate the relationship at any time with or without cause and with or without notice. If you are willing to terminate the



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AuctionSoftware.com

employment, there should be a 2 months advance notice to the management. You acknowledge that this offer letter, (along with the final form of any referenced documents), represents the entire agreement between you and (Auctionsoftware.com, DevelopScripts LLC) and that no verbal or written agreements, promises or representations that are not specifically stated in this offer, are or will be binding upon (Auctionsoftware.com, DevelopScripts LLC). If you are in agreement with the above outline,

Initial _____

Acceptance

Your signature on this document will serve to signify your acceptance of the terms and conditions contained herein.

Employee Signature

Date: _____

Divya.M

Drivers' License Number:

Adhar Card Number:

Pan Card Number

Permanent Address

For DEVELOP SCRIPTS LLC – AuctionSoftware.com.

Rajesh Rajaram
CEO, AuctionSoftware.com
DevelopScripts LLC

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Date: 24/08/2020

Dear Dinesh Kumar S,

Subject: Internship Offer

Subsequent to the interview for internship opportunity, we are pleased to inform that you have been selected to undergo internship at Digitalsoft Innovation Lab Private Limited, Madurai

1. You will be on internship for a period of 3 months from the date of joining. You will be paid a stipend of INR.12000/- Per month. The internship period is however, liable to be extended or reduced, if be found necessary, at the discretion of Company during your internship.
2. Future Employment opportunities post your graduation depends on mutual interest and business needs at that time of year. Full time employment opportunities will involve tests, other employee recruitment process of the company and you will be subjected to the same.
3. You will report to such Digitalsoft Mentor who will be assigned by Managing Director of Digitalsoft Innovation Lab Private Limited as your internship supervisor from time to time.
4. During the period of internship, except for what is specified therein, you will not be entitled to any other allowances/reimbursements/benefits applicable to regular employees.
5. During your Internship, you will discharge all such duties that may be assigned to you with devotion and due diligence. You shall devote your whole time and attention to the discharge of your duties and shall not accept any other employment, part time or otherwise or carry any other business unless you have first obtained a written approval of the Company. If you are found guilty of dishonesty, forgery, fraud, disorderly or indecent behavior, habitual absenteeism, unsatisfactory performance or any other act subversive of discipline and good behavior, your internship will be immediately terminated.
6. You will not at any time, without the consent in writing of the Company during the term of internship with Company or after termination of internship by notice discharge or otherwise, make known or divulge in any manner whatsoever any information, while undergoing internship in the Company, or its associated Companies, as proprietary or confidential information concerning the technical matters, finance, affairs of any of the aforementioned company's parties. In addition, you shall be bound by the direction of the Company regarding publications, written otherwise, of any work with which you may be associated.
7. You will be governed by the Company's rules and regulations which are in force or will be in force from time to time in respect of service conditions other than not provided in the internship appointment letter.

8. You should report for your training on Tuesday, 1st December 2020 at 10:00 am at the following address.

Digitalsoft Innovation Lab Pvt Ltd,
Plot no 760, Vikashini Building 5th floor,
West 80 feet road, Annanagar
Madurai – 625020, India

The above date of training is deemed as the beginning of the internship

If the above terms and conditions are acceptable to you, please communicate your acceptance of the same to Ms. Revathy Alagar through an email at revathy.alagar@digitalsoft.com and send a copy of this letter duly signed.

Thanking You.

Yours Sincerely
for Digitalsoft Innovation Lab Private Limited.



Nedumaran Samiayah
Managing Director

I have accepted the above stated offer

Date:

Signature:

Date: 24/08/2020

Dear Thirumurgan K,

Subject: Internship Offer

Subsequent to the interview for internship opportunity, we are pleased to inform that you have been selected to undergo internship at Digitalsoft Innovation Lab Private Limited, Madurai

1. You will be on internship for a period of 3 months from the date of joining. You will be paid a stipend of INR.12000/- Per month. The internship period is however, liable to be extended or reduced, if be found necessary, at the discretion of Company during your internship.
2. Future Employment opportunities post your graduation depends on mutual interest and business needs at that time of year. Full time employment opportunities will involve tests, other employee recruitment process of the company and you will be subjected to the same.
3. You will report to such Digitalsoft Mentor who will be assigned by Managing Director of Digitalsoft Innovation Lab Private Limited as your internship supervisor from time to time.
4. During the period of internship, except for what is specified therein, you will not be entitled to any other allowances/reimbursements/benefits applicable to regular employees.
5. During your Internship, you will discharge all such duties that may be assigned to you with devotion and due diligence. You shall devote your whole time and attention to the discharge of your duties and shall not accept any other employment, part time or otherwise or carry any other business unless you have first obtained a written approval of the Company. If you are found guilty of dishonesty, forgery, fraud, disorderly or indecent behavior, habitual absenteeism, unsatisfactory performance or any other act subversive of discipline and good behavior, your internship will be immediately terminated.
6. You will not at any time, without the consent in writing of the Company during the term of internship with Company or after termination of internship by notice discharge or otherwise, make known or divulge in any manner whatsoever any information, while undergoing internship in the Company, or its associated Companies, as proprietary or confidential information concerning the technical matters, finance, affairs of any of the aforementioned company's parties. In addition, you shall be bound by the direction of the Company regarding publications, written otherwise, of any work with which you may be associated.
7. You will be governed by the Company's rules and regulations which are in force or will be in force from time to time in respect of service conditions other than not provided in the internship appointment letter.

8. You should report for your training on Tuesday, 1st Dec 2020 at 10:00 am at the following address.

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Madurai – 625020, India

The above date of training is deemed as the beginning of the internship

If the above terms and conditions are acceptable to you, please communicate your acceptance of the same to Ms. Revathy Alagar through an email at revathy.alagar@digitalsoft.com and send a copy of this letter duly signed.

Thanking You.

Yours Sincerely
for Digitalsoft Innovation Lab Private Limited.



Nedumaran Samiayah
Managing Director

I have accepted the above stated offer

Date:

Signature:

Date: 24/08/2020

Dear Divya Bharathi R,

Subject: Internship Offer

Subsequent to the interview for internship opportunity, we are pleased to inform that you have been selected to undergo internship at Digitalsoft Innovation Lab Private Limited, Madurai

1. You will be on internship for a period of 3 months from the date of joining. You will be paid a stipend of INR.12000/- Per month. The internship period is however, liable to be extended or reduced, if be found necessary, at the discretion of Company during your internship.
2. Future Employment opportunities post your graduation depends on mutual interest and business needs at that time of year. Full time employment opportunities will involve tests, other employee recruitment process of the company and you will be subjected to the same.
3. You will report to such Digitalsoft Mentor who will be assigned by Managing Director of Digitalsoft Innovation Lab Private Limited as your internship supervisor from time to time.
4. During the period of internship, except for what is specified therein, you will not be entitled to any other allowances/reimbursements/benefits applicable to regular employees.
5. During your Internship, you will discharge all such duties that may be assigned to you with devotion and due diligence. You shall devote your whole time and attention to the discharge of your duties and shall not accept any other employment, part time or otherwise or carry any other business unless you have first obtained a written approval of the Company. If you are found guilty of dishonesty, forgery, fraud, disorderly or indecent behavior, habitual absenteeism, unsatisfactory performance or any other act subversive of discipline and good behavior, your internship will be immediately terminated.
6. You will not at any time, without the consent in writing of the Company during the term of internship with Company or after termination of internship by notice discharge or otherwise, make known or divulge in any manner whatsoever any information, while undergoing internship in the Company, or its associated Companies, as proprietary or confidential information concerning the technical matters, finance, affairs of any of the aforementioned company's parties. In addition, you shall be bound by the direction of the Company regarding publications, written otherwise, of any work with which you may be associated.
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8. You should report for your training on Tuesday, 1st December 2020 at 10:00 am at the following address.

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Plot no 760, Vikashini Building 5th floor,
West 80 feet road, Annanagar
Madurai – 625020, India

The above date of training is deemed as the beginning of the internship

If the above terms and conditions are acceptable to you, please communicate your acceptance of the same to Ms. Revathy Alagar through an email at revathy.alagar@digitalsoft.com and send a copy of this letter duly signed.

Thanking You.

Yours Sincerely
for Digitalsoft Innovation Lab Private Limited.



Nedumaran Samiayah
Managing Director

I have accepted the above stated offer

Date:

Signature:

Ref:2021/EECHPL/018
Date : 29/07/2021

To
Mr. S Dhamodharan,
S/o. Sri. D Santhana Murugan,
12/2, Subramaniyapuram,
1st Cross Street, Madurai-625 011.
Mob.No. 7871921340. Email: smdhamodharan1999@gmail.com

Dear Mr. S Dhamodharan,

The year 2020 was a challenging year for all of us but in many ways 2021 has started building & laying the foundation for a new journey that has begun well. The biggest opportunity and challenges for us is the incredible pace at which the disruption & adoption is happening in technology, construction material and manpower. Future belongs to those who recognize the power of technology, embrace change, and dare to disrupt.

While we work towards changing the professional outlook externally and internally, our endeavour is to become all the way through professional and foster our culture towards these changing times. In this exciting journey we are looking for young, dynamic, and energetic Civil Engineering professionals to galvanize our growth plan for the year 2021-22. please do visit Elite @<http://elitegroup.in>.

Further to our Campus drive, Assignments and Selection Process, it is our pleasure to extend an offer of Internship Program to you on behalf of Elite Engineering & Construction (Hyd) Pvt Ltd.,

During Internship Program your role will be Graduate Engineer Trainee-Civil and your stipend per month will be as per the discussion at the time of Campus Drive.

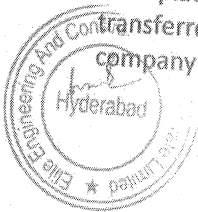
During the period of Internship Program you will not be entitled to any benefits of privileges and your services with the Company can be terminated during the training period.

After completion of 12 months your performance will be reviewed and may be offered as Junior Engineer.

Your date of joining will be on or before 02/08/2021, any changes in the date of joining should be agreed with the Management.

Terms and conditions are as follows:

1. Your place of working shall be at Hyderabad (office location and site), your services shall be transferred to locations in Telangana, Andhra Pradesh, Tamil Nadu and Karnataka subject to company policies & business requirements.



ELITE ENGINEERING & CONSTRUCTION (HYD) PVT. LTD.

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Jayabheri Enclave, Gachibowli
Hyderabad-500032.
Telangana.
Tel: 91000 50801

Branch Office:
#18, Defence Colony
Opp. Military Hospital
Ekattuthankal
Chennai-600 032, Tamil Nadu.
Tel: 044-22331186/89

CIN: U45209TG2010PTC070192

Branch Office:
1st Floor, No. 2651, 2nd Cross,
15th Main, 'E' Block, Sahakar Nagar,
Bangalore - 560092
Mobile: 9442233801

www.elitegroup.in




2. As agreed, you will have to execute two years' service bond upon your joining.
3. Medical fitness certificate confirming fit for employment. (Please note Construction site and Industry needs good physical fitness).
4. You will be governed by the terms and conditions & company's policies.
5. This offer is valid if you accept this offer by 30/07/2021 in writing & you shall report to the work on/before 02/08/2021.
6. By accepting this Offer Letter, you shall not enter into any other conflicting agreement or any conflicting obligation that you may be bound to, in the past.

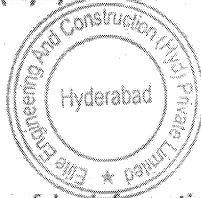
Following original documents to be brought at the date of joining.

1. All Educational Certificates including mark sheet.
2. Aadhar Card.
3. PAN card for Bank Account.
4. Four passport size photographs.

We welcome you to Elite family and look forward for a long and mutually rewarding association.

For Elite Engineering & Construction (Hyd) Pvt Ltd


K RAMA KRISHNA PARAMA HAMSA
AGM-HR



Note: Offer stands cancelled in case of any false information or if you fail to report on or before the above mentioned date. A detailed appointment letter will be issued after successful completion of probation.

Ref:2021/EECHPL/001

Date: 27/07/2021

To

Ms. Jothika R,
D/o. Sri. V Rama Moorthi,
1/19, Middle Street, K. Gopalapuram,
Alangulam, Virudhunagar-626 127.
Mob.No.6381322967. Email: jothikacivil6@gmail.com

Dear Ms. Jothika R,

The year 2020 was a challenging year for all of us but in many ways 2021 has started building & laying the foundation for a new journey that has begun well. The biggest opportunity and challenges for us is the incredible pace at which the disruption & adoption is happening in technology, construction material and manpower. Future belongs to those who recognize the power of technology, embrace change, and dare to disrupt.

While we work towards changing the professional outlook externally and internally, our endeavour is to become all the way through professional and foster our culture towards these changing times. In this exciting journey we are looking for young, dynamic, and energetic Civil Engineering professionals to galvanize our growth plan for the year 2021-22. please do visit Elite @<http://elitegroup.in>.

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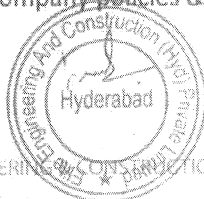
During the period of Internship Program you will not be entitled to any benefits of privileges and your services with the Company can be terminated during the training period.

After completion of 12 months your performance will be reviewed and may be offered as Junior Engineer.

Your date of joining will be on or before 02/08/2021, any changes in the date of joining should be agreed with the Management.

Terms and conditions are as follows:

1. Your place of working shall be at Hyderabad (office location and site), your services shall be transferred to locations in Telangana, Andhra Pradesh, Tamil Nadu and Karnataka subject to company policies & business requirements.



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Bangalore - 560092
Mobile: 9442233801

www.elitegroup.in


2. As agreed, you will have to execute two years' service bond upon your joining.
3. Medical fitness certificate confirming fit for employment. (Please note Construction site and Industry needs good physical fitness).
4. You will be governed by the terms and conditions & company's policies.
5. This offer is valid if you accept this offer by 29/07/2021 in writing & you shall report to the work on/before 02/08/2021.
6. By accepting this Offer Letter, you shall not enter into any other conflicting agreement or any conflicting obligation that you may be bound to, in the past.

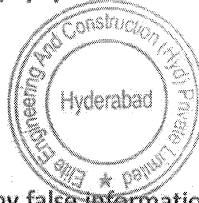
Following original documents to be brought at the date of joining.

1. All Educational Certificates including mark sheet.
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We welcome you to Elite family and look forward for a long and mutually rewarding association.

For Elite Engineering & Construction (Hyd) Pvt Ltd


K RAMA KRISHNA PARAMA HAMSA
AGM-HR



Note: Offer stands cancelled in case of any false information or if you fail to report on or before the above mentioned date. A detailed appointment letter will be issued after successful completion of probation.

Ref:2021/EECHPL/022

Date : 09/08/2021

To

Mr. R Dinesh Narayanan,
S/o. Sri. D Rengasamy,
Plot No.55, V.P. Sindhan Nagar,
Vedar Puliyankulam, Thanakkankulam,
Madurai-625 006.
Mob.No.8667644355. Email: dineshcivil1210@gmail.com

Dear Mr. R Dinesh Narayanan,

The year 2020 was a challenging year for all of us but in many ways 2021 has started building & laying the foundation for a new journey that has begun well. The biggest opportunity and challenges for us is the incredible pace at which the disruption & adoption is happening in technology, construction material and manpower. Future belongs to those who recognize the power of technology, embrace change, and dare to disrupt.

While we work towards changing the professional outlook externally and internally, our endeavor is to become all the way through professional and foster our culture towards these changing times. In this exciting journey we are looking for young, dynamic, and energetic Civil Engineering professionals to galvanize our growth plan for the year 2021-22. please do visit Elite @<http://elitegroup.in>.

Further to our Campus drive, Assignments and Selection Process, it is our pleasure to extend an offer of Internship Program to you on behalf of Elite Engineering & Construction (Hyd) Pvt Ltd.

During Internship Program your role will be Graduate Engineer Trainee-Civil and your stipend per month will be as per the discussion at the time of Campus Drive.

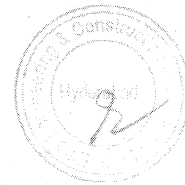
During the period of Internship Program, you will not be entitled to any benefits of privileges and your services with the Company can be terminated during the training period.

After completion of 12 months your performance will be reviewed and may be offered as Junior Engineer.

Your date of joining will be on or before 16/08/2021, any changes in the date of joining should be agreed with the Management.

Terms and conditions are as follows:

1. Your place of working shall be at Hyderabad (office location and site), your services shall be transferred to locations in Telangana, Andhra Pradesh, Tamil Nadu and Karnataka subject to company policies & business requirements.



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Mobile: 9442233801

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2. As agreed, you will have to execute two years' service bond upon your joining.
3. Medical fitness certificate confirming fit for employment. (Please note Construction site and Industry needs good physical fitness).
4. You will be governed by the terms and conditions & company's policies.
5. This offer is valid if you accept this offer by 11/08/2021 in writing & you shall report to the work on/before 16/08/2021.
6. By accepting this Offer Letter, you shall not enter into any other conflicting agreement or any conflicting obligation that you may be bound to, in the past.

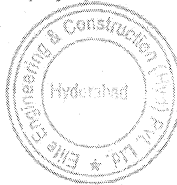
Following original documents to be brought at the date of joining.

1. All Educational Certificates including mark sheet.
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We welcome you to Elite family and look forward for a long and mutually rewarding association.

For Elite Engineering & Construction (Hyd) Pvt Ltd


K RAMA KRISHNA PARAMA HAMSA
AGM-HR



Note: Offer stands cancelled in case of any false information or if you fail to report on or before the above mentioned date. A detailed appointment letter will be issued after successful completion of probation.

Ref:2021/EECHPL/013

Date : 27/07/2021

To

Mr. Diwahar Ganesan,
S/o. Sri. Ganesan V,
Plot 122, Porkudam Nagar,
A.I.B.E.A. Colony, Paravai,
Madurai-625 402.
Mob.No.9080154964. Email: diwaharg34@gmail.com

Dear Mr. Diwahar Ganesan,

The year 2020 was a challenging year for all of us but in many ways 2021 has started building & laying the foundation for a new journey that has begun well. The biggest opportunity and challenges for us is the incredible pace at which the disruption & adoption is happening in technology, construction material and manpower. Future belongs to those who recognize the power of technology, embrace change, and dare to disrupt.

While we work towards changing the professional outlook externally and internally, our endeavour is to become all the way through professional and foster our culture towards these changing times. In this exciting journey we are looking for young, dynamic, and energetic Civil Engineering professionals to galvanize our growth plan for the year 2021-22. please do visit Elite @<http://elitegroup.in>.

Further to our Campus drive, Assignments and Selection Process, it is our pleasure to extend an offer of Internship Program to you on behalf of Elite Engineering & Construction (Hyd) Pvt Ltd,.

During Internship Program your role will be Graduate Engineer Trainee-Civil and your stipend per month will be as per the discussion at the time of Campus Drive.

During the period of Internship Program you will not be entitled to any benefits of privileges and your services with the Company can be terminated during the training period.

After completion of 12 months your performance will be reviewed and may be offered as Junior Engineer.

Your date of joining will be on or before 02/08/2021, any changes in the date of joining should be agreed with the Management.

Terms and conditions are as follows:

1. Your place of working shall be at Hyderabad (office location and site), your services shall be transferred to locations in Telangana, Andhra Pradesh, Tamil Nadu and Karnataka subject to company policies & business requirements.



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Mobile: 9442233801

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2. As agreed, you will have to execute two years' service bond upon your joining.
3. Medical fitness certificate confirming fit for employment. (Please note Construction site and Industry needs good physical fitness).
4. You will be governed by the terms and conditions & company's policies.
5. This offer is valid if you accept this offer by 29/07/2021 in writing & you shall report to the work on/before 02/08/2021.
6. By accepting this Offer Letter, you shall not enter into any other conflicting agreement or any conflicting obligation that you may be bound to, in the past.

Following original documents to be brought at the date of joining.

1. All Educational Certificates including mark sheet.
2. Aadhar Card.
3. PAN card for Bank Account.
4. Four passport size photographs.

We welcome you to Elite family and look forward for a long and mutually rewarding association.

For Elite Engineering & Construction (Hyd) Pvt Ltd



K RAMA KRISHNA PARAMA HAMSA
AGM-HR



Note: Offer stands cancelled in case of any false information or if you fail to report on or before the above mentioned date. A detailed appointment letter will be issued after successful completion of probation.

OFFER LETTER

CMB/BIM/2021/011-008

28th June 2021

To

Mr. Maha Vishnu Prakash M
Chennai

Dear Vishnu,

We have pleasure in confirming our offer of employment as **Trainee - BIM Engineer** at **CADS Makeitbim Private Limited**.

Date of joining

Your employment is effective from the date of joining which shall not be later than **1st July 2021**.

Place of work

Your place of work is at our office located at Type II/5, Dr. VSI Estate, Rajiv Gandhi Salai, Thiruvananthapuram, Chennai 600 041. The place of work is subject to change based on the organization business requirement, and in the interest of CADS Makeitbim.

Probation

You will be on training for the first six months. After completion of six months, you will be issued letter of appointment, based on your performance. You will be on probation for a period of six months from the date of appointment. The company may at its discretion, extend or reduce such probationary period subject to your performance. During the probationary period, this appointment may be terminated without assigning any reasons, by either party on one month's notice or on payment of one month's salary in lieu of notice.

Confirmation

On successfully completing of the probationary period there will be a performance review and your appointment may be confirmed, subject to satisfactory performance. You will also become entitled to the additional benefits which will be described in the Appointment Letter.

Retirement Age

The standard retirement age at CADS Makeitbim Private Limited is 65 years.

Other work

Your position is a full time employment with this company and you shall devote yourself exclusively to the business of the company.

Holidays and Leave

You will be entitled to Holidays and Leave as per the Holiday and Leave Policy of the Company.

Insurance

The Company insures the Employees and dependents for Medicare protection for hospitalisation, Accident Insurance and Group Term Insurance as per the company policies.

Salary

Your annual compensation is is **Rs. 1,89,264/- (Rupees One Lakh Eighty Nine Thousand Two Hundred and Sixty Four Only)** on a cost to the company basis; details provided below:

Particulars	Monthly	Annual
Basic	5,000	60,000
HRA	2,500	30,000
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,000	48,000
Gross Salary	14,350	1,72,200
Employer Contribution	1,422	17,064
CTC	15,772	1,89,264

Salary Review

After your confirmation, your salary may be reviewed annually, usually in the month of April. Your increment is discretionary and is subject to your performance and the company results.

Gratuity

You are eligible to Gratuity as prescribed in the Payment of Gratuity Act, 1972.

Offer Letter Validity

This offer letter remains valid only if all the conditions below are fulfilled:

- A. Acceptance of the offer letter by signing in all pages.
- B. Forward a mail copy of your resignation letter / mail, within 3 days.
- C. Forward a mail copy of acceptance of your resignation letter / mail within one week.

Please confirm your acceptance by returning a signed copy of this letter at the earliest.

Yours sincerely,

For **CADS Makeitbim Private Limited**

Sujatha Guru
Director of Human Resources

I, **Maha Vishnu Prakash M**, agree to accept employment on the terms and conditions mentioned in the above offer of appointment.

(Signature)

(Date)

Ref:2021/EECHPL/030

Date : 09/08/2021

To

Mr. Mohamed Riyash Khan N,
S/o. Sri. M Nagoor Pitchai,
1, Keela Pallivasal Lane,
Thirumangalam, Madurai-625 706.
Mob.No. 8610629680. Email: riyashkhan61@gmail.com

Dear Mr. Mohamed Riyash Khan N,

The year 2020 was a challenging year for all of us but in many ways 2021 has started building & laying the foundation for a new journey that has begun well. The biggest opportunity and challenges for us is the incredible pace at which the disruption & adoption is happening in technology, construction material and manpower. Future belongs to those who recognize the power of technology, embrace change, and dare to disrupt.

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After completion of 12 months your performance will be reviewed and may be offered as Junior Engineer.

Your date of joining will be on or before 16/08/2021, any changes in the date of joining should be agreed with the Management.

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CIN: U45209TG2010PTC070192

Branch Office:
1st Floor, No. 2651, 2nd Cross,
15th Main, 'E' Block, Sahakar Nagar,
Bangalore - 560092
Mobile: 9442233801

www.elitegroup.in



2. As agreed, you will have to execute two years' service bond upon your joining.
3. Medical fitness certificate confirming fit for employment. (Please note Construction site and Industry needs good physical fitness).
4. You will be governed by the terms and conditions & company's policies.
5. This offer is valid if you accept this offer by 11/08/2021 in writing & you shall report to the work on/before 16/08/2021.
6. By accepting this Offer Letter, you shall not enter into any other conflicting agreement or any conflicting obligation that you may be bound to, in the past.

Following original documents to be brought at the date of joining.

1. All Educational Certificates including mark sheet.
2. Aadhar Card.
3. PAN card for Bank Account.
4. Four passport size photographs.

We welcome you to Elite family and look forward for a long and mutually rewarding association.

For Elite Engineering & Construction (Hyd) Pvt Ltd


K RAMA KRISHNA PARAMA HAMSA
AGM-HR



Note: Offer stands cancelled in case of any false information or if you fail to report on or before the above mentioned date. A detailed appointment letter will be issued after successful completion of probation.

Ref:2021/EECHPL/014

Date : 29/07/2021

To

Mr. Ajith R,
S/o. Sri. M Raja,
118A, Mohammedsha puram,
5th Street, Thirumangalam,
Madurai-625 706.
Mob.No.6380212263. Email: rajithaji138@gmail.com

Dear Mr. Ajith R,

The year 2020 was a challenging year for all of us but in many ways 2021 has started building & laying the foundation for a new journey that has begun well. The biggest opportunity and challenges for us is the incredible pace at which the disruption & adoption is happening in technology, construction material and manpower. Future belongs to those who recognize the power of technology, embrace change, and dare to disrupt.

While we work towards changing the professional outlook externally and internally, our endeavour is to become all the way through professional and foster our culture towards these changing times. In this exciting journey we are looking for young, dynamic, and energetic Civil Engineering professionals to galvanize our growth plan for the year 2021-22. please do visit Elite @<http://elitegroup.in>.

Further to our Campus drive, Assignments and Selection Process, it is our pleasure to extend an offer of Internship Program to you on behalf of Elite Engineering & Construction (Hyd) Pvt Ltd,.

During Internship Program your role will be Graduate Engineer Trainee-Civil and your stipend per month will be as per the discussion at the time of Campus Drive.

During the period of Internship Program you will not be entitled to any benefits of privileges and your services with the Company can be terminated during the training period.

After completion of 12 months your performance will be reviewed and may be offered as Junior Engineer.

Your date of joining will be on or before 02/08/2021, any changes in the date of joining should be agreed with the Management.

Terms and conditions are as follows:

1. Your place of working shall be at Hyderabad (office location and site), your services shall be transferred to locations in Telangana, Andhra Pradesh, Tamil Nadu and Karnataka subject to company policies & business requirements.



ELITE ENGINEERING & CONSTRUCTION (HYD) PVT. LTD.

Corporate Office:
Plot #19, Veda's Prime House
Jayabheri Enclave, Gachibowli
Hyderabad-500032,
Telangana.
Tel: 91000 50801

Branch Office:
#18, Defence Colony
Opp. Military Hospital
Ekattuthankal
Chennai-600 032, Tamil Nadu.
Tel: 044-22331186/89

CIN: U45209TG2010PTC070192

Branch Office:
1st Floor, No. 2651, 2nd Cross,
15th Main, 'E' Block, Sahakar Nagar,
Bangalore - 560092
Mobile: 9442233801

www.elitegroup.in



2. As agreed, you will have to execute two years' service bond upon your joining.
3. Medical fitness certificate confirming fit for employment. (Please note Construction site and Industry needs good physical fitness).
4. You will be governed by the terms and conditions & company's policies.
5. This offer is valid if you accept this offer by 30/07/2021 in writing & you shall report to the work on/before 02/08/2021.
6. By accepting this Offer Letter, you shall not enter into any other conflicting agreement or any conflicting obligation that you may be bound to, in the past.

Following original documents to be brought at the date of joining.

1. All Educational Certificates including mark sheet.
2. Aadhar Card.
3. PAN card for Bank Account.
4. Four passport size photographs.

We welcome you to Elite family and look forward for a long and mutually rewarding association.

For Elite Engineering & Construction (Hyd) Pvt Ltd


K RAMA KRISHNA PARAMA HAMSA
AGM-HR



Note: Offer stands cancelled in case of any false information or if you fail to report on or before the above mentioned date. A detailed appointment letter will be issued after successful completion of probation.

March 26, 2021

Ms.Aishwarya G

aish6582@gmail.com

Candidate ID : CN20210084

Dear Aishwarya G,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance upto **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	Ms.Aishwarya G	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

Notes: *Associates will be covered under the company group insurance policies for Life Cover Rs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



Arumugam N Vadivelu

Senior Manager – HR Ops & Strategy

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

IT

Fw: FACE | Final Round Result

Placement Cell <placement@kamarajengg.edu.in>

Fri 26-Mar-21 12:43 PM

To: TDPCLERK <tdpclerk@kamarajengg.edu.in>

Cc: PRAVIN KUMAR.R <pravinkumartdp@kamarajengg.edu.in>

From: FACE Recruitments <recruitment@focusacademy.in>**Sent:** Friday, March 26, 2021 12:38 PM**To:** Placement Cell <placement@kamarajengg.edu.in>**Subject:** FACE | Final Round Result

Hi!

Greetings from FACE Prep!

We are happy to inform you that she is the person who got **selected** in the final round.**Aishwarya G** from Information Technology

Best Regards,

Arun M

FACE Recruitment Team

12, Lakshmi Nagar, Avinashi Road, Coimbatore - 641014 | **Tel:** +91 6380645460
9566195931 | **Email:** | **Website:** www.focusacademy.in

The information contained in this email and any attachments is confidential and may be subject to copyright or other intellectual property protection. If you are not the intended recipient, you are not authorized to use or disclose this information, and we request you to notify us by reply mail at email@focusacademy.in or telephone and delete the original message from your mail system.



FIS Global Business Solutions India Private Limited,
"The Viceroy", Old No.25, New no.22,
Sardar Patel Road, Guindy, Chennai – 600032.

13th July 2021

Mr. Karthick Raja PM,
Chennai.

Letter of Offer

Dear Karthick Raja PM,

We are pleased to make you an offer of employment with us and this letter sets forth the terms of appointment.

- 1) Designation: **IT Trainee / (Global Title: InP - IT Trainee)**
- 2) Place of Posting: FIS Global Business Solutions India Private Limited
7th & 3rd, Floor, Block C, Ambit IT Park,
Plot 32 A & B, Ambattur Industrial Estate 1st Cross Rd,
Chennai, Tamil Nadu 600058
- 3) Date of Joining **26th July 2021**
- 4) Compensation & Benefits
Annual Fixed Pay : Rs. 465,116 /-
Performance- Pay : Rs. 34,884 /-
Total Compensation(TC): Rs. 500,000 /-
(Break up of above Compensation details are provided in Annexure 1)
- 5) Background Checks
Your appointment is subject to the background check clearance in all aspects, any discrepancies in the background check will lead to withdrawal of the offer. Our TPO Team will let you know the final status of your check once it is completed.
- 6) Confidentiality
You are requested to maintain confidentiality on all aspects of the letter of offer at all times. You shall not divulge, communicate or pass on any information, regarding the company, its business, customers, work practices and security practices to any outsider or any external vendor or contractor employed by the Company.
- 7) Notice Period:
Notwithstanding anything stated above, your services are liable to be terminated by the Company without assigning any reason, by giving you 75 days' Notice or salary in lieu of such Notice. Likewise, you may resign from the services of the Company by giving 75 days' Notice or salary in lieu of Notice. Salary for this purpose will be computed on Basic Salary.
- 8) Probation period:
You shall be on probation for a period of six months from the date of your joining. Your services shall be confirmed based on the performance review conducted by your Manager.

Sharing of this information will result in withdrawal of your letter of offer.

A detailed Appointment Letter will be issued to you soon after you have joined the Company.

We request you to submit

- 1) The documents listed in **Annexure 2** at the time of acceptance of offer.
- 2) The documents listed in **Annexure 3** on the day of joining

We look forward to having you on board with Team FIS.

Yours sincerely

Amol Gupta
Regional TPO Lead – India & Philippines

I hereby accept the above offer

Candidate's Name & Signature
Karthick Raja PM



FIS Global Business Solutions India Private Limited,
"The Viceroy", Old No.25, New no.22,
Sardar Patel Road, Guindy, Chennai – 600032.

ANNEXURE 2

Dear Karthick Raja PM,

Congratulations for successfully clearing all the rounds!

You are requested to submit following documents at the earliest,

[A] Academic Qualification

- ✓ SSLC certificate & Mark sheets
- ✓ HSC certificate & Mark sheets
- ✓ Graduation certificate & Mark sheets
- ✓ Post-Graduation certificate & Mark sheets
- ✓ Other Courses certificate & Mark sheets

[B] Work Experience Certificate (Not applicable in case you are fresher)

- ✓ Experience Letter/Relieving Letters from last two organization(s)
- ✓ Current Company appointment letter
- ✓ Latest 3 months Salary Slips

[C] 2 Passport sized colored photographs

[D] Address Proof (Any of the following)

- ✓ Ration Card
- ✓ Passport copy
- ✓ Utility Bills

[E] Proof of Date of Birth (Any of the following)

- ✓ Birth Certificate
- ✓ School Leaving Certificate
- ✓ Passport copy

[F] Photo ID proof (Any of the following)

- ✓ Passport copy
- ✓ Driver's License
- ✓ Pan Card

You are required to submit originals and 1 photocopy of the above documents. TPO (The People Office) will retain the photocopies and return you the originals immediately. In case you are not able to submit the originals then attested photocopies from a Gazette Officer will be a must.

-



FIS Global Business Solutions India Private Limited,
"The Viceroy", Old No.25, New no.22,
Sardar Patel Road, Guindy, Chennai – 600032.

ANNEXURE 3

Dear Karthick Raja PM,

You are also requested to submit us the filled-up documents, as detailed below, on your date of joining **26th July 2021 at 9.30 AM**).

- Joining forms
- Payment of Gratuity form
- Family Health Declaration Form
- Employee Confidential Agreement
- Nomination and Declaration form (two original copies)
- Relieving letter of your last employer

Wishing you a great career ahead in FIS!!!



CSE

FIS Global Business Solutions India Private Limited,
"The Viceroy", Old No.25, New no.22,
Sardar Patel Road, Guindy, Chennai – 600032.

05th June 2021

Mr. Raja Sekar Nagapandi,
Chennai.

Letter of Offer

Dear Raja Sekar Nagapandi,

We are pleased to make you an offer of employment with us and this letter sets forth the terms of appointment.

- 1) Designation: **IT Trainee / (Global Title: InP - IT Trainee)**
- 2) Place of Posting: FIS Global Business Solutions India Private Limited
7th & 3rd, Floor, Block C, Ambit IT Park,
Plot 32 A & B, Ambattur Industrial Estate 1st Cross Rd,
Chennai, Tamil Nadu 600058
- 3) Date of Joining **28th June 2021**
- 4) Compensation & Benefits
Annual Fixed Pay : Rs. 465,116 /-
Performance- Pay : Rs. 34,884 /-
Total Compensation(TC): Rs. 500,000 /-
(Break up of above Compensation details are provided in Annexure 1)
- 5) Background Checks Your appointment is subject to the background check clearance in all aspects, any discrepancies in the background check will lead to withdrawal of the offer. Our TPO Team will let you know the final status of your check once it is completed.
- 6) Confidentiality You are requested to maintain confidentiality on all aspects of the letter of offer at all times. You shall not divulge, communicate or pass on any information, regarding the company, its business, customers, work practices and security practices to any outsider or any external vendor or contractor employed by the Company.
- 7) Notice Period: Notwithstanding anything stated above, your services are liable to be terminated by the Company without assigning any reason, by giving you 75 days' Notice or salary in lieu of such Notice. Likewise, you may resign from the services of the Company by giving 75 days' Notice or salary in lieu of Notice. Salary for this purpose will be computed on Basic Salary.
- 8) Probation period: You shall be on probation for a period of six months from the date of your joining. Your services shall be confirmed based on the performance review conducted by your Manager.

Sharing of this information will result in withdrawal of your letter of offer.

A detailed Appointment Letter will be issued to you soon after you have joined the Company.

We request you to submit

- 1) The documents listed in **Annexure 2** at the time of acceptance of offer.
- 2) The documents listed in **Annexure 3** on the day of joining

We look forward to having you on board with Team FIS.

Yours sincerely

Amol Gupta
Regional TPO Lead – India & Philippines

I hereby accept the above offer

Candidate's Name & Signature
Raja Sekar Nagapandi



FIS Global Business Solutions India Private Limited,
"The Viceroy", Old No.25, New no.22,
Sardar Patel Road, Guindy, Chennai – 600032.

ANNEXURE - Compensation and Benefits

Name: **Raja Sekar Nagapandi** **w.e.f.** **28-Jun-21**

FIXED PAY

Particulars	Amount (PM)	Amount (PA)
Basic Salary	15,510	186,120
House Rent Allowance	7,755	93,060
Flexi Benefit Plan [^]	13,633	163,592
Employer's contribution to Provident Fund	1,862	22,344
BASE PAY (FIXED PAY)	38,760	465,116

Performance Bonus*	34,884
--------------------	--------

TOTAL COMPENSATION (TC)	500,000
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ANNUAL BENEFITS

Benefit Particulars	Amount (PA)
Gratuity (As per payment of Gratuity Act)	8,953
Premium paid by the employer for Group Health Medical Insurance**	13,827

COST TO COMPANY (CTC)	522,780
------------------------------	----------------

* Your Performance Bonus represents the target amount (at 100% payout). Actual payouts can vary depending on performance and subject to the terms and conditions of the Incentive plan policy. Plan details are at the sole discretion of the company and subject to change.

Taxes and other statutory deductions/payments as per applicable law.

** To know your eligibilities for Group Health Medical Insurance, please refer to the policy

**You will also be covered as part of Group Term Life Insurance & Group Personal Accident policy. To know your eligibility please refer to the respective policy.

[^] Please refer to FBP Policy for details

Your compensation can be restructured at any time protecting Total Compensation (TC)

All salary components are governed by the company policies and statutory guidelines

This salary sheet is strictly confidential and must not be discussed with anyone other than your Reporting Manager

Signature of Signing Authority

Signature of Associate

FREHNIG INSTRUMENTS AND CONTROLS

FREHNIG

47, TEXTTOOL BALASUNDARAM ROAD, AVARAMPALAYAM, COIMBATORE- 641 006. TEL : +91-422-2567747, FAX: +91 - 422 2561402
web : www.frehnig.com

23 February 2021

Ref:/doc07/Frehnig/230221/AO-03

Mr.Manikandan S
1/129, Middle Street
Pudusoorangudi
Sattur
Virudhunagar
99380-35694

Sub : Your application for Post of Trainee Engineer

Dear Mr.Manikandan

With reference you your application, and the related interview, we are pleased to inform you that you have been appointed as Trainee Engineer- Assembly and testing. The below terms and conditions apply

1. Date of joining. 1 March 2021
- 2 Your primary place of work shall be at Coimbatore, however you shall be liable to be posted for service on projects anywhere in India at the sole discretion of Management
3. You will be on probation for a period of three months. During this period your services can be terminated with seven days notice for any reasons. After your satisfactory performance, you will be confirmed in present position, and thereafter your services can be terminated on one months notice on either side. Stipend will be paid as per company policy from the first month. Experience certificate will be issued only if you complete the minimum training period of one year and if none the terms are violated.
4. Any leave must be taken with prior intimation and approval. In case of emergency, an intimation is compulsory. Absence for continuous period of three days without intimation/approval would result in your losing your lien on your service and can come to be terminated without any notice or intimation
5. You are expected to maintain strict discipline and punctuality in the workplace. Failure to do so will attract disciplinary action or termination.
6. You will be paid a sum of 9000/= per month during the internship period. Subsequently increment will be offered based on your performance.

We wish you the best and welcome you to our organization.

Cordially yours
For Frehnig Instruments & Controls


Manager

GSTIN: 33AABFF4994M1Z1

DIGITAL FLOWMETERS, INSTRUMENTATION, COMPUTERIZED TEST EQUIPMENTS

FREHNIG INSTRUMENTS AND CONTROLS**FREHNIG**

EIE

47, TEXTTOOL BALASUNDARAM ROAD, AVARAMPALAYAM, COIMBATORE- 641 006. TEL : +91-422-2567747, FAX: +91 - 422 2561402
web : www.frehnig.com

23 February 2021

Ref:/doc07/Frehnig/230221/AO-01

Mr. Manoj kumar
3551 TNHB Colony
Villapuram
Madurai 625 011

Sub : Your application for Post of Trainee Engineer

Dear Mr. Manoj Kumar

With reference to your application, and the related interview, we are pleased to inform you that you have been appointed as Trainee Engineer- Assembly and testing. The below terms and conditions apply

Tentative Date of joining. 1 March 2021.

2 Your primary place of work shall be at Coimbatore, however you shall be liable to be posted for service on projects anywhere in India at the sole discretion of Management

3. You will be on probation for a period of three months. During this period your services can be terminated with seven days notice for any reasons. After your satisfactory performance, you will be confirmed in present position, and thereafter your services can be terminated on one month's notice on either side. Stipend will be paid as per company policy from the first month. Experience certificate will be issued only if you complete the minimum training period of one year and if none of the terms are violated.

4. Any leave must be taken with prior intimation and approval. In case of emergency, an intimation is compulsory. Absence for continuous period of three days without intimation/approval would result in your losing your lien on your service and can come to be terminated without any notice or intimation

5. You are expected to maintain strict discipline and punctuality in the workplace. Failure to do so will attract disciplinary action or termination.

6. You will be paid a sum of 9000/= per month during the internship period. Subsequently increment will be offered based on your performance.

We wish you the best and welcome you to our organization.

Cordially yours

For Frehnig Instruments & Controls


Manager

GSTIN: 33AABFF4994M1Z1

DIGITAL FLOWMETERS, INSTRUMENTATION, COMPUTERIZED TEST EQUIPMENTS

FREHNIG INSTRUMENTS AND CONTROLS

FREHNIG

47, TEXTTOOL BALASUNDARAM ROAD, AVARAMPALAYAM, COIMBATORE- 641 006. TEL : +91-422-2567747, FAX: +91 - 422 2561402
web : www.frehnig.com

23 February 2021

Ref:/doc07/Frehnig/230221/AO-03

Mr.Nithya Raja Durai
7/1, Main Road,
Elayirampennai 626 201

Sub : Your application for Post of Trainee Engineer

Dear Mr.Nithya Raja Durai

With reference to your application, and the related interview, we are pleased to inform you that you have been appointed as Trainee Engineer- Assembly and testing. The below terms and conditions apply

1. Date of joining. 1 March 2021

2 Your primary place of work shall be at Coimbatore, however you shall be liable to be posted for service on projects anywhere in India at the sole discretion of Management

3. You will be on probation for a period of three months. During this period your services can be terminated with seven days notice for any reasons. After your satisfactory performance, you will be confirmed in present position, and thereafter your services can be terminated on one months notice on either side. Stipend will be paid as per company policy from the first month. Experience certificate will be issued only if you complete the minimum training period of one year and if none the terms are violated.

4. Any leave must be taken with prior intimation and approval. In case of emergency, an intimation is compulsory. Absence for continuous period of three days without intimation/approval would result in your losing your lien on your service and can come to be terminated without any notice or intimation

5. You are expected to maintain strict discipline and punctuality in the workplace. Failure to do so will attract disciplinary action or termination.

6. You will be paid a sum of 9000/= per month during the internship period. Subsequently increment will be offered based on your performance.

We wish you the best and welcome you to our organization.

Cordially yours
For Frehnig Instruments & Controls


Manager

GSTIN: 33AABFF4994M1Z1

DIGITAL FLOWMETERS, INSTRUMENTATION, COMPUTERIZED TEST EQUIPMENTS

LETTER OF INTENT – HCL TSS TRAINING PROGRAM

Date: July 14,2021

ADMISSION TO HCL TSS Training Program

REFERENCE ID – HCL/TSS-M/0721/044

Dear Karthik Kumar B,

Address: 163A-13 Vasanth bhavanam thanga nagar kamarajar salai, Madurai, Tamil Nadu, 625009

HCL Training & Staffing Services Pvt Ltd, (hereinafter referred to as “Company”) is pleased to offer you an admission into the **6 months Training Program** commencing on **July 23,2021** at the nearest HCL office or in Virtual mode.

The **6 months** training program comprises Classroom Training that involves job-readiness skills training. Owing to the current circumstances, training may be imparted through online mode or physical mode as per the conditions.

Enrolment to the Training Program is subject to the terms and condition as laid down below:

- a) The program fee of **INR 1,77,000 /*- (Program fee Rs. 1,50,000/- + Rs. 27,000/- tax)** is required to be deposited as per one of the below payment modes

Payment schedule	Amount
Payment Option 1: Self Payment	
Initial payment (within 3 days of receipt of Offer Letter	INR 35,400/-
Before Training Start	INR 1,41,600/-
Total *(inclusive of taxes)	INR 1,77,000
Payment Option 2: Bank Loan (Option 1)	
Initial payment (within 3 days of receipt of Offer Letter	INR 35,400/-
Sanction letter and loan disbursement by Bank (within day 45 of CRT)	INR 1,41,600/-
Total *(inclusive of taxes)	INR 1,77,000

- Once the bank approves the loan of the candidate, the sanction letter is to be submitted.
- In case the bank does not approve the loan or the candidate is not able to pay the complete fee for any other reasons by day 45 of the CRT, the admission would be withdrawn without any prior notice and any fee paid by the student would be refunded.
- Payments to be deposited into the bank account details mentioned in Annexure 1



- b) Please note that this admission offer is provisional and subject to payment of full Training Program fee, verification of your academic and professional documents and authentication of the accuracy and correctness of information provided by you in your application form. This letter supersedes all past communications on this subject.
- c) In case of delay in your university result due to COVID-19 you shall be granted provisional admission and your training would begin. Such admission shall be subject to your university result meeting the minimum eligibility criteria. In case upon declaration of result, you do not meet the eligibility criteria your admission would stand revoked and any fee paid by you shall be refunded by HCL.
- d) Further, you shall submit the graduation final year / semester exam marksheet, within 15 days of declaration of result. In case the same are not submitted within 45 days from start of classroom training, for purpose of Company records and to the bank in case bank loan is availed, your admission would stand revoked without any prior notice.

You are requested to confirm acceptance of this offer by completing the enclosed 'Acceptance Note' and emailing it to us at engofferletter@hcl.com within **3 working days** of the receipt of this letter/communication.

The detailed terms and condition of admission to this Training Program is outlined in **Annexure 1**.

Welcome to HCL TSS!

With Best Wishes



Srimathi Shivashankar
Program Director

LETTER OF INTENT – HCL TSS TRAINING PROGRAM

Date: July 09,2021

ADMISSION TO HCL TSS Training Program

REFERENCE ID – HCL/TSS-M/0721/031

Dear Bhavishna Murugan,

Address: Plot No 20, 3rd street, Chokkalainga Nagar, Opp to koodal nagar, Madurai, Tamil Nadu, 625018

HCL Training & Staffing Services Pvt Ltd, (hereinafter referred to as "Company") is pleased to offer you an admission into the **6 months Training Program** commencing on **July 19,2021** at the nearest HCL office or in Virtual mode.

The **6 months** training program comprises Classroom Training that involves job-readiness skills training. Owing to the current circumstances, training may be imparted through online mode or physical mode as per the conditions.

Enrolment to the Training Program is subject to the terms and condition as laid down below:

- a) The program fee of **INR 1,77,000 /*- (Program fee Rs. 1,50,000/- + Rs. 27,000/- tax)** is required to be deposited as per one of the below payment modes

Payment schedule	Amount
Payment Option 1: Self Payment	
Initial payment (within 3 days of receipt of Offer Letter)	INR 35,400/-
Before Training Start	INR 1,41,600/-
Total *(inclusive of taxes)	INR 1,77,000
Payment Option 2: Bank Loan (Option 1)	
Initial payment (within 3 days of receipt of Offer Letter)	INR 35,400/-
Sanction letter and loan disbursement by Bank (within day 45 of CRT)	INR 1,41,600/-
Total *(inclusive of taxes)	INR 1,77,000

- Once the bank approves the loan of the candidate, the sanction letter is to be submitted.
- In case the bank does not approve the loan or the candidate is not able to pay the complete fee for any other reasons by day 45 of the CRT, the admission would be withdrawn without any prior notice and any fee paid by the student would be refunded.
- Payments to be deposited into the bank account details mentioned in Annexure 1

HCL

Annexure I

The details of this Admission Offer are as given below:

1. Program Name, Location and Batch

- a) You are offered admission to the 6 months Training Program Training Program.
- b) The program is being offered at the nearest HCL office or in Virtual mode. Owing to the current circumstances the programme would be conducted in Online mode, though you may be required to report to the Training Centre as and when required by the Company.

2. Training Program Structure, Curriculum

- a) The program is an employment readiness program consisting of classroom sessions, practice labs, online learning, assignments, projects, assessments and incidental training components.
- b) The program is an intensive one and would require you to adhere to training schedules on a regular basis. You are expected to adhere to training timings of HCL TSS.
- c) The curriculum of the program shall include, but is not limited to, content and activities designed to develop technical, professional and communication skills relevant for entry level roles
- d) These skills shall be delivered through various methods including classroom sessions, field work, practice labs, e-learning, assignments, projects and assessments.

3. Program Completion Criteria

To successfully complete the program, the following criteria must be met:

- a) Maintain full attendance for all training components during the entire duration of the program; exceptions to this requirement will be made solely at the discretion of the Company and only in cases of illness and/or emergencies.
- b) Complete and submit all coursework, assignments and projects on time with strict adherence to quality standards as defined by HCL TSS.
- c) Must strictly adhere to the Code of Business Ethics and Professional Conduct as prescribed by the company.
- d) Attain a passing grade in all exams & assessments as per the criteria defined by the Company during the Classroom Training and Professional Practice Term.
- e) Detailed success criteria of each element of the program will be shared with the candidate at the induction session on joining the program. Passing criterion is defined by the Company and is subject to change from time to time at the sole discretion of the Company.
- f) On successful completion of the Training Program, an internal Certification of Program Completion will be provided to the Candidate.

In case a candidate is unable to complete the program successfully due to non-compliance to any of the above mentioned program completion criteria **(points a to f)** above he/she is liable to be released from the program and may be considered for a refund of fees paid as per the standard Refund guidelines of the Company.

4. Training Program Fees, Payment schedule and Payment process

The following payment modes are enabled for the candidates

Payment schedule	Amount
Payment Option 1: Self Payment	
Initial payment (within 3 days of receipt of Offer Letter	INR 35,400/-
Before Training Start	INR 1,41,600/-
Total <i>*(inclusive of taxes)</i>	INR 1,77,000
Payment Option 2: Bank Loan (Option 1)	
Initial payment (within 3 days of receipt of Offer Letter	INR 35,400/-
Sanction letter and loan disbursement by Bank (within day 45 of CRT)	INR 1,41,600/-
Total <i>*(inclusive of taxes)</i>	INR 1,77,000

Please note that candidate has to confirm the payment mode at the time of offer acceptance and adhere to the same

Once the bank approves the loan of the candidate, the sanction letter is to be submitted.

In case the bank does not approve the loan or the candidate is not able to pay the complete fee for any other reasons by day 45 of the CRT, the admission would be withdrawn without any prior notice and any fee paid by the student would be refunded

Admission is offered on a first come first served basis. **You are therefore requested to make the payment of Initial Fee within 3 days of receiving the offer of admission.**

The fee can be paid through Demand Draft Payable in the name of **"HCL TRAINING AND STAFFING SERVICES PRIVATE LIMITED"** payable at Madurai or NEFT Transfer to Axis Bank branch as per the detailed given below

- a) **NEFT Transfer:** to the credit of **Madurai**
Account no. – 915020029984575
Bank Name – AXIS BANK LTD
IFSC Code – UTIB0001788
Mention in remarks - Provisional Offer Letter Reference ID
- b) **Demand Draft:** in favour of **HCL TRAINING AND STAFFING SERVICES PRIVATE LIMITED**, payable at Madurai.

- b) Please note that this admission offer is provisional and subject to payment of full Training Program fee, verification of your academic and professional documents and authentication of the accuracy and correctness of information provided by you in your application form. This letter supersedes all past communications on this subject.
- c) In case of delay in your university result due to COVID-19 you shall be granted provisional admission and your training would begin. Such admission shall be subject to your university result meeting the minimum eligibility criteria. In case upon declaration of result, you do not meet the eligibility criteria your admission would stand revoked and any fee paid by you shall be refunded by HCL.
- d) Further, you shall submit the graduation final year / semester exam marksheet, within 15 days of declaration of result. In case the same are not submitted within 45 days from start of classroom training, for purpose of Company records and to the bank in case bank loan is availed, your admission would stand revoked without any prior notice.

You are requested to confirm acceptance of this offer by completing the enclosed 'Acceptance Note' and emailing it to us at engofferletter@hcl.com within **3 working days** of the receipt of this letter/communication.

The detailed terms and condition of admission to this Training Program is outlined in **Annexure 1**.

Welcome to HCL TSS!

With Best Wishes



Srimathi Shivashankar
Program Director

OFFER & APPOINTMENT LETTER

Offer Release Date: January 5, 2022

Dear SARANYA A,
3/21, Middle Street, N.Kalingapatti
Nalli(Post), Sattur(Taluk), Virudhunagar, Virudhunagar,
Tamil Nadu, India, 626205

Dear SARANYA A, service

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd (herein referred as "HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as Software Engineer in band E1.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **January 6, 2022** at 9:00 A.M at the following address **Chennai-SEZ,SDB5, GF Lab3; 3rd & 4th flr**. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be **INR 3,65,000** per annum, outlined in Annexure I.

You will be required to sign a service agreement of **24 months** with a surety amount of **INR 1.25 Lakhs**. This amount shall be payable to the Company only on the event of your separation from the company before **24 months** from the date of Joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

LETTER OF INTENT - HCL TSS TRAINING PROGRAM

Date: 22/06/2021

ADMISSION TO HCL TSS TRAINING PROGRAM

REFERENCE ID - HCL/TSS-CHN/062021/114

Registration No. HCLFC149179

68/48, Malai Kovil Street Virudhunagar,
Tamil Nadu Virudhunagar 626001 India

Dear M GAYATHRI ,

HCL Training & Staffing Services Private Limited, (hereinafter referred to as HCL or Company), is pleased to offer you an admission into the **6 months Training Program** commencing tentatively on **16/08/2021** At the nearest HCL office or in virtual mode.

The Training Program comprises of Class Room Training that involves job-readiness skills training. Owing to the current circumstances training may be imparted through online mode or physical mode as per the conditions. The Training Program structure and curriculum is as follows:

The Training Program structure and curriculum is as follows:

1. The Training Program consists of classroom sessions, practice labs, online learning, assignments, projects, assessments and incidental training components.
2. The curriculum of the Training Program shall include, but is not limited to, content and activities designed to develop technical, professional and communication skills relevant for entry level roles.
3. The Training Program is an intensive one and would require you to adhere to training schedules on a regular basis. You are expected to adhere to training timings of HCL TSS.

Admission to the Training Program is subject to the terms and conditions as laid down below:

1. You should secure a minimum of 65% marks in graduation examination ((i.e. B.E/B.Tech/MCA/M Sc). Your training will begin post declaration of your result.
2. Please note that this admission offer is provisional and subject to payment of full Training Program fee, verification of your academic and professional documents and authentication of the accuracy and correctness of information provided by you in your application form. This letter supersedes all past communications on this subject.
3. In case of delay in your university result due to COVID-19 you shall be granted provisional admission and your training would begin. Such admission shall be subject to your university result meeting the minimum eligibility criteria. In case upon declaration of result, you do not meet the eligibility criteria your admission would stand revoked and any fee paid by you shall be refunded by HCL.

LETTER OF INTENT – HCL TSS TRAINING PROGRAM

Date: July 09,2021

ADMISSION TO HCL TSS Training Program

REFERENCE ID – HCL/TSS-M/0721/030

Dear Karnika S M,

Address: Kurinji nagar, Tirunagar, Madurai, Tamil Nadu, 625006

HCL Training & Staffing Services Pvt Ltd, (hereinafter referred to as “Company”) is pleased to offer you an admission into the **6 months Training Program** commencing on **July 19,2021** at the nearest HCL office or in Virtual mode.

The **6 months** training program comprises Classroom Training that involves job-readiness skills training. Owing to the current circumstances, training may be imparted through online mode or physical mode as per the conditions.

Enrolment to the Training Program is subject to the terms and condition as laid down below:

- a) The program fee of **INR 1,77,000 /*- (Program fee Rs. 1,50,000/- + Rs. 27,000/- tax)** is required to be deposited as per one of the below payment modes

Payment schedule	Amount
Payment Option 1: Self Payment	
Initial payment (within 3 days of receipt of Offer Letter)	INR 35,400/-
Before Training Start	INR 1,41,600/-
Total <i>*(inclusive of taxes)</i>	INR 1,77,000
Payment Option 2: Bank Loan (Option 1)	
Initial payment (within 3 days of receipt of Offer Letter)	INR 35,400/-
Sanction letter and loan disbursement by Bank (within day 45 of CRT)	INR 1,41,600/-
Total <i>*(inclusive of taxes)</i>	INR 1,77,000

- Once the bank approves the loan of the candidate, the sanction letter is to be submitted.
- In case the bank does not approve the loan or the candidate is not able to pay the complete fee for any other reasons by day 45 of the CRT, the admission would be withdrawn without any prior notice and any fee paid by the student would be refunded.
- Payments to be deposited into the bank account details mentioned in Annexure 1

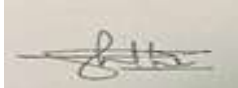
- b) Please note that this admission offer is provisional and subject to payment of full Training Program fee, verification of your academic and professional documents and authentication of the accuracy and correctness of information provided by you in your application form. This letter supersedes all past communications on this subject.
- c) In case of delay in your university result due to COVID-19 you shall be granted provisional admission and your training would begin. Such admission shall be subject to your university result meeting the minimum eligibility criteria. In case upon declaration of result, you do not meet the eligibility criteria your admission would stand revoked and any fee paid by you shall be refunded by HCL.
- d) Further, you shall submit the graduation final year / semester exam marksheet, within 15 days of declaration of result. In case the same are not submitted within 45 days from start of classroom training, for purpose of Company records and to the bank in case bank loan is availed, your admission would stand revoked without any prior notice.

You are requested to confirm acceptance of this offer by completing the enclosed 'Acceptance Note' and emailing it to us at engofferletter@hcl.com within **3 working days** of the receipt of this letter/communication.

The detailed terms and condition of admission to this Training Program is outlined in **Annexure 1**.

Welcome to HCL TSS!

With Best Wishes



Srimathi Shivashankar
Program Director

Annexure I

The details of this Admission Offer are as given below:

1. Program Name, Location and Batch

- a) You are offered admission to the 6 months Training Program Training Program.
- b) The program is being offered at the nearest HCL office or in Virtual mode. Owing to the current circumstances the programme would be conducted in Online mode, though you may be required to report to the Training Centre as and when required by the Company.

2. Training Program Structure, Curriculum

- a) The program is an employment readiness program consisting of classroom sessions, practice labs, online learning, assignments, projects, assessments and incidental training components.
- b) The program is an intensive one and would require you to adhere to training schedules on a regular basis. You are expected to adhere to training timings of HCL TSS.
- c) The curriculum of the program shall include, but is not limited to, content and activities designed to develop technical, professional and communication skills relevant for entry level roles
- d) These skills shall be delivered through various methods including classroom sessions, field work, practice labs, e-learning, assignments, projects and assessments.

3. Program Completion Criteria

To successfully complete the program, the following criteria must be met:

- a) Maintain full attendance for all training components during the entire duration of the program; exceptions to this requirement will be made solely at the discretion of the Company and only in cases of illness and/or emergencies.
- b) Complete and submit all coursework, assignments and projects on time with strict adherence to quality standards as defined by HCL TSS.
- c) Must strictly adhere to the Code of Business Ethics and Professional Conduct as prescribed by the company.
- d) Attain a passing grade in all exams & assessments as per the criteria defined by the Company during the Classroom Training and Professional Practice Term.
- e) Detailed success criteria of each element of the program will be shared with the candidate at the induction session on joining the program. Passing criterion is defined by the Company and is subject to change from time to time at the sole discretion of the Company.
- f) On successful completion of the Training Program, an internal Certification of Program Completion will be provided to the Candidate.

In case a candidate is unable to complete the program successfully due to non-compliance to any of the above mentioned program completion criteria **(points a to f)** above he/she is liable to be released from the program and may be considered for a refund of fees paid as per the standard Refund guidelines of the Company.

4. Training Program Fees, Payment schedule and Payment process

The following payment modes are enabled for the candidates

Payment schedule	Amount
Payment Option 1: Self Payment	
Initial payment (within 3 days of receipt of Offer Letter	INR 35,400/-
Before Training Start	INR 1,41,600/-
Total <i>*(inclusive of taxes)</i>	INR 1,77,000
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Total <i>*(inclusive of taxes)</i>	INR 1,77,000

Please note that candidate has to confirm the payment mode at the time of offer acceptance and adhere to the same

Once the bank approves the loan of the candidate, the sanction letter is to be submitted.

In case the bank does not approve the loan or the candidate is not able to pay the complete fee for any other reasons by day 45 of the CRT, the admission would be withdrawn without any prior notice and any fee paid by the student would be refunded

Admission is offered on a first come first served basis. **You are therefore requested to make the payment of Initial Fee within 3 days of receiving the offer of admission.**

The fee can be paid through Demand Draft Payable in the name of **"HCL TRAINING AND STAFFING SERVICES PRIVATE LIMITED"** payable at Madurai or NEFT Transfer to Axis Bank branch as per the detailed given below

- a) **NEFT Transfer:** to the credit of **Madurai**
Account no. – 915020029984575
Bank Name – AXIS BANK LTD
IFSC Code – UTIB0001788
Mention in remarks - Provisional Offer Letter Reference ID
- b) **Demand Draft:** in favour of **HCL TRAINING AND STAFFING SERVICES PRIVATE LIMITED**, payable at Madurai.

You are requested to email the scanned copy of your NEFT Transaction ID at engofferletter@hcl.com and call the HCL TSS **recruitment counsellor @ 9787422835** to inform us about the payment details or any other additional information that you or your parents may require about HCL.

You can also reach us at @ 9787422835

5. Documentation Validation and Admission Confirmation

You have been found eligible for enrolling under this program, based on the information provided by you, your scores in our admission test and personal discussions with you as part of our admission process.

The offer is provisional and subject to verification of your academic & professional documents and authentication of the accuracy and correctness of information provided by you in your application form.

In case of delay in your university result due to COVID-19 you shall be granted provisional admission and your training would begin. Such admission shall be subject to your university result meeting the minimum eligibility criteria. In case upon declaration of result, you do not meet the eligibility criteria your admission would stand revoked and any fee paid by you shall be refunded by HCL.

Further, you shall submit the graduation final year / semester exam marksheet, within 15 days of declaration of result. In case the same are not submitted within 45 days from start of classroom training, for purpose of Company records and to the bank, in case bank loan is availed, your admission would stand revoked without any prior notice.

Please ensure that you submit the following documents (scanned copies of Original for verification purposes, as well as self-attested photocopies for submission)

- ✓ Signed Copy of the Offer Letter, Acceptance Letter and the Declaration Form (all pages)
- ✓ Proof of payment of **INR 35,400** paid for seat confirmation
- ✓ Bank Loan Sanction letter / NEFT advice / Original DD for balance program fee **INR 1,41,600**
- ✓ Class X Mark Sheet & Passing Certificate (ORIGINAL and 1 SET OF PHOTOCOPIES)
- ✓ Class XII Mark Sheet & Passing Certificate (ORIGINAL and 1 SET OF PHOTOCOPIES)
- ✓ Graduation Mark Sheet(s) & Degree/ Provisional ((ORIGINAL and 1 SET OF PHOTOCOPIES)
- ✓ Birth Certificate/ 10th Certificate (1 SET OF PHOTOCOPIES)
- ✓ Govt. Photo ID Proof (Voter ID/Driving License/PAN CARD/Passport/ Aadhar) (1 SET OF PHOTOCOPIES)
- ✓ 5 Passport Size Photographs (White Background) of Self
- ✓ 3 Photographs of family dependents (Father/ Mother etc.)
- ✓ Latest CV with embedded passport-size photograph

- ✓ Photocopy of Passport first and last pages (if not available- please apply and provide copy of application receipt)
- ✓ Photocopy of Pan Card (if not available- please apply and provide copy of application receipt)
- ✓ Photocopy of Aadhar Card

6. Employment Opportunities after successful Program completion

The Company understands the requirement of enriching you with relevant experience and amass greater skill & knowledge, the benefit of which can be used in your future employment, in India or anywhere across globe.

In this regard, the Company, after successful completion of the classroom training program, will afford you with an opportunity to enrol yourself for with one of our preferred partner named HCL Technologies Ltd ("HCLT") for "*hands on Specialized Training*" program for a period of 3 months, which will be governed by HCLT's terms and conditions. HCLT is a leading IT company which provides various services such as software-led IT Solutions, Remote infrastructure management, Research and development, and Business Process outsourcing (BPO) services worldwide

The said "*hands on Specialized Training*" will be imparted by HCLT on "No Charge" basis, wherein you will not be charged any fees/consideration. HCLT at its own expenditure and cost will make all the arrangements for the said training and will reimburse an amount of INR **3,750** per month during the training towards your out of pocket expenses. The training will aim at your holistic development and multi-dimensional professional growth with the objective of enhancing your career prospects with complete focus on development of overall personality, productivity and competence.

On successful completion of the said "*hands on Specialized Training*", you will be afforded an opportunity to join HCLT or any of its group companies as Software Engineer, with a starting CTC of INR **2.26** lacs per annum, including salary and all benefits.

7. Medical and Life Insurance Coverage

The selected Candidates would be automatically covered under a Hospitalization Insurance, Term Life Insurance and Personal Accident Insurance Policies which will be valid for the duration of their program. Benefits are provided as per the prescribed guidelines of the Company.

8. Cancellation and Withdrawal of Admission, Voluntary withdrawal by Candidates

a. The Company reserves the right to cancel and/or withdraw the admission offer to a candidate at any stage during the Program under any one or more of the following conditions:

- If the candidate is found to have misrepresented information pertaining to the admission criteria such as marks, qualifications, degrees, work experience, certifications including, but not limited to, documents provided and the application form.
- If the candidate fails to pay the Program fees as per the timelines defined in point 4 above.
- If the candidate is found to have committed an act of indiscipline, misbehaviour and non-compliance with the rules of the Company.

- If the candidate fails, at any stage to fulfil the success criteria for the program as detailed in point 3 above.
- b. The candidate may withdraw from the program voluntarily at any time during the course of the program by providing a written request to the Company.
- c. In all cases, whether the cancellation is initiated by the Company for reasons stated above or by the candidate voluntarily, the Company clarifies that the standard refund guidelines shall be applicable

9. Relationship

It is hereby stated and made clear that during the entire period of training, the relationship between parties shall be that of teacher and student and in no case would the candidate deem to be an employee of HCL TSS and no relationship of employer-employee can be deemed to exist anytime during the training period.

10. Declaration Form

It is hereby stated and made clear that the recitals contained in the Declaration form, signed voluntarily by you is an integral part of this present offer to you.

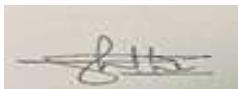
11. Alteration, Modification of program and Force Majeure events

Week one of the program consists of Registration, Documentation & Induction post which the 6 months of Training starts.

The Company retains the right to alter the content and duration of the program as required by its faculty or clients and also any such changes caused by circumstances which are unforeseen and beyond its control. The Company commits to ensure that the content and quality of the program is not compromised or diluted by such changes. Additionally, the program duration may change for candidates under circumstances of personal exigencies which are unforeseen and beyond the company's control. The obligation for adherence to the **6** -month duration of training program may cease to exist under such circumstances.

You are requested to confirm acceptance of this offer by completing the enclosed 'Acceptance Note' format and emailing it to us at engofferletter@hcl.com within 3 working days of the receipt of this communication. Please remember to quote the reference number mentioned above in all your correspondence with us.

Welcome to HCL TSS!



Srimathi Shivashankar
Program Director

ACCEPTANCE NOTE

I, hereby accept the offer of admission to the Training Program, as detailed in the Admission Offer Letter dated offered by HCL Training & Staffing Services Private Limited with

Reference Number - _____

Signature _____

Name of the Candidate _____

Name of the parent(s) _____

Permanent Address _____

Email ID: _____

Land Phone: _____

Mobile: _____

Payment Details

<u>Sno.</u>	<u>Demand Draft / NEFT Transfer</u>	<u>Bank Name/ Location</u>	<u>Receipt/ Transaction Number</u>	<u>Date</u>	<u>Amount</u>
				Total	

DECLARATION

I, _____, do hereby, on my own volition, state that I have understood the contents hereof and further declare that I meet the criteria prescribed, for being a part of the HCL TSS Training program, offered by HCL Training & Staffing Services Pvt. Ltd. (hereinafter referred as "Company"), declare and affirm as under:

1. That I have gone through the Offer of Admission along with the terms and conditions, governing this Program, and have understood the contents thereof. I undertake to comply with all the terms and conditions, diligently, shared by the Company from time to time.
2. I understand that I have been offered admission on the basis that the particulars furnished by me in my application, resume or any other document, relating to my qualification/ marks obtained, are factually correct. If, at any time, before or after the start/commencement of the Program, it transpires/ comes to the notice or brought to the knowledge of Company that I/undersigned have made a false/incorrect statement or have not disclosed a material fact or have suppressed some facts, sought from undersigned, which persuaded the authority to admit me for the program, my admission shall be rendered illegal and will be liable to be cancelled forthwith, without seeking any explanation or clarification. I also understand that in such an event, the full fee deposited by me will be forfeited and may not be refunded and I will not be considered for any certifications provided by the Company.
3. I understand that my personal data may be shared by the Company with financing agencies in case I opt to apply for the financial assistance.
4. I have passed my graduation as an Engineer (i.e. B.E/B. Tech) or post-graduation in MCA, MS, MSc (IT or C.S.E) with greater than or equal to 65% marks and I have secured greater than or equal to 65% marks throughout my academic career.
5. I understand that in case there is a delay in my university result due to COVID-19, and the training begins before the final result is declared, my admission shall be subject to my final scores meeting the minimum eligibility criteria. In case I fail to do the same, I understand that my admission stands revoked.
6. I undertake that I will submit the graduation final year / semester exam marksheet, within 15 days of declaration of results and in case of failure to submit the same within 45 days from start of Classroom training, for purpose of Company records and to the bank in case bank loan is availed, the admission will stand revoked without any prior notice.
7. I understand that it is a **6-month** long program. The classroom training of this program will be conducted at the nearest HCL office or in Virtual mode. Owing to the current circumstances training may be imparted through online mode or physical mode as per the conditions.
8. I understand that I can decide to arrange the IT Assets required and use the same for the Training Program. In such case, a laptop /desktop with 8 GB RAM, HDD (Hard disk Drive) of 320 or 500 GB, i5 or i7 Processor loaded with Company prescribed Software and Anti-virus requirements, a

webcam and data card/Internet connection with 4 MBPS speed are essential prerequisites for undertaking the program.

9. I understand that if I decide and confirm, then IT assets including a laptop, laptop bag, headphones and data card would be provided by the Company to enable seamless training and completion of the training programme and I will be responsible for proper usage of these Assets.
10. I understand and agree that decision on allocation of specialization tracks will be the sole prerogative of the Company.
11. I am expected to clear the final examination and to meet all the set performance evaluation criteria, as may be prescribed by the Company from time to time, before I could be declared successful candidate from the HCL TSS Training Program. I hereby agree and understand that if I don't clear either the final examination or the evaluation criteria, I will be declared unsuccessful in the Program. I further understand that the fee deposited by me may stand forfeited automatically and I will not be considered for any certifications to be provided by the Company.
12. I understand and agree that in case I decide to leave the program in the midst of the academic session of the HCL TSS Training Program, the fee deposited by me may be forfeited and I will not be considered for any certifications provided by the Company.
13. I understand and agree that my admission to the program shall come to an end automatically and with immediate effect, without any prior notice in case I am found to have indulged in activities including but not limited to dishonesty, disobedience, insubordination, revealing confidential material to any other party, misconduct or any form of indiscipline or non-adherence.. I am aware that in case my admission gets annulled due to said reasons, the full fee deposited will be forfeited and would not be refunded and I will not be considered for any certification from HCL.
14. I understand that my admission to the Program can be cancelled/terminated in case of short attendance, on account of having played truant, and on disciplinary issues
15. I understand that in case I voluntary exit the program I shall not be liable for any refund of the fee paid or certification. An exceptional case would be when such voluntary exit is on medical grounds wherein the fee deposited by me would be refunded but i will not be considered for any certifications provided by the Company. I understand that my exit on medical ground will be considered when the said medical condition is such that it is impossible for me to continue with the training and I am able to produce sufficient medical documents to satisfy HCL of the same.
16. I undertake that in case of my voluntary exit due to any reason except on medical ground as stated above, I and my parent / legal guardian would be solely responsible for closure of the loan account along with the interest accrued with the Financial institution/Bank who had granted the amount for the purpose of the Training. I further undertake that HCL would have no role or liability in the same.
17. I understand that any of the terms and conditions stated above might change depending on the business requirements.

I make the aforesaid declarations solemnly and sincerely believing the same are true and correct to the best of my knowledge and belief.

Name _____ Signature _____ Date _____

Permanent Address _____

Email ID: _____

Phone No.: (Landline) _____ (Mobile) _____

LETTER OF INTENT – HCL TSS TRAINING PROGRAM

Date: July 14, 2021

ADMISSION TO HCL TSS Training Program

REFERENCE ID – HCL/TSS-M/0721/041

Dear Rajadharshini M,

Address: 6/8 Samiya pillai street, Thiruparankundram, Madurai, Tamil Nadu, 625005

HCL Training & Staffing Services Pvt Ltd, (hereinafter referred to as "Company") is pleased to offer you an admission into the **6 months Training Program** commencing on **July 23, 2021** at the nearest HCL office or in Virtual mode.

The **6 months** training program comprises Classroom Training that involves job-readiness skills training. Owing to the current circumstances, training may be imparted through online mode or physical mode as per the conditions.

Enrolment to the Training Program is subject to the terms and condition as laid down below:

- a) The program fee of **INR 1,77,000 /-** (Program fee Rs. 1,50,000/- + Rs. 27,000/- tax) is required to be deposited as per one of the below payment modes

Payment schedule	Amount
Payment Option 1: Self Payment	
Initial payment (within 3 days of receipt of Offer Letter	INR 35,400/-
Before Training Start	INR 1,41,600/-
Total *(inclusive of taxes)	INR 1,77,000
Payment Option 2: Bank Loan (Option 1)	
Initial payment (within 3 days of receipt of Offer Letter	INR 35,400/-
Sanction letter and loan disbursement by Bank (within day 45 of CRT)	INR 1,41,600/-
Total *(inclusive of taxes)	INR 1,77,000

- Once the bank approves the loan of the candidate, the sanction letter is to be submitted.
- In case the bank does not approve the loan or the candidate is not able to pay the complete fee for any other reasons by day 45 of the CRT, the admission would be withdrawn without any prior notice and any fee paid by the student would be refunded.
- Payments to be deposited into the bank account details mentioned in Annexure 1

HCL

- b) Please note that this admission offer is provisional and subject to payment of full Training Program fee, verification of your academic and professional documents and authentication of the accuracy and correctness of information provided by you in your application form. This letter supersedes all past communications on this subject.
- c) In case of delay in your university result due to COVID-19 you shall be granted provisional admission and your training would begin. Such admission shall be subject to your university result meeting the minimum eligibility criteria. In case upon declaration of result, you do not meet the eligibility criteria your admission would stand revoked and any fee paid by you shall be refunded by HCL.
- d) Further, you shall submit the graduation final year / semester exam marksheet, within 15 days of declaration of result. In case the same are not submitted within 45 days from start of classroom training, for purpose of Company records and to the bank in case bank loan is availed, your admission would stand revoked without any prior notice.

You are requested to confirm acceptance of this offer by completing the enclosed 'Acceptance Note' and emailing it to us at engofferletter@hcl.com within **3 working days** of the receipt of this letter/communication.

The detailed terms and condition of admission to this Training Program is outlined in **Annexure 1**.

Welcome to HCL TSS!

With Best Wishes



Srimathi Shivashankar
Program Director

HCL

LETTER OF INTENT – HCL TSS TRAINING PROGRAM

Date: July 09,2021

ADMISSION TO HCL TSS Training Program

REFERENCE ID – HCL/TSS-M/0721/032

Dear Sountharya,

Address: 8/7, Sudam Samiyar lane, Sambanda Moorthy street, West masi street, Madurai, Tamil Nadu, 625001

HCL Training & Staffing Services Pvt Ltd, (hereinafter referred to as "Company") is pleased to offer you an admission into the **6 months Training Program** commencing on **July 19,2021** at the nearest HCL office or in Virtual mode.

The **6 months** training program comprises Classroom Training that involves job-readiness skills training. Owing to the current circumstances, training may be imparted through online mode or physical mode as per the conditions.

Enrolment to the Training Program is subject to the terms and condition as laid down below:

- a) The program fee of **INR 1,77,000 /*- (Program fee Rs. 1,50,000/- + Rs. 27,000/- tax)** is required to be deposited as per one of the below payment modes

Payment schedule	Amount
Payment Option 1: Self Payment	
Initial payment (within 3 days of receipt of Offer Letter	INR 35,400/-
Before Training Start	INR 1,41,600/-
Total *(inclusive of taxes)	INR 1,77,000
Payment Option 2: Bank Loan (Option 1)	
Initial payment (within 3 days of receipt of Offer Letter	INR 35,400/-
Sanction letter and loan disbursement by Bank (within day 45 of CRT)	INR 1,41,600/-
Total *(inclusive of taxes)	INR 1,77,000

- Once the bank approves the loan of the candidate, the sanction letter is to be submitted.
- In case the bank does not approve the loan or the candidate is not able to pay the complete fee for any other reasons by day 45 of the CRT, the admission would be withdrawn without any prior notice and any fee paid by the student would be refunded.
- Payments to be deposited into the bank account details mentioned in Annexure 1

HCL

- b) Please note that this admission offer is provisional and subject to payment of full Training Program fee, verification of your academic and professional documents and authentication of the accuracy and correctness of information provided by you in your application form. This letter supersedes all past communications on this subject.
- c) In case of delay in your university result due to COVID-19 you shall be granted provisional admission and your training would begin. Such admission shall be subject to your university result meeting the minimum eligibility criteria. In case upon declaration of result, you do not meet the eligibility criteria your admission would stand revoked and any fee paid by you shall be refunded by HCL.
- d) Further, you shall submit the graduation final year / semester exam marksheet, within 15 days of declaration of result. In case the same are not submitted within 45 days from start of classroom training, for purpose of Company records and to the bank in case bank loan is availed, your admission would stand revoked without any prior notice.

You are requested to confirm acceptance of this offer by completing the enclosed 'Acceptance Note' and emailing it to us at engofferletter@hcl.com within **3 working days** of the receipt of this letter/communication.

The detailed terms and condition of admission to this Training Program is outlined in **Annexure 1**.

Welcome to HCL TSS!

With Best Wishes



Srimathi Shivashankar
Program Director

HCL

In case a candidate is unable to complete the program successfully due to non-compliance to any of the above mentioned program completion criteria **(points a to f)** above he/she is liable to be released from the program and may be considered for a refund of fees paid as per the standard Refund guidelines of the Company.

4. Training Program Fees, Payment schedule and Payment process

The following payment modes are enabled for the candidates

Payment schedule	Amount
Payment Option 1: Self Payment	
Initial payment (within 3 days of receipt of Offer Letter Before Training Start	INR 35,400/- INR 1,41,600/-
Total *(inclusive of taxes)	INR 1,77,000
Payment Option 2: Bank Loan (Option 1)	
Initial payment (within 3 days of receipt of Offer Letter Sanction letter and loan disbursement by Bank (within day 45 of CRT)	INR 35,400/- INR 1,41,600/-
Total *(inclusive of taxes)	INR 1,77,000

Please note that candidate has to confirm the payment mode at the time of offer acceptance and adhere to the same

Once the bank approves the loan of the candidate, the sanction letter is to be submitted.

In case the bank does not approve the loan or the candidate is not able to pay the complete fee for any other reasons by day 45 of the CRT, the admission would be withdrawn without any prior notice and any fee paid by the student would be refunded

Admission is offered on a first come first served basis. **You are therefore requested to make the payment of Initial Fee within 3 days of receiving the offer of admission.**

The fee can be paid through Demand Draft Payable in the name of **"HCL TRAINING AND STAFFING SERVICES PRIVATE LIMITED"** payable at Madurai or NEFT Transfer to Axis Bank branch as per the detailed given below

- a) **NEFT Transfer:** to the credit of **Madurai**
Account no. – 915020029984575
Bank Name – AXIS BANK LTD
IFSC Code – UTIB0001788
Mention in remarks - Provisional Offer Letter Reference ID
- b) **Demand Draft:** in favour of **HCL TRAINING AND STAFFING SERVICES PRIVATE LIMITED**, payable at Madurai.

HCL

LETTER OF INTENT HCL TSS TRAINING PROGRAM

Date :02/07/2021

ADMISSION TO HCL TSS Training Program

REFERENCE ID:- HCL/TSS-M/0721/009

Registration No. HCLFC149348

Dear Venkatesh R.K

97B/2 cithu bala Krishnan iyar Street kamarajar salai madurai-9 ,

Madurai, Tamil Nadu, 625009

HCL Training & Staffing Services Pvt Ltd, (hereinafter referred to as Company) is pleased to offer you an admission into the **the 6 months Training Program** commencing on **07/07/2021** At the nearest HCL office or in Virtual mode.

The 6 months training program comprises of Classroom Training that involves job-readiness skills training. Owing to the current circumstances, training may be imparted through online mode or physical mode as per the conditions.

Enrolment to the Training Program is subject to the terms and condition as laid down below:

a) The program fee of **INR 1,77,000 /*- (Program fee Rs. 1,50,000/- + Rs. 27,000/- tax)** is required to be deposited as per one of the below payment modes

Payment schedule	Amount
Payment Option 1: Self Payment	
Initial payment (within 3 days of receipt of Offer Letter	INR 35,400/-
Before Training Start	INR 1,41,600/-
Total *(inclusive of taxes)	INR 1,77,000
Payment Option 2: Bank Loan (Option 1)	
Initial payment (within 3 days of receipt of Offer Letter	INR 35,400/-
Sanction letter and loan disbursement by Bank (within day 45 of CRT)	INR 1,41,600/-
Total *(inclusive of taxes)	INR 1,77,000
Payment Option 3: Bank Loan (Option 2)	
Initial payment Instalment 1(within 3 days of receipt of Offer Letter)	INR 11,800/-
Initial payment Instalment 2 (Day 15 of CRT)	INR 11,800/-
Initial payment Instalment 3 (Day 45 of CRT)	INR 11,800/-
Sanction letter and loan disbursement by Bank (within day 45 of CRT)	INR 1,41,600/-
Total *(inclusive of taxes)	INR 1,77,000

- Once the bank approves the loan of the candidate, the sanction letter is to be submitted.
- In case the bank does not approve the loan or the candidate is not able to pay the complete fee for any other reasons by day 45 of the CRT, the admission would be withdrawn without any prior notice and any fee paid by the student would be refunded.

- Payments to be deposited into the bank account details mentioned in Annexure 1

b) Please note that this admission offer is provisional and subject to payment of full Training Program fee, verification of your academic and professional documents and authentication of the accuracy and correctness of information provided by you in your application form. This letter supersedes all past communications on this subject.

c) In case of delay in your university result due to COVID-19 you shall be granted provisional admission and your training would begin. Such admission shall be subject to your university result meeting the minimum eligibility criteria. In case upon declaration of result, you do not meet the eligibility criteria your admission would stand revoked and any fee paid by you shall be refunded by HCL.

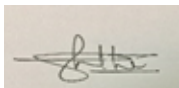
d) Further, you shall submit the graduation final year / semester exam marksheet, within 15 days of declaration of result. In case the same are not submitted within 45 days from start of classroom training, for purpose of Company records and to the bank in case bank loan is availed, your admission would stand revoked without any prior notice.

Please note that this admission offer is provisional and subject to payment of full Training Program fee, verification of your academic and professional documents and authentication of the accuracy and correctness of information provided by you in your application form. This letter supersedes all past communications on this subject.

You are requested to confirm acceptance of this offer by completing the enclosed Acceptance Note and emailing it to us at engofferletter@hcl.com within **3 working days** of the receipt of this letter/communication.

The detailed terms and condition of admission to this Training Program is outlined in **Annexure 1**.

Welcome to HCL TSS!



Srimathi Shivashankar

Program Director

Annexure I

The details of this Admission Offer are as given below:

1. Program Name, Location and Batch

1. You are offered admission to the 6 months Training Program.

The program is being offered At the nearest HCL office or in Virtual mode. Owing to the current circumstances the programme would be conducted in Online mode, though you may be required to report to the Training Centre as and when required by the Company.

2. Training Program Structure, Curriculum

1. The program is an employment readiness program consisting of classroom sessions, practice labs, online learning, assignments, projects, assessments and incidental training components.

2. The program is an intensive one and would require you to adhere to training schedules on a regular basis. You are expected to adhere to training timings of HCL TSS.

3. The curriculum of the program shall include, but is not limited to, content and activities designed to develop technical, professional and communication skills relevant for entry level roles

4. These skills shall be delivered through various methods including classroom sessions, field work, practice labs, e-learning, assignments, projects and assessments.

5. During the *hands on Specialized Training* will be imparted by our preferred partner named HCL Technologies Ltd., you will be paid an amount of INR 3,750/- (Rupees 3,750 only) per month as Out of Pocket Expenses.

3. Program Completion Criteria

To successfully complete the program, the following criteria must be met:

1. Maintain full attendance for all training components during the entire duration of the program; exceptions to this requirement will be made solely at the discretion of the Company and only in cases of illness and/or emergencies.

2. Complete and submit all coursework, assignments and projects on time with strict adherence to quality standards as defined by HCL TSS and HCL Technologies.

3. Must strictly adhere to the Code of Business Ethics and Professional Conduct as prescribed by the company.

4. Attain a passing grade in all exams & assessments as per the criteria defined by the Company during the Classroom Training and Professional Practice Term.

5. Detailed success criteria of each element of the program will be shared with the candidate at the induction session on joining the program. Passing criterion is defined by the Company and is subject to change from time to time at the sole discretion of the Company.

6. On successful completion of the Training Program, an internal Certification of Program Completion will be provided to the Candidate.

In case a candidate is unable to complete the program successfully due to non-compliance to any of the above mentioned program completion criteria **(points a to f)** above he/she is liable to be released from the program and may be considered for a refund of fees paid as per the standard Refund guidelines of the Company.

4. Training Program Fees, Payment schedule and Payment process

The following payment modes are enabled for the candidates

Payment schedule	Amount
Payment Option 1: Self Payment	
Initial payment (within 3 days of receipt of Offer Letter)	INR 35,400/-
Before Training Start	INR 1,41,600/-
Total *(inclusive of taxes)	INR 1,77,000
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Total *(inclusive of taxes)	INR 1,77,000
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Sanction letter and loan disbursement by Bank (within day 45 of CRT)	INR 1,41,600/-
Total *(inclusive of taxes)	INR 1,77,000

Please note that candidate has to confirm the payment mode at the time of offer acceptance and adhere to the same

Once the bank approves the loan of the candidate, the sanction letter is to be submitted.

In case the bank does not approve the loan or the candidate is not able to pay the complete fee for any other reasons by day 45 of the CRT, the admission would be withdrawn without any prior notice and any fee paid by the student would be refunded

Admission is offered on a first come first served basis. **You are therefore requested to make the payment of Initial Fee within 3 days of receiving the offer of admission.**

The fee can be paid through Demand Draft Payable in the name of **HCL TRAINING AND STAFFING SERVICES PRIVATE LIMITED** Payable at Madurai or NEFT Transfer to Axis Bank branch as per the detailed given below

1. NEFT Transfer : to the credit of **Madurai**

Account no. 915020029984575

Bank Name AXIS BANK LTD

IFSC Code UTIB0001788

Mention in remarks - Provisional Offer Letter Reference ID

2. Demand Draft: in favour of **HCL TRAINING AND STAFFING SERVICES PRIVATE LIMITED**, payable at **Madurai**

You are requested to email the scanned copy of your NEFT Transaction ID at engofferletter@hcl.com and call the HCL TSS **recruitment counsellor** @ 9787422835 to inform us about the payment

details or any other additional information that you or your parents may require about HCL.

You can also reach us at @ 9787422835

5. Documentation Validation and Admission Confirmation

You have been found eligible for enrolling under this program, based on the information provided by you, your scores in our admission test and personal discussions with you as part of our admission process.

The offer is provisional and subject to verification of your academic & professional documents and authentication of the accuracy and correctness of information provided by you in your application form.

In case of delay in your university result due to COVID-19 you shall be granted provisional admission and your training would begin. Such admission shall be subject to your university result meeting the minimum eligibility criteria. In case upon declaration of result, you do not meet the eligibility criteria your admission would stand revoked and any fee paid by you shall be refunded by HCL.

Further, you shall submit the graduation final year / semester exam marksheet, within 15 days of declaration of result. In case the same are not submitted within 45 days from start of classroom training, for purpose of Company records and to the bank, in case bank loan is availed, your admission would stand revoked without any prior notice.

Please ensure that you submit the following documents (scanned copies of Original for verification purposes, as well as self-attested photocopies for submission)

- Signed Copy of the Offer Letter, Acceptance Letter and the Declaration Form (all pages)
- Proof of payment of **INR 35,400** paid for seat confirmation
- Bank Loan Sanction letter / NEFT advice / Original DD for balance program fee **INR 1,41,600**
- Class X Mark Sheet & Passing Certificate (ORIGINAL and 1 SET OF PHOTOCOPIES)
- Class XII Mark Sheet & Passing Certificate (ORIGINAL and 1 SET OF PHOTOCOPIES)
- Graduation Mark Sheet(s) & Degree/ Provisional ((ORIGINAL and 1 SET OF PHOTOCOPIES)
- Birth Certificate/ 10th Certificate (1 SET OF PHOTOCOPIES)
- Govt. Photo ID Proof (Voter ID/Driving License/PAN CARD/Passport/ Aadhar) (1 SET OF PHOTOCOPIES)
- 5 Passport Size Photographs (White Background) of Self
- 3 Photographs of family dependents (Father/ Mother etc.)
- Latest CV with embedded passport-size photograph
- Photocopy of Passport first and last pages (if not available- please apply and provide copy of application receipt)
- Photocopy of Pan Card (if not available- please apply and provide copy of application receipt)
- Photocopy of Aadhar Card

6. Employment Opportunities after successful Program completion

The Company understands the requirement of enriching you with relevant experience and amass greater skill & knowledge, the benefit of which can be used in your future employment, in India or anywhere across globe.

In this regard, the Company, after successful completion of the classroom training program, will afford you with an opportunity to enrol yourself for with one of our preferred partner named HCL Technologies Ltd (HCLT) for hands on

Specialized Training program for a period of 3 months, which will be governed by HCLT's terms and conditions. HCLT is a leading IT company which provides various services such as software-led IT Solutions, Remote infrastructure management, Research and development, and Business Process outsourcing (BPO) services worldwide.

The said *hands on Specialized Training* will be imparted by HCLT on No Charge basis, wherein you will not be charged any fees/consideration. HCLT at its own expenditure and cost will make all the arrangements for the said training and will reimburse an amount of INR **3,750** per month during the training towards your out of pocket expenses. The training will aim at your holistic development and multi-dimensional professional growth with the objective of enhancing your career prospects with complete focus on development of overall personality, productivity and competence.

On successful completion of the said *hands on Specialized Training*, you will be afforded an opportunity to join HCLT or any of its group companies as Software Engineer, with a starting CTC of **INR 2.26** lacs per annum, including salary and all benefits.

7. Medical and Life Insurance Coverage

The selected Candidates would be automatically covered under a Hospitalization Insurance, Term Life Insurance and Personal Accident Insurance Policies which will be valid for the duration of their program. Benefits are provided as per the prescribed guidelines of the Company.

8. Cancellation and Withdrawal of Admission, Voluntary withdrawal by Candidates

- The Company reserves the right to cancel and/or withdraw the admission offer to a candidate at any stage during the Program under any one or more of the following conditions:

- If the candidate is found to have misrepresented information pertaining to the admission criteria such as marks, qualifications, degrees, work experience, certifications including, but not limited to, documents provided and the application form.

- If the candidate fails to pay the Program fees as per the timelines defined in point 4 above.

- If the candidate is found to have committed an act of indiscipline, misbehaviour and non-compliance with the rules of the Company.

- If the candidate fails, at any stage to fulfil the success criteria for the program as detailed in point 3 above.

- The candidate may withdraw from the program voluntarily at any time during the course of the program by providing a written request to the Company.

- In all cases, whether the cancellation is initiated by the Company for reasons stated above or by the candidate voluntarily, the Company clarifies that the standard refund guidelines shall be applicable.

9. Relationship

It is hereby stated and made clear that during the entire period of training, the relationship between parties shall be that of teacher and student and in no case would the candidate deem to be an employee of HCL TSS and no relationship of employer-employee can be deemed to exist anytime during the training period.

10. Declaration Form

It is hereby stated and made clear that the recitals contained in the Declaration form, signed voluntarily by you is an

integral part of this present offer to you.

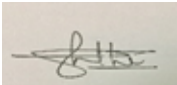
11. Alteration, Modification of program and Force Majeure events

Week one of the program consists of Registration, Documentation & Induction post which the **3 months** of Classroom Training starts.

The Company retains the right to alter the content and duration of the program as required by its faculty or clients and also any such changes caused by circumstances which are unforeseen and beyond its control. The Company commits to ensure that the content and quality of the program is not compromised or diluted by such changes. Additionally, the program duration may change for candidates under circumstances of personal exigencies which are unforeseen and beyond the companys control. The obligation for adherence to the **6 month** duration of training program may cease to exist under such circumstances.

You are requested to confirm acceptance of this offer by completing the enclosed Acceptance Note format and emailing it to us at engofferletter@hcl.com within 3 working days of the receipt of this communication. Please remember to quote the reference number mentioned above in all your correspondence with us.

Welcome to HCL TSS!



Srimathi Shivashankar

Program Director

ACCEPTANCE NOTE

I, hereby accept the offer of admission to the Training Program, as detailed in the Admission Offer Letter dated _____ offered by HCL Training & Staffing Services Private Limited with

Reference Number **HCL/TSS-M/0721/009**

Signature _____

Name of the Candidate _____

Name of the parent(s) _____

Permanent Address _____

Email ID: _____

Land Phone: _____

Mobile: _____

Payment Details						
Sno.	Demand Draft / NEFT Transfer	Bank Name/ Location	Receipt/ Number	Transaction	Date	Amount
					Total	

DECLARATION

I, _____, do hereby, on my own volition, state that I have understood the contents hereof and further declare that I meet the criteria prescribed, for being a part of the HCL TSS Training program, offered by HCL Training & Staffing Services Pvt. Ltd. (hereinafter referred as Company), declare and affirm as under:

1. That I have gone through the Offer of Admission along with the terms and conditions, governing this Program, and have understood the contents thereof. I undertake to comply with all the terms and conditions, diligently, shared by the Company from time to time.
2. I understand that I have been offered admission on the basis that the particulars furnished by me in my application, resume or any other document, relating to my qualification/ marks obtained, are factually correct. If, at any time, before or after the start/commencement of the Program, it transpires/ comes to the notice or brought to the knowledge of Company that I/undersigned have made a false/incorrect statement or have not disclosed a material fact or have suppressed some facts, sought from undersigned, which persuaded the authority to admit me for the program, my admission shall be rendered illegal and will be liable to be cancelled forthwith, without seeking any explanation or clarification. I also understand that in such an event, the full fee deposited by me will be forfeited and may not be refunded and I will not be considered for any certifications provided by the Company.
3. I understand that my personal data may be shared by the Company with financing agencies in case I opt to apply for the financial assistance.
4. I have passed my graduation or post-graduation in with greater than or equal to 65% marks and I have secured greater than or equal to 65% marks throughout my academic career.
5. I understand that it is a **6-month** long program. The classroom training of this program will be conducted At the nearest HCL office or in Virtual mode. Owing to the current circumstances training may be imparted throughonline mode or physical mode as per the conditions.
6. I understand that in case there is a delay in my university result due to COVID-19, and the training begins before the final result is declared, my admission shall be subject to my final scores meeting the minimum eligibility criteria. In case I fail to do the same, I understand that my admission stands revoked.
7. I undertake that I will submit the graduation final year / semester exam marksheet, within 15 days of declaration of results and in case of failure to submit the same within 45 days from start of Classroom training, for purpose of Company records and to the bank in case bank loan is availed, the admission will stand revoked without any prior notice.
8. I understand that a laptop /desktop with 8 GB RAM, HDD (Hard disk Drive) of 320 or 500 GB, i5 or i7 Processor loaded with Company prescribed Software and Anti-virus requirements, a webcam and data card/Internet connection with 4 MBPS speed are essential prerequisites for undertaking the program. I further understand that I am obligated to arrange for the same and in case of non-fulfilment of the said criteria, the Company may withdraw admission to the Training Program.
9. I understand and agree that decision on allocation of specialization tracks will be the sole prerogative of the Company.

10. I am expected to clear the final examination and to meet all the set performance evaluation criteria, as may be prescribed by the Company from time to time, before I could be declared successful candidate from the HCL TSS Training Program. I hereby agree and understand that if I don't clear either the final examination or the evaluation criteria, I will be declared unsuccessful in the Program. I further understand that the fee deposited by me may stand forfeited automatically and I will not be considered for any certifications to be provided by the Company.

11. I understand and agree that in case I decide to leave the program in the midst of the academic session of the HCL TSS Training Program, the fee deposited by me may be forfeited and I will not be considered for any certifications provided by the Company.

12. I understand and agree that my admission to the program shall come to an end automatically and with immediate effect, without any prior notice in case I am found to have indulged in activities including but not limited to dishonesty, disobedience, insubordination, revealing confidential material to any other party, misconduct or any form of indiscipline or non-adherence.. I am aware that in case my admission gets annulled due to said reasons, the full fee deposited will be forfeited and would not be refunded and I will not be considered for any certification from HCL.

13. I understand that my admission to the Program can be cancelled/terminated in case of short attendance, on account of having played truant, and on disciplinary issues

14. I understand that in case I voluntarily exit the program I shall not be liable for any refund of the fee paid or certification. An exceptional case would be when such voluntary exit is on medical grounds wherein the fee deposited by me would be refunded but I will not be considered for any certifications provided by the Company. I understand that my exit on medical ground will be considered when the said medical condition is such that it is impossible for me to continue with the training and I am able to produce sufficient medical documents to satisfy HCL of the same.

15. I undertake that in case of my voluntary exit due to any reason except on medical ground as stated above, I and my parent / legal guardian would be solely responsible for closure of the loan account along with the interest accrued with the Financial institution/Bank who had granted the amount for the purpose of the Training. I further undertake that HCL would have no role or liability in the same.

16. I understand that any of the terms and conditions stated above might change depending on the business requirements.

I make the aforesaid declarations solemnly and sincerely believing the same are true and correct to the best of my knowledge and belief.

Name _____ Signature _____ Date _____ Permanent Address _____

Email ID: _____ Phone No.: (Landline) _____ (Mobile) _____

LETTER OF INTENT – HCL TSS TRAINING PROGRAM

Date: August 04,2021

ADMISSION TO HCL TSS Training Program

REFERENCE ID – HCL/TSS-M/0821/011

Dear Aparna V,

Address: Arambanur pudur kodikulam post othakadi near agriculture college,Madurai,Tamil Nadu,625104

HCL Training & Staffing Services Pvt Ltd, (hereinafter referred to as “Company”) is pleased to offer you an admission into the **6 months Training Program** commencing on **August 13,2021** at the nearest HCL office or in Virtual mode.

The **6 months** training program comprises Classroom Training that involves job-readiness skills training. Owing to the current circumstances, training may be imparted through online mode or physical mode as per the conditions or Government guidelines.

Enrolment to the Training Program is subject to the terms and condition as laid down below:

- a) The program fee of **INR 1,77,000 /*- (Program fee Rs. 1,50,000/- + Rs. 27,000/- tax)** is required to be deposited as per one of the below payment modes

Payment schedule	Amount
Payment Option 1: Self Payment	
Initial payment (within 3 days of receipt of Offer Letter	INR 35,400/-
Before Training Start	INR 1,41,600/-
Total *(inclusive of taxes)	INR 1,77,000
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Initial payment (within 3 days of receipt of Offer Letter	INR 35,400/-
Sanction letter and loan disbursement by Bank (within day 45 of CRT)	INR 1,41,600/-
Total *(inclusive of taxes)	INR 1,77,000

- Once the bank approves the loan of the candidate, the sanction letter is to be submitted.
- In case the bank does not approve the loan or the candidate is not able to pay the complete fee for any other reasons by day 45 of the CRT, the admission would be withdrawn without any prior notice and any fee paid by the student would be refunded.
- Payments to be deposited into the bank account details mentioned in Annexure

HCL TRAINING & STAFFING SERVICES PVT. LTD.

Corporate Identity Number: U74140DL2015PTC281555

Registered Office: 806, Siddharth, 96, Nehru Place, New Delhi-110019, India.

T +91 11 26444812, 26282779

www.hcltechbee.com, www.hclfirstcareers.com

- b) Please note that this admission offer is provisional and subject to payment of full Training Program fee, verification of your academic and professional documents and authentication of the accuracy and correctness of information provided by you in your application form. This letter supersedes all past communications on this subject.
- c) In case of delay in your university result due to COVID-19 you shall be granted provisional admission and your training would begin. Such admission shall be subject to your university result meeting the minimum eligibility criteria. In case upon declaration of result, you do not meet the eligibility criteria your admission would stand revoked and any fee paid by you shall be refunded by HCL.
- d) Further, you shall submit the graduation final year / semester exam marksheet, within 15 days of declaration of result. In case the same are not submitted within 45 days from start of classroom training, for purpose of Company records and to the bank in case bank loan is availed, your admission would stand revoked without any prior notice.

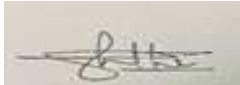
You are requested to confirm acceptance of this offer by completing the enclosed 'Acceptance Note' and emailing it to us at engofferletter@hcl.com within **3 working days** of the receipt of this letter/communication.

For Further Clarifications kindly visit : www.hclfirstcareers.com

The detailed terms and condition of admission to this Training Program is outlined in **Annexure 1.**

Welcome to HCL TSS!

With Best Wishes



Srimathi Shivashankar
Program Director

Annexure I

The details of this Admission Offer are as given below:

1. Program Name, Location and Batch

- a) You are offered admission to the 6 months Training Program Training Program.
- b) The program is being offered at the nearest HCL office or in Virtual mode. Owing to the current circumstances the programme would be conducted in Online mode, though you may be required to report to the Training Centre as and when required by the Company.

2. Training Program Structure, Curriculum

- a) The program is an employment readiness program consisting of classroom sessions, practice labs, online learning, assignments, projects, assessments and incidental training components.
- b) The program is an intensive one and would require you to adhere to training schedules on a regular basis. You are expected to adhere to training timings of HCL TSS.
- c) The curriculum of the program shall include, but is not limited to, content and activities designed to develop technical, professional and communication skills relevant for entry level roles
- d) These skills shall be delivered through various methods including classroom sessions, field work, practice labs, e-learning, assignments, projects and assessments.

3. Program Completion Criteria

To successfully complete the program, the following criteria must be met:

- a) Maintain full attendance for all training components during the entire duration of the program; exceptions to this requirement will be made solely at the discretion of the Company and only in cases of illness and/or emergencies.
- b) Complete and submit all coursework, assignments and projects on time with strict adherence to quality standards as defined by HCL TSS.
- c) Must strictly adhere to the Code of Business Ethics and Professional Conduct as prescribed by the company.
- d) Attain a passing grade in all exams & assessments as per the criteria defined by the Company during the Classroom Training and Professional Practice Term.
- e) Detailed success criteria of each element of the program will be shared with the candidate at the induction session on joining the program. Passing criterion is defined by the Company and is subject to change from time to time at the sole discretion of the Company.
- f) On successful completion of the Training Program, an internal Certification of Program Completion will be provided to the Candidate.

In case a candidate is unable to complete the program successfully due to non-compliance to any of the above mentioned program completion criteria **(points a to f)** above he/she is liable to be released from the program and may be considered for a refund of fees paid as per the standard Refund guidelines of the Company.

4. Training Program Fees, Payment schedule and Payment process

The following payment modes are enabled for the candidates

Payment schedule	Amount
Payment Option 1: Self Payment	
Initial payment (within 3 days of receipt of Offer Letter	INR 35,400/-
Before Training Start	INR 1,41,600/-
Total <i>*(inclusive of taxes)</i>	INR 1,77,000
Payment Option 2: Bank Loan (Option 1)	
Initial payment (within 3 days of receipt of Offer Letter	INR 35,400/-
Sanction letter and loan disbursement by Bank (within day 45 of CRT)	INR 1,41,600/-
Total <i>*(inclusive of taxes)</i>	INR 1,77,000

Please note that candidate has to confirm the payment mode at the time of offer acceptance and adhere to the same

Once the bank approves the loan of the candidate, the sanction letter is to be submitted.

In case the bank does not approve the loan or the candidate is not able to pay the complete fee for any other reasons by day 45 of the CRT, the admission would be withdrawn without any prior notice and any fee paid by the student would be refunded

Admission is offered on a first come first served basis. **You are therefore requested to make the payment of Initial Fee within 3 days of receiving the offer of admission.**

The fee can be paid through Demand Draft Payable in the name of **“HCL TRAINING AND STAFFING SERVICES PRIVATE LIMITED”** payable at Madurai or NEFT Transfer to Axis Bank branch as per the detailed given below

- a) **NEFT Transfer:** to the credit of **HCL TRAINING AND STAFFING SERVICES PRIVATE LIMITED**
Account no. – 915020029984575
Bank Name – AXIS BANK LTD
IFSC Code – UTIB0001788
Bank branch: Sector 44, Noida, Dist Gautam Buddha Nagar, Uttar Pradesh, Pin 201301
Mention in remarks - Provisional Offer Letter Reference ID
- b) **Demand Draft:** in favour of **HCL TRAINING AND STAFFING SERVICES PRIVATE LIMITED**, payable at Madurai.

You are requested to email the scanned copy of your NEFT Transaction ID at engofferletter@hcl.com and call the HCL TSS **recruitment counsellor @ 9787422835** to inform us about the payment details or any other additional information that you or your parents may require about HCL.

You can also reach us at **@ 9787422835**.

5. Documentation Validation and Admission Confirmation

You have been found eligible for enrolling under this program, based on the information provided by you, your scores in our admission test and personal discussions with you as part of our admission process.

The offer is provisional and subject to verification of your academic & professional documents and authentication of the accuracy and correctness of information provided by you in your application form.

In case of delay in your university result due to COVID-19 you shall be granted provisional admission and your training would begin. Such admission shall be subject to your university result meeting the minimum eligibility criteria. In case upon declaration of result, you do not meet the eligibility criteria your admission would stand revoked and any fee paid by you shall be refunded by HCL.

Further, you shall submit the graduation final year / semester exam marksheet, within 15 days of declaration of result. In case the same are not submitted within 45 days from start of classroom training, for purpose of Company records and to the bank, in case bank loan is availed, your admission would stand revoked without any prior notice.

Please ensure that you submit the following documents (scanned copies of Original for verification purposes, as well as self-attested photocopies for submission)

- ✓ Signed Copy of the Offer Letter, Acceptance Letter and the Declaration Form (all pages)
- ✓ Proof of payment of **INR 35,400** paid for seat confirmation
- ✓ Bank Loan Sanction letter / NEFT advice / Original DD for balance program fee **INR 1,41,600**
- ✓ Class X Mark Sheet & Passing Certificate (1 Scanned copy)
- ✓ Class XII Mark Sheet & Passing Certificate (1 Scanned copy)
- ✓ Graduation Mark Sheet(s) & Degree/ Provisional (1 Scanned copy)
- ✓ Birth Certificate/ 10th Certificate (1 Scanned copy)
- ✓ Govt. Photo ID Proof (PAN CARD/Voter ID/Driving License/ Passport)
- ✓ Aadhar Card
- ✓ Passport Size Photographs of Self
- ✓ Latest CV with embedded passport-size photograph

6. Employment Opportunities after successful Program completion

The Company understands the requirement of enriching you with relevant experience and amass greater skill & knowledge, the benefit of which can be used in your future employment, in India or anywhere across globe.

In this regard, the Company, after successful completion of the classroom training program, will afford you with an opportunity to enrol yourself for with one of our preferred partner named HCL Technologies Ltd ("HCLT") for "*hands on Specialized Training*" program for a period of 3 months, which will be governed by HCLT's terms and conditions. HCLT is a leading IT company which provides various services such as software-led IT Solutions, Remote infrastructure management, Research and development, and Business Process outsourcing (BPO) services worldwide

The said "*hands on Specialized Training*" will be imparted by HCLT on "No Charge" basis, wherein you will not be charged any fees/consideration. HCLT at its own expenditure and cost will make all the arrangements for the said training and will reimburse an amount of INR **3,750** per month during the training towards your out of pocket expenses. The training will aim at your holistic development and multi-dimensional professional growth with the objective of enhancing your career prospects with complete focus on development of overall personality, productivity and competence.

On successful completion of the said "*hands on Specialized Training*", you will be afforded an opportunity to join HCLT or any of its group companies as Software Engineer, with a starting CTC of INR **2.26** lacs per annum, including salary and all benefits.

7. Medical and Life Insurance Coverage

The selected Candidates would be automatically covered under a Hospitalization Insurance, Term Life Insurance and Personal Accident Insurance Policies which will be valid for the duration of their program. Benefits are provided as per the prescribed guidelines of the Company.

8. Cancellation and Withdrawal of Admission, Voluntary withdrawal by Candidates

a. The Company reserves the right to cancel and/or withdraw the admission offer to a candidate at any stage during the Program under any one or more of the following conditions:

- If the candidate is found to have misrepresented information pertaining to the admission criteria such as marks, qualifications, degrees, work experience, certifications including, but not limited to, documents provided and the application form.
- If the candidate fails to pay the Program fees as per the timelines defined in point 4 above.
- If the candidate is found to have committed an act of indiscipline, misbehaviour and non-compliance with the rules of the Company.
- If the candidate fails, at any stage to fulfil the success criteria for the program as detailed in point 3 above.

b. The candidate may withdraw from the program voluntarily at any time during the course of

the program by providing a written request to the Company.

c. In all cases, whether the cancellation is initiated by the Company for reasons stated above or by the candidate voluntarily, the Company clarifies that the standard refund guidelines shall be applicable

9. Relationship

It is hereby stated and made clear that during the entire period of training, the relationship between parties shall be that of teacher and student and in no case would the candidate deem to be an employee of HCL TSS and no relationship of employer-employee can be deemed to exist anytime during the training period.

10. Declaration Form

It is hereby stated and made clear that the recitals contained in the Declaration form, signed voluntarily by you is an integral part of this present offer to you.

11. Alteration, Modification of program and Force Majeure events

Week one of the program consists of Registration, Documentation & Induction post which the 6 months of Training starts.

The Company retains the right to alter the content and duration of the program as required by its faculty or clients and also any such changes caused by circumstances which are unforeseen and beyond its control. The Company commits to ensure that the content and quality of the program is not compromised or diluted by such changes. Additionally, the program duration may change for candidates under circumstances of personal exigencies which are unforeseen and beyond the company's control. The obligation for adherence to the 6 -month duration of training program may cease to exist under such circumstances.

You are requested to confirm acceptance of this offer by completing the enclosed 'Acceptance Note' format and emailing it to us at engofferletter@hcl.com within 3 working days of the receipt of this communication. Please remember to quote the reference number mentioned above in all your correspondence with us.

Welcome to HCL TSS!



Srimathi Shivashankar
Program Director

HCL TRAINING & STAFFING SERVICES PVT. LTD.

Corporate Identity Number: U74140DL2015PTC281555

Registered Office: 806, Siddharth, 96, Nehru Place, New Delhi-110019, India.

T +91 11 26444812, 26282779

www.hcltechbee.com, www.hclfirstcareers.com**ACCEPTANCE NOTE**

I, hereby accept the offer of admission to the Training Program, as detailed in the Admission Offer Letter dated offered by HCL Training & Staffing Services Private Limited with

Reference Number - _____

Signature _____

Name of the Candidate _____

Name of the parent(s) _____

Permanent Address _____

Email ID: _____

Land Phone: _____

Mobile: _____

Payment Details

<u>Sno.</u>	<u>Demand Draft / NEFT Transfer</u>	<u>Bank Name/ Location</u>	<u>Receipt/ Transaction Number</u>	<u>Date</u>	<u>Amount</u>
				Total	

DECLARATION

I, _____, do hereby, on my own volition, state that I have understood the contents hereof and further declare that I meet the criteria prescribed, for being a part of the HCL TSS Training program, offered by HCL Training & Staffing Services Pvt. Ltd. (hereinafter referred as "Company"), declare and affirm as under:

1. That I have gone through the Offer of Admission along with the terms and conditions, governing this Program, and have understood the contents thereof. I undertake to comply with all the terms and conditions, diligently, shared by the Company from time to time.
2. I understand that I have been offered admission on the basis that the particulars furnished by me in my application, resume or any other document, relating to my qualification/ marks obtained, are factually correct. If, at any time, before or after the start/commencement of the Program, it transpires/ comes to the notice or brought to the knowledge of Company that I/undersigned have made a false/incorrect statement or have not disclosed a material fact or have suppressed some facts, sought from undersigned, which persuaded the authority to admit me for the program, my admission shall be rendered illegal and will be liable to be cancelled forthwith, without seeking any explanation or clarification. I also understand that in such an event, the full fee deposited by me will be forfeited and may not be refunded and I will not be considered for any certifications provided by the Company.
3. I understand that my personal data may be shared by the Company with financing agencies in case I opt to apply for the financial assistance.
4. I have passed my graduation as an Engineer (i.e. B.E/B. Tech) or post-graduation in MCA, MS, MSc (IT or C.S.E) with greater than or equal to 65% marks and I have secured greater than or equal to 65% marks throughout my academic career.
5. I understand that in case there is a delay in my university result due to COVID-19, and the training begins before the final result is declared, my admission shall be subject to my final scores meeting the minimum eligibility criteria. In case I fail to do the same, I understand that my admission stands revoked.
6. I undertake that I will submit the graduation final year / semester exam marksheet, within 15 days of declaration of results and in case of failure to submit the same within 45 days from start of Classroom training, for purpose of Company records and to the bank in case bank loan is availed, the admission will stand revoked without any prior notice.
7. I understand that it is a **6-month** long program. The classroom training of this program will be conducted at the nearest HCL office or in Virtual mode. Owing to the current circumstances training may be imparted through online mode or physical mode as per the conditions.
8. I understand that I have to arrange the IT Assets required and use the same for the Training Program. In such case, a laptop /desktop with 8 GB RAM, HDD (Hard disk Drive) of 320 or 500 GB, i5 or i7 Processor loaded with Company prescribed Software and Anti-virus requirements, a webcam and data card/Internet connection with 4 MBPS speed are essential prerequisites for undertaking the program.

9. I understand and agree that decision on allocation of specialization tracks will be the sole prerogative of the Company.
10. I am expected to clear the final examination and to meet all the set performance evaluation criteria, as may be prescribed by the Company from time to time, before I could be declared successful candidate from the HCL TSS Training Program. I hereby agree and understand that if I don't clear either the final examination or the evaluation criteria, I will be declared unsuccessful in the Program. I further understand that the fee deposited by me may stand forfeited automatically and I will not be considered for any certifications to be provided by the Company.
11. I understand and agree that in case I decide to leave the program in the midst of the academic session of the HCL TSS Training Program, the fee deposited by me may be forfeited and I will not be considered for any certifications provided by the Company.
12. I understand and agree that my admission to the program shall come to an end automatically and with immediate effect, without any prior notice in case I am found to have indulged in activities including but not limited to dishonesty, disobedience, insubordination, revealing confidential material to any other party, misconduct or any form of indiscipline or non-adherence. I am aware that in case my admission gets annulled due to said reasons, the full fee deposited will be forfeited and would not be refunded and I will not be considered for any certification from HCL.
13. I understand that my admission to the Program can be cancelled/terminated in case of short attendance, on account of having played truant, and on disciplinary issues
14. I understand that in case I voluntary exit the program I shall not be liable for any refund of the fee paid or certification. An exceptional case would be when such voluntary exit is on medical grounds wherein the fee deposited by me would be refunded but i will not be considered for any certifications provided by the Company. I understand that my exit on medical ground will be considered when the said medical condition is such that it is impossible for me to continue with the training and I am able to produce sufficient medical documents to satisfy HCL of the same.
15. I undertake that in case of my voluntary exit due to any reason except on medical ground as stated above, I and my parent / legal guardian would be solely responsible for closure of the loan account along with the interest accrued with the Financial institution/Bank who had granted the amount for the purpose of the Training. I further undertake that HCL would have no role or liability in the same.
16. I understand that any of the terms and conditions stated above might change depending on the business requirements.

HCL TRAINING & STAFFING SERVICES PVT. LTD.

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www.hcltechbee.com, www.hclfirstcareers.com

I make the aforesaid declarations solemnly and sincerely believing the same are true and correct to the best of my knowledge and belief.

Name _____ Signature _____ Date _____

Permanent Address _____

Email ID: _____

Phone No.: (Landline) _____ (Mobile) _____

Offer Release Date January 6, 2022

Yazhini S
10-4-36/10,suruli
patti,theni,tamil nadu,625521., theni,
Tamil Nadu, India, 625521

road,kamayakoundan

Sub: Offer and Appointment Letter

Dear Yazhini S,

Congratulations! With reference to the interviews conducted by HCL TECH LTD. - IOMC ("HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as **Graduate Engineer Trainee in band E1.**

This position is a great match for your talent and skills, and that you will enjoy the professional challenges and growth opportunities associated with this role.

You are requested to join us on **January 6, 2022 at 9:00 A.M** at the following address, **Chennai-AMB-6, Amb. Ind. Est.,MTH Rd,ODC.** Your joining would be subject to successful completion and compliance with the pre-joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure and BPO divisions, HCL Axon etc. In line with the same approach, we look forward to your being flexible towards your placement in – **HCL TECH LTD. - IOMC.** Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s).

Your Total Compensation will be INR 3.65 Lacs per annum outlined in Annexure I.

You will be on probation for a period of **12 months** from the date of your joining. The general terms and conditions governing your employment are outlined in **Annexure II.**

You will be required to sign a service agreement along with a surety amount of **INR 1.25 Lakhs** in terms of which you also bind yourself to serve the company for a period of at least of **24 months** from the date of Joining. The terms and conditions of such Service agreement shall also be deemed to form part of your contract of employment with the Company.

On the date of joining, you would be required to submit the documents listed in **Annexure III.** Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

You need to have cleared all the subjects & should be a pass out of **2021 batch** for the current academic course and be able to produce a provisional certificate from your college/university at the time of joining. No candidature with standing arrears will be entertained for joining on the stated date.

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L74140DL1991PLC046369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683030

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by **HCL TECH LTD. - IOMC** will stand withdrawn without any liability.
Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,

For HCL TECH LTD. - IOMC



Amrita Das

Vice President, Head-Global Rewards

Annexure 1

COMPENSATION PLAN	
Name	Yazhini S
Band	E1
Designation	Graduate Engineer Trainee
City	Chennai
Monthly Components (in INR)	
Basic Salary	15,090
House Rent Allowance	7,545
Advance Statutory Bonus	-
Holiday Allowance	1,066
Food Wallet	-
Flexi Basket*	-
Compensatory Allowance	-
TOTAL: Monthly	23,701
TOTAL: Monthly Components : Annualized	284,415
Retirals & Other Benefits (in INR)	
Provident Fund	21,730
Medical Insurance Premium/ESIC	10,000
Gratuity	8,706
TOTAL : Retirals	40,435
Variable Components (in INR)	
Performance Bonus (in Rs.)	21,900
Engagement PB (paid monthly) @ 100% achievement levels	18,250
TOTAL: Variable Components	40,150
COST TO COMPANY	3,65,000
Flexi Basket Details	
	Max Sub limits (p.a.)
Fuel Reimbursement and Car Maintenance Charges	-
Leave Travel Assistance / Allowance	-
Car Lease Rental	-
TOTAL : Annual Flexi Basket	-
<i>Employee has an option of availing all, some or none of the Flexi Basket across various components as per annual limits and entitlements mentioned in the CTC sheet. Based on the individual declaration and actual reimbursements, any unclaimed amount will be paid as taxable to the individual</i>	
Insurance & Medical Benefits (in INR)	
	Max Sub limits (p.a.)
Hospitalization cost reimbursement limit	360,000
Term life Insurance Cover	2,000,000
Disability cover due to accident (upto)	1,800,000
NOTE:	

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1. Bserv E0.1 and E0.2 employees are to be considered under Semi-skilled Category. All other employees are under Skilled category
2. All salary components are governed by the company policies and statutory guidelines.
3. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager and/or your HR Manager.
4. Any personal tax liability arising out of compensation will be borne solely by the employee.
5. Gratuity to be payable as per act

Annexure II

Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you for the position of **Graduate Engineer Trainee**. This is to be read in conjunction with the offer & appointment letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

This Annexure lays down the general terms and conditions of employment to to **HCL TECH LTD. - IOMC** (herein referred as "**HCL**" or "**Company**") and is a legally binding document.

1. Location:

Your place of work will be located at **Chennai-AMB-6, Amb. Ind. Est.,MTH Rd,ODC.**

2. Commencement of Employment:

Your period of continuous employment with the Company will commence from the date of your joining the Company subject to fulfillment of the other conditions as mentioned on this employment contract.

3. Medical Checkup:

Your employment is subject to you being declared medically fit by the company doctor.

4. Probation

- a) You shall be on probation for a period of **12 months** from the date of your appointment and unless notified in writing, you will be deemed as "confirmed" on completion of your probation period.
- b) Your case for permanent absorption in the employment of the Company shall be considered on your satisfactorily completing the probationary period.
- c) If during, or on the expiry of, the probation period (initial or extended) the Management finds your performance to be unsatisfactory or that you lack the aptitude for the job or that you are not suitable for the job, or the like, your probationary employment would be liable to be terminated, at any time, and without any liability.

5. HCL Training Program:

Training (classroom/on the job) sessions will be conducted after your joining. The training period may be either extended or may be deemed completed earlier, at the discretion of the Management.

6. Notice Period/ Separation:

Your employment with the Company can also be terminated either by the Company or by you by giving the other party 60 days advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic' component of the salary for the balance notice period would be paid to you by adjusting the amounts payable by you to the Company. For the avoidance of doubt, all amounts payable by you to the company would need to be cleared forthwith in the event of such

termination. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic' component of the salary for the balance notice period along with other amount payable by you to the company, if any. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company.

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

7. Increments and Promotions

Your growth in terms of role, compensation etc., in the Company will be based on your performance. Your salary will be subject to annual salary review. Salary adjustments effected at the salary review takes into consideration your job performance, movement of remuneration levels, benefits and conditions. Your anniversary performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter of your anniversary, post which you will be aligned to July/October Cycle, or any other Cycle as per discretion of the Company, depending on your current DOJ/Band/Employee Group.

8. Agreements:

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

9. Background and Reference Check:

This offer of employment is subject to your clearing our BGV process. As a precondition to accept this Offer Letter, you hereby give your express authorization to the Company (or the appointed third party) to conduct a background investigation on your credentials, as may be necessary and further agree that any misrepresentation in this regard or your failure to clear the BGV process shall give rise to the withdrawal of this offer of employment, and any employment contract which may have been subsequently executed shall be deemed void and ineffectual.

During the terms of employment, the Company may undertake the process of checking credentials of the Employee in terms of education, previous employment(s), and other information provided in the resumes/CVs as submitted by the said Employees, either on its own or with the help of a third party as and when required. For the avoidance of doubt, the Employee's signature in this Agreement constitutes the Employee's express authorization for the Company (or the appointed third party) to conduct a background investigation on his/her credentials, as may be necessary. Furthermore, the Employee agrees to submit himself /herself to random drug /medical testing at any time during the course of employment as permitted by law.

You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.

10. Working Hours:

This division works 24x7 Shifts and you will be required to do so as per the need of the organization. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

11. Mobility:

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises and Country

12. Deputation/ Transfer:

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

13. Retirement:

You will retire from service on attaining superannuation at the age of 55 years.

14. Other benefits:

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

15. Transport Facility

You shall be provided the shift cabs for pick and drop from home to office and vice versa within the limit of 20 KMs as per the company policy.

16. IP, Copyright, Inventions and Patents

All inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights that you may make or conceive, either solely or jointly with others, during the period of your employment, shall be deemed to be sole property of the company and you hereby waive any and all right, title or interest, if any, in the same in favor of the company. Further, it shall be your duty to promptly reduce to writing and disclose to the Company all such inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights, which you may make or conceive. You agree to, at all times, assist the company in every proper and possible way to patent or register the said ideas, concepts, inventions, discoveries, improvements, copyrightable material and/or trademarks in any and all countries and to vest the title thereto in the company, its successors, assigns and nominees. Your obligations under this clause shall survive expiration or termination of your employment with the Company.

17. Data Protection:

- a) The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b) The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c) The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d) During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been

disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.

- e) The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

18. Exclusivity of service

You agree not to undertake employment whether full time or part time, as the Director/ Partner/member/employee of any other organization or entity engaged in any form of business activity without the consent of **HCL TECH LTD. - IOMC**. The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the company.

19. Confidentiality & Non-Disclosure:

You acknowledge that the disclosure of any commercially sensitive information, trade secrets or other confidential information (which may not be readily available to competitors or to the general public) will cause significant harm to the Company.

You agree that you shall not at any time during your employment (except in the proper performance of your duties) with the Company, or at any time (without limit) after the termination thereof, directly or indirectly use or exploit for your own purposes or those of any other person, company, business entity or other organization whatsoever, or disclose to any person, company, business entity or other organization whatsoever, any trade secrets of the Company or its associated companies; any confidential information relating or belonging to the Company including but not limited to any such information relating to customers, customer lists or requirements, price lists or pricing structures, marketing and information, Intellectual Property, business plans or dealings, technical data, employees or officers, financial information and plans, designs, formulae, product lines or research activities; source codes and computer systems, software, any document marked "Confidential"; any information which you have been told is confidential or which you might reasonably expect the Company to regard as confidential or any information which has been given to the Company or any Associated Company in confidence by customers, suppliers and other persons.

You shall not at any time during the continuance of your employment with the Company make any notes or memoranda relating to any matter within the scope of the Company's or any Associated Company's business, dealings or affairs otherwise than for the benefit of the Company or any Associated Company.

You must not make or communicate (or cause or facilitate the making or communication of) any oral or written statement to any representative of the press, television, radio or other media on any matter connected with or relating to the Company or any of its Associated Companies, without the prior written consent of the Company.

The obligations contained in this provision shall not apply to, any information which you are required to disclose in accordance with an order of a Court of competent jurisdiction, any information or knowledge which may subsequently come into the public domain other than by way of unauthorized disclosure (whether by you or a third party); any act of yours in the proper performance of the duties of your employment; any use or disclosure where such use or disclosure has been properly authorized by the Company.

Your obligations under this paragraph would continue even beyond the cessation/termination of your employment. Any violation of the above obligations/conditions shall render you liable for appropriate disciplinary action including termination of your employment.

20. Rules, Policies, Procedures:

The Employee must comply at all times with the Company's rules, policies and procedures relating to equal opportunities, harassment, health and safety, e-mail and internet use, and all other rules, policies and procedures introduced by the Company from time to time. For the avoidance of doubt such rules, policies and procedures are not incorporated by reference into this contract and they may be changed, replaced or withdrawn at any time at the discretion of the Company.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include upto termination of your employment with HCL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of **HCL TECH LTD. - IOMC** as applicable to you and the changes therein from time to time.

21. Correctness of the Details Furnished:

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

22. Warranty and Undertaking:

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment or any of them, in accordance with the terms and conditions of this Agreement.

You warrant and agree that you are not entering into this Agreement in reliance on any representation not expressly set out in this Agreement.

23. Changes to the terms & conditions:

The Company reserves the right to make reasonable changes to any of your terms and conditions of employment. If the Company changes any of the terms and conditions of your employment, it will notify you in writing of the changes taking effect.

In case of any dispute as to the interpretation of the terms and conditions of your service, the decision of the Company shall be final and binding on you.

Authorized Signatory

January 6, 2022



Amrita Das

Vice President, Head-Global Rewards

I confirm receipt of and accept the above Terms & Conditions of Employment.

Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	Particulars (To be submitted to the Recruiter/Online of the BGV link)
1	Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	Permanent/Current Address Proof – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	Previous Employer – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	Identity Verification - Copy of valid passport and PAN card required
Additional documents (To be submitted on request – Only if required) <ol style="list-style-type: none"> Highest Qualification- Admit card, college and university official's (Registrar and Director) detail Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address. <p>Things to Remember</p> <ol style="list-style-type: none"> The information provided in Resume and background verification form must be same. Information provided in background verification form must be accurate. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP). Any Gap in Employment or Education must be informed explicitly to the recruiter. <p>Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.</p>	

List of Documents required for joining / induction day (Hard Copies)

S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 th Mark sheet, only if passport is not available.	1
5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	HCL Technologies Ltd, A-9, Sector-3, Noida-UP, 201301
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkam High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,Hcl It City, Sdc-01, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L74140DL1991PLC046369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683030

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.




www.hcltech.com

www.hcl.com

10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihaan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services Human Resources Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014, Extn : 04226657526
12	Vijayawada	State Street HCL Services Private Limited Medha IT Towers, Third Floor, Kesaraipalli, Gannavaram, Krishna District 521102

ANNEXURE IV**EXPLANATION OF COMPENSATION STRUCTURE AND SOME BENEFITS**

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

-  Basic Salary
-  Monthly Allowances
-  Retirals & Insurances Benefit

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR. 50,000/- spread over 12 months.
- **Bright Hour Allowance (BHA):** BHA is a non-recoverable monthly earning opportunity payable against a declaration by the employee for his/her availability in the Bright Hours and consent to move to any other OMC at any given time working during Bright Hours.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR. 21,000/- (excluding variable component) as per the Payment of Bonus Act.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

RETIRALS & INSURANCES BENEFIT

You and your dependants will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
 - By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
 - The premium payable depends on the dependants declared.
 - The hospitalization coverage limit will be same as defined in compensation structure.
 - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
 - You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

HCL TECHNOLOGIES LTD.

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www.hcltech.com

www.hcl.com

- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

HCL TECH LTD. - IOMC will correspond with you on the address & contact details mentioned below :-

**Permanent Address: 10-4-36/10,suruli road,kamayakoundan
patti,theni,tamil nadu,625521., theni,
Tamil Nadu, India, 625521
Email ID: yazhni0102@gmail.com
Telephone Number: 7397572923**

LETTER OF INTENT – HCL TSS TRAINING PROGRAM

Date: October 22,2021

ADMISSION TO HCL TSS Training Program

REFERENCE ID – HCL/TSS-M/1021/016

Dear Mithun Shankar S S,

**Address: 41-A Kamarajapuram North side Arumugam road
Thirumangalam,MADURAI,Tamil Nadu,625706**

HCL Training & Staffing Services Pvt Ltd, (hereinafter referred to as “Company”) is pleased to offer you an admission into the **6 months Training Program** commencing on **October 25,2021** at the nearest HCL office or in Virtual mode.

The **6 months** training program comprises Classroom Training that involves job-readiness skills training. Owing to the current circumstances, training may be imparted through online mode or physical mode as per the conditions or Government guidelines. Enrolment to the Training Program is subject to the terms and condition as laid down below:

- a) The program fee of **INR 1,77,000 /*- (Program fee Rs. 1,50,000/- + Rs. 27,000/- tax)** is required to be deposited as per one of the below payment modes

Payment schedule	Amount
Payment Option 1: Self Payment	
Initial payment (within 3 days of receipt of Offer Letter)	INR 35,400/-
Before Training Start	INR 1,41,600/-
Total <i>*(inclusive of taxes)</i>	INR 1,77,000
Payment Option 2: Bank Loan (Option 1)	
Initial payment (within 3 days of receipt of Offer Letter)	INR 35,400/-
Sanction letter and loan disbursement by Bank (within day 45 of CRT)	INR 1,41,600/-
Total <i>*(inclusive of taxes)</i>	INR 1,77,000

- Once the bank approves the loan of the candidate, the sanction letter is to be submitted.
- In case the bank does not approve the loan or the candidate is not able to pay the complete fee for any other reasons by day 45 of the CRT, the admission would be withdrawn without any prior notice and any fee paid by the student would be refunded.
- Payments to be deposited into the bank account details mentioned in Annexure

HCL TRAINING & STAFFING SERVICES PVT. LTD.

Corporate Identity Number: U74140DL2015PTC281555

Registered Office: 806, Siddharth, 96, Nehru Place, New Delhi-110019, India.

T +91 11 26444812, 26282779

www.hcltechbee.com, www.hclfirstcareers.com

- b) Please note that this admission offer is provisional and subject to payment of full Training Program fee, verification of your academic and professional documents and authentication of the accuracy and correctness of information provided by you in your application form. This letter supersedes all past communications on this subject.
- c) In case of delay in your university result due to COVID-19 you shall be granted provisional admission and your training would begin. Such admission shall be subject to your university result meeting the minimum eligibility criteria. In case upon declaration of result, you do not meet the eligibility criteria your admission would stand revoked and any fee paid by you shall be refunded by HCL.
- d) Further, you shall submit the graduation final year / semester exam marksheet, within 15 days of declaration of result. In case the same are not submitted within 45 days from start of classroom training, for purpose of Company records and to the bank in case bank loan is availed, your admission would stand revoked without any prior notice.

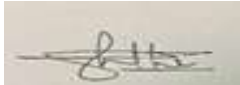
You are requested to confirm acceptance of this offer by completing the enclosed 'Acceptance Note' and emailing it to us at engofferletter@hcl.com within **3 working days** of the receipt of this letter/communication.

For Further Clarifications kindly visit : www.hclfirstcareers.com

The detailed terms and condition of admission to this Training Program is outlined in **Annexure 1.**

Welcome to HCL TSS!

With Best Wishes



Srimathi Shivashankar
Program Director

Annexure I

The details of this Admission Offer are as given below:

1. Program Name, Location and Batch

- a) You are offered admission to the 6 months Training Program Training Program.
- b) The program is being offered at the nearest HCL office or in Virtual mode. Owing to the current circumstances the programme would be conducted in Online mode, though you may be required to report to the Training Centre as and when required by the Company.

2. Training Program Structure, Curriculum

- a) The program is an employment readiness program consisting of classroom sessions, practice labs, online learning, assignments, projects, assessments and incidental training components.
- b) The program is an intensive one and would require you to adhere to training schedules on a regular basis. You are expected to adhere to training timings of HCL TSS.
- c) The curriculum of the program shall include, but is not limited to, content and activities designed to develop technical, professional and communication skills relevant for entry level roles
- d) These skills shall be delivered through various methods including classroom sessions, field work, practice labs, e-learning, assignments, projects and assessments.

3. Program Completion Criteria

To successfully complete the program, the following criteria must be met:

- a) Maintain full attendance for all training components during the entire duration of the program; exceptions to this requirement will be made solely at the discretion of the Company and only in cases of illness and/or emergencies.
- b) Complete and submit all coursework, assignments and projects on time with strict adherence to quality standards as defined by HCL TSS.
- c) Must strictly adhere to the Code of Business Ethics and Professional Conduct as prescribed by the company.
- d) Attain a passing grade in all exams & assessments as per the criteria defined by the Company during the Classroom Training and Professional Practice Term.
- e) Detailed success criteria of each element of the program will be shared with the candidate at the induction session on joining the program. Passing criterion is defined by the Company and is subject to change from time to time at the sole discretion of the Company.
- f) On successful completion of the Training Program, an internal Certification of Program Completion will be provided to the Candidate.

In case a candidate is unable to complete the program successfully due to non-compliance to any of the above mentioned program completion criteria **(points a to f)** above he/she is liable to be released from the program and may be considered for a refund of fees paid as per the standard Refund guidelines of the Company.

4. Training Program Fees, Payment schedule and Payment process

The following payment modes are enabled for the candidates

Payment schedule	Amount
Payment Option 1: Self Payment	
Initial payment (within 3 days of receipt of Offer Letter	INR 35,400/-
Before Training Start	INR 1,41,600/-
Total <i>*(inclusive of taxes)</i>	INR 1,77,000
Payment Option 2: Bank Loan (Option 1)	
Initial payment (within 3 days of receipt of Offer Letter	INR 35,400/-
Sanction letter and loan disbursement by Bank (within day 45 of CRT)	INR 1,41,600/-
Total <i>*(inclusive of taxes)</i>	INR 1,77,000

Please note that candidate has to confirm the payment mode at the time of offer acceptance and adhere to the same

Once the bank approves the loan of the candidate, the sanction letter is to be submitted.

In case the bank does not approve the loan or the candidate is not able to pay the complete fee for any other reasons by day 45 of the CRT, the admission would be withdrawn without any prior notice and any fee paid by the student would be refunded

Admission is offered on a first come first served basis. **You are therefore requested to make the payment of Initial Fee within 3 days of receiving the offer of admission.**

The fee can be paid through Demand Draft Payable in the name of **“HCL TRAINING AND STAFFING SERVICES PRIVATE LIMITED”** payable at Madurai or NEFT Transfer to Axis Bank branch as per the detailed given below

- a) **NEFT Transfer:** to the credit of **HCL TRAINING AND STAFFING SERVICES PRIVATE LIMITED**
Account no. – 915020029984575
Bank Name – AXIS BANK LTD
IFSC Code – UTIB0001788
Bank branch: Sector 44, Noida, Dist Gautam Buddha Nagar, Uttar Pradesh, Pin 201301
Mention in remarks - Provisional Offer Letter Reference ID
- b) **Demand Draft:** in favour of **HCL TRAINING AND STAFFING SERVICES PRIVATE LIMITED**, payable at Madurai.

You are requested to email the scanned copy of your NEFT Transaction ID at engofferletter@hcl.com and call the HCL TSS **recruitment counsellor @ 9787422835** to inform us about the payment details or any other additional information that you or your parents may require about HCL.

You can also reach us at **@ 9787422835**.

5. Documentation Validation and Admission Confirmation

You have been found eligible for enrolling under this program, based on the information provided by you, your scores in our admission test and personal discussions with you as part of our admission process.

The offer is provisional and subject to verification of your academic & professional documents and authentication of the accuracy and correctness of information provided by you in your application form.

In case of delay in your university result due to COVID-19 you shall be granted provisional admission and your training would begin. Such admission shall be subject to your university result meeting the minimum eligibility criteria. In case upon declaration of result, you do not meet the eligibility criteria your admission would stand revoked and any fee paid by you shall be refunded by HCL.

Further, you shall submit the graduation final year / semester exam marksheet, within 15 days of declaration of result. In case the same are not submitted within 45 days from start of classroom training, for purpose of Company records and to the bank, in case bank loan is availed, your admission would stand revoked without any prior notice.

Please ensure that you submit the following documents (scanned copies of Original for verification purposes, as well as self-attested photocopies for submission)

- ✓ Signed Copy of the Offer Letter, Acceptance Letter and the Declaration Form (all pages)
- ✓ Proof of payment of **INR 35,400** paid for seat confirmation
- ✓ Bank Loan Sanction letter / NEFT advice / Original DD for balance program fee **INR 1,41,600**
- ✓ Class X Mark Sheet & Passing Certificate (1 Scanned copy)
- ✓ Class XII Mark Sheet & Passing Certificate (1 Scanned copy)
- ✓ Graduation Mark Sheet(s) & Degree/ Provisional (1 Scanned copy)
- ✓ Birth Certificate/ 10th Certificate (1 Scanned copy)
- ✓ Govt. Photo ID Proof (PAN CARD/Voter ID/Driving License/ Passport) (1 Scanned copy)
- ✓ Photocopy of Passport first and last pages (if not available- please apply and provide copy of application receipt)
- ✓ Photocopy of Pan Card (if not available- please apply and provide copy of application receipt)
- ✓ Aadhar Card (1 Scanned copy)

- ✓ Passport Size Photographs (White Background) of Self
- ✓ Latest CV with embedded passport-size photograph

6. Employment Opportunities after successful Program completion

The Company understands the requirement of enriching you with relevant experience and amass greater skill & knowledge, the benefit of which can be used in your future employment, in India or anywhere across globe.

In this regard, the Company, after successful completion of the classroom training program, will afford you with an opportunity to enrol yourself for with one of our preferred partner named HCL Technologies Ltd ("HCLT") for "*hands on Specialized Training*" program for a period of 3 months, which will be governed by HCLT's terms and conditions. HCLT is a leading IT company which provides various services such as software-led IT Solutions, Remote infrastructure management, Research and development, and Business Process outsourcing (BPO) services worldwide

The said "*hands on Specialized Training*" will be imparted by HCLT on "No Charge" basis, wherein you will not be charged any fees/consideration. HCLT at its own expenditure and cost will make all the arrangements for the said training and will reimburse an amount of INR **3,750** per month during the training towards your out of pocket expenses. The training will aim at your holistic development and multi-dimensional professional growth with the objective of enhancing your career prospects with complete focus on development of overall personality, productivity and competence.

On successful completion of the said "*hands on Specialized Training*", you will be afforded an opportunity to join HCLT or any of its group companies as Software Engineer, with a starting CTC of INR **2.75** lacs per annum, including salary and all benefits.

7. Medical and Life Insurance Coverage

The selected Candidates would be automatically covered under a Hospitalization Insurance, Term Life Insurance and Personal Accident Insurance Policies which will be valid for the duration of their program. Benefits are provided as per the prescribed guidelines of the Company.

8. Cancellation and Withdrawal of Admission, Voluntary withdrawal by Candidates

a. The Company reserves the right to cancel and/or withdraw the admission offer to a candidate at any stage during the Program under any one or more of the following conditions:

- If the candidate is found to have misrepresented information pertaining to the admission criteria such as marks, qualifications, degrees, work experience, certifications including, but not limited to, documents provided and the application form.
- If the candidate fails to pay the Program fees as per the timelines defined in point 4 above.

- If the candidate is found to have committed an act of indiscipline, misbehaviour and non-compliance with the rules of the Company.
- If the candidate fails, at any stage to fulfil the success criteria for the program as detailed in point 3 above.

b. The candidate may withdraw from the program voluntarily at any time during the course of the program by providing a written request to the Company.

c. In all cases, whether the cancellation is initiated by the Company for reasons stated above or by the candidate voluntarily, the Company clarifies that the standard refund guidelines shall be applicable

9. Relationship

It is hereby stated and made clear that during the entire period of training, the relationship between parties shall be that of teacher and student and in no case would the candidate deem to be an employee of HCL TSS and no relationship of employer-employee can be deemed to exist anytime during the training period.

10. Declaration Form

It is hereby stated and made clear that the recitals contained in the Declaration form, signed voluntarily by you is an integral part of this present offer to you.

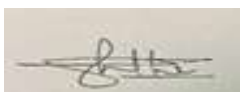
11. Alteration, Modification of program and Force Majeure events

Week one of the program consists of Registration, Documentation & Induction post which the 6 months of Training starts.

The Company retains the right to alter the content and duration of the program as required by its faculty or clients and also any such changes caused by circumstances which are unforeseen and beyond its control. The Company commits to ensure that the content and quality of the program is not compromised or diluted by such changes. Additionally, the program duration may change for candidates under circumstances of personal exigencies which are unforeseen and beyond the company's control. The obligation for adherence to the 6 -month duration of training program may cease to exist under such circumstances.

You are requested to confirm acceptance of this offer by completing the enclosed 'Acceptance Note' format and emailing it to us at engofferletter@hcl.com within 3 working days of the receipt of this communication. Please remember to quote the reference number mentioned above in all your correspondence with us.

Welcome to HCL TSS!



Srimathi Shivashankar
Program Director

HCL TRAINING & STAFFING SERVICES PVT. LTD.

Corporate Identity Number: U74140DL2015PTC281555

Registered Office: 806, Siddharth, 96, Nehru Place, New Delhi-110019, India.

T +91 11 26444812, 26282779

www.hcltechbee.com, www.hclfirstcareers.com**ACCEPTANCE NOTE**

I, hereby accept the offer of admission to the Training Program, as detailed in the Admission Offer Letter dated offered by HCL Training & Staffing Services Private Limited with

Reference Number - _____

Signature _____

Name of the Candidate _____

Name of the parent(s) _____

Permanent Address _____

Email ID: _____

Land Phone: _____

Mobile: _____

Payment Details

<u>Sno.</u>	<u>Demand Draft / NEFT Transfer</u>	<u>Bank Name/ Location</u>	<u>Receipt/ Transaction Number</u>	<u>Date</u>	<u>Amount</u>
				Total	

DECLARATION

I, _____, do hereby, on my own volition, state that I have understood the contents hereof and further declare that I meet the criteria prescribed, for being a part of the HCL TSS Training program, offered by HCL Training & Staffing Services Pvt. Ltd. (hereinafter referred as "Company"), declare and affirm as under:

1. That I have gone through the Offer of Admission along with the terms and conditions, governing this Program, and have understood the contents thereof. I undertake to comply with all the terms and conditions, diligently, shared by the Company from time to time.
2. I understand that I have been offered admission on the basis that the particulars furnished by me in my application, resume or any other document, relating to my qualification/ marks obtained, are factually correct. If, at any time, before or after the start/commencement of the Program, it transpires/ comes to the notice or brought to the knowledge of Company that I/undersigned have made a false/incorrect statement or have not disclosed a material fact or have suppressed some facts, sought from undersigned, which persuaded the authority to admit me for the program, my admission shall be rendered illegal and will be liable to be cancelled forthwith, without seeking any explanation or clarification. I also understand that in such an event, the full fee deposited by me will be forfeited and may not be refunded and I will not be considered for any certifications provided by the Company.
3. I understand that my personal data may be shared by the Company with financing agencies in case I opt to apply for the financial assistance.
4. I have passed my graduation as an Engineer (i.e. B.E/B. Tech) or post-graduation in MCA, MS, MSc (IT or C.S.E) with greater than or equal to 65% marks and I have secured greater than or equal to 65% marks throughout my academic career.
5. I understand that in case there is a delay in my university result due to COVID-19, and the training begins before the final result is declared, my admission shall be subject to my final scores meeting the minimum eligibility criteria. In case I fail to do the same, I understand that my admission stands revoked.
6. I undertake that I will submit the graduation final year / semester exam marksheet, within 15 days of declaration of results and in case of failure to submit the same within 45 days from start of Classroom training, for purpose of Company records and to the bank in case bank loan is availed, the admission will stand revoked without any prior notice.
7. I understand that it is a **6-month** long program. The classroom training of this program will be conducted at the nearest HCL office or in Virtual mode. Owing to the current circumstances training may be imparted through online mode or physical mode as per the conditions.
8. I understand that I have to arrange the IT Assets required and use the same for the Training Program. In such case, a laptop /desktop with 8 GB RAM, HDD (Hard disk Drive) of 320 or 500 GB, i5 or i7 Processor loaded with Company prescribed Software and Anti-virus requirements, a webcam and data card/Internet connection with 4 MBPS speed are essential prerequisites for undertaking the program.

9. I understand and agree that decision on allocation of specialization tracks will be the sole prerogative of the Company.
10. I am expected to clear the final examination and to meet all the set performance evaluation criteria, as may be prescribed by the Company from time to time, before I could be declared successful candidate from the HCL TSS Training Program. I hereby agree and understand that if I don't clear either the final examination or the evaluation criteria, I will be declared unsuccessful in the Program. I further understand that the fee deposited by me may stand forfeited automatically and I will not be considered for any certifications to be provided by the Company.
11. I understand and agree that in case I decide to leave the program in the midst of the academic session of the HCL TSS Training Program, the fee deposited by me may be forfeited and I will not be considered for any certifications provided by the Company.
12. I understand and agree that my admission to the program shall come to an end automatically and with immediate effect, without any prior notice in case I am found to have indulged in activities including but not limited to dishonesty, disobedience, insubordination, revealing confidential material to any other party, misconduct or any form of indiscipline or non-adherence. I am aware that in case my admission gets annulled due to said reasons, the full fee deposited will be forfeited and would not be refunded and I will not be considered for any certification from HCL.
13. I understand that my admission to the Program can be cancelled/terminated in case of short attendance, on account of having played truant, and on disciplinary issues
14. I understand that in case I voluntary exit the program I shall not be liable for any refund of the fee paid or certification. An exceptional case would be when such voluntary exit is on medical grounds wherein the fee deposited by me would be refunded but i will not be considered for any certifications provided by the Company. I understand that my exit on medical ground will be considered when the said medical condition is such that it is impossible for me to continue with the training and I am able to produce sufficient medical documents to satisfy HCL of the same.
15. I undertake that in case of my voluntary exit due to any reason except on medical ground as stated above, I and my parent / legal guardian would be solely responsible for closure of the loan account along with the interest accrued with the Financial institution/Bank who had granted the amount for the purpose of the Training. I further undertake that HCL would have no role or liability in the same.
16. I understand that any of the terms and conditions stated above might change depending on the business requirements.

HCL TRAINING & STAFFING SERVICES PVT. LTD.

Corporate Identity Number: U74140DL2015PTC281555

Registered Office: 806, Siddharth, 96, Nehru Place, New Delhi-110019, India.

T +91 11 26444812, 26282779

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I make the aforesaid declarations solemnly and sincerely believing the same are true and correct to the best of my knowledge and belief.

Name _____ Signature _____ Date _____

Permanent Address _____

Email ID: _____

Phone No.: (Landline) _____ (Mobile) _____

HCL TRAINING & STAFFING SERVICES PVT. LTD.

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T +91 11 26444512, 26282779

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LETTER OF INTENT – HCL TSS TRAINING PROGRAM

Date: October 22,2021

ADMISSION TO HCL TSS Training Program

REFERENCE ID – HCL/TSS-M/1021/017

Dear Nagashalini R,

Address: 75/1C ppv Nandhavanam Street, Virudhunagar, TAMILNADU, 626001

HCL Training & Staffing Services Pvt Ltd, (hereinafter referred to as "Company") is pleased to offer you an admission into the **6 months Training Program** commencing on **October 25,2021** at the nearest HCL office or in Virtual mode.

The **6 months** training program comprises Classroom Training that involves job-readiness skills training. Owing to the current circumstances, training may be imparted through online mode or physical mode as per the conditions or Government guidelines.

Enrolment to the Training Program is subject to the terms and condition as laid down below:

- a) The program fee of **INR 1,77,000 /*- (Program fee Rs. 1,50,000/- + Rs. 27,000/- tax)** is required to be deposited as per one of the below payment modes

Payment schedule	Amount
Payment Option 1: Self Payment	
Initial payment (within 3 days of receipt of Offer Letter)	INR 35,400/-
Before Training Start	INR 1,41,600/-
Total *(inclusive of taxes)	INR 1,77,000
Payment Option 2: Bank Loan (Option 1)	
Initial payment (within 3 days of receipt of Offer Letter)	INR 35,400/-
Sanction letter and loan disbursement by Bank (within day 45 of CRT)	INR 1,41,600/-
Total *(inclusive of taxes)	INR 1,77,000

- Once the bank approves the loan of the candidate, the sanction letter is to be submitted.
- In case the bank does not approve the loan or the candidate is not able to pay the complete fee for any other reasons by day 45 of the CRT, the admission would be withdrawn without any prior notice and any fee paid by the student would be refunded.
- Payments to be deposited into the bank account details mentioned in Annexure

1

R. Naga Shalini
HCL

HCL TRAINING & STAFFING SERVICES PVT. LTD.

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- b) Please note that this admission offer is provisional and subject to payment of full Training Program fee, verification of your academic and professional documents and authentication of the accuracy and correctness of information provided by you in your application form. This letter supersedes all past communications on this subject.
- c) In case of delay in your university result due to COVID-19 you shall be granted provisional admission and your training would begin. Such admission shall be subject to your university result meeting the minimum eligibility criteria. In case upon declaration of result, you do not meet the eligibility criteria your admission would stand revoked and any fee paid by you shall be refunded by HCL.
- d) Further, you shall submit the graduation final year / semester exam marksheet, within 15 days of declaration of result. In case the same are not submitted within 45 days from start of classroom training, for purpose of Company records and to the bank in case bank loan is availed, your admission would stand revoked without any prior notice.

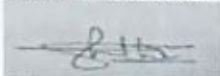
You are requested to confirm acceptance of this offer by completing the enclosed 'Acceptance Note' and emailing it to us at engofferletter@hcl.com within **3 working days** of the receipt of this letter/communication.

For Further Clarifications kindly visit : www.hclfirstcareers.com

The detailed terms and condition of admission to this Training Program is outlined in **Annexure 1.**

Welcome to HCL TSS!

With Best Wishes



Srimathi Shivashankar
Program Director

R. Naga Shalin
HCL

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Annexure I

The details of this Admission Offer are as given below:

1. Program Name, Location and Batch

- a) You are offered admission to the 6 months Training Program Training Program.
- b) The program is being offered at the nearest HCL office or in Virtual mode. Owing to the current circumstances the programme would be conducted in Online mode, though you may be required to report to the Training Centre as and when required by the Company.

2. Training Program Structure, Curriculum

- a) The program is an employment readiness program consisting of classroom sessions, practice labs, online learning, assignments, projects, assessments and incidental training components.
- b) The program is an intensive one and would require you to adhere to training schedules on a regular basis. You are expected to adhere to training timings of HCL TSS.
- c) The curriculum of the program shall include, but is not limited to, content and activities designed to develop technical, professional and communication skills relevant for entry level roles
- d) These skills shall be delivered through various methods including classroom sessions, field work, practice labs, e-learning, assignments, projects and assessments.

3. Program Completion Criteria

To successfully complete the program, the following criteria must be met:

- a) Maintain full attendance for all training components during the entire duration of the program; exceptions to this requirement will be made solely at the discretion of the Company and only in cases of illness and/or emergencies.
- b) Complete and submit all coursework, assignments and projects on time with strict adherence to quality standards as defined by HCL TSS.
- c) Must strictly adhere to the Code of Business Ethics and Professional Conduct as prescribed by the company.
- d) Attain a passing grade in all exams & assessments as per the criteria defined by the Company during the Classroom Training and Professional Practice Term.
- e) Detailed success criteria of each element of the program will be shared with the candidate at the induction session on joining the program. Passing criterion is defined by the Company and is subject to change from time to time at the sole discretion of the Company.
- f) On successful completion of the Training Program, an internal Certification of Program Completion will be provided to the Candidate.

R. Naga Shalini
HCL

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In case a candidate is unable to complete the program successfully due to non-compliance to any of the above mentioned program completion criteria **(points a to f)** above he/she is liable to be released from the program and may be considered for a refund of fees paid as per the standard Refund guidelines of the Company.

4. Training Program Fees, Payment schedule and Payment process

The following payment modes are enabled for the candidates

Payment schedule	Amount
Payment Option 1: Self Payment	
Initial payment (within 3 days of receipt of Offer Letter Before Training Start	INR 35,400/-
Total *(inclusive of taxes)	INR 1,41,600/-
Payment Option 2: Bank Loan (Option 1)	
Initial payment (within 3 days of receipt of Offer Letter	INR 35,400/-
Sanction letter and loan disbursement by Bank (within day 45 of CRT)	INR 1,41,600/-
Total *(inclusive of taxes)	INR 1,77,000

Please note that candidate has to confirm the payment mode at the time of offer acceptance and adhere to the same

Once the bank approves the loan of the candidate, the sanction letter is to be submitted.

In case the bank does not approve the loan or the candidate is not able to pay the complete fee for any other reasons by day 45 of the CRT, the admission would be withdrawn without any prior notice and any fee paid by the student would be refunded

Admission is offered on a first come first served basis. **You are therefore requested to make the payment of Initial Fee within 3 days of receiving the offer of admission.**

The fee can be paid through Demand Draft Payable in the name of **"HCL TRAINING AND STAFFING SERVICES PRIVATE LIMITED"** payable at Madurai or NEFT Transfer to Axis Bank branch as per the detailed given below

a) **NEFT Transfer:** to the credit of **HCL TRAINING AND STAFFING SERVICES PRIVATE LIMITED**

Account no. – 915020029984575

Bank Name – AXIS BANK LTD

IFSC Code – UTIB0001788

Bank branch: Sector 44, Noida, Dist Gautam Buddha Nagar, Uttar Pradesh, Pin 201301

Mention in remarks - Provisional Offer Letter Reference ID

b) **Demand Draft:** in favour of **HCL TRAINING AND STAFFING SERVICES PRIVATE LIMITED**, payable at Madurai.

R. Naga Shalini
HCL

HCL TRAINING & STAFFING SERVICES PVT. LTD.

Corporate Identity Number: U74140DL2015PTC281555

Registered Office: B06, Siddharth, 96, Nehru Place, New Delhi-110019, India.

T +91 11 26444812, 26282779

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You are requested to email the scanned copy of your NEFT Transaction ID at **engofferletter@hcl.com** and call the HCL TSS **recruitment counsellor @ 9787422835** to inform us about the payment details or any other additional information that you or your parents may require about HCL.

You can also reach us at @ **9787422835**.

5. Documentation Validation and Admission Confirmation

You have been found eligible for enrolling under this program, based on the information provided by you, your scores in our admission test and personal discussions with you as part of our admission process.

The offer is provisional and subject to verification of your academic & professional documents and authentication of the accuracy and correctness of information provided by you in your application form.

In case of delay in your university result due to COVID-19 you shall be granted provisional admission and your training would begin. Such admission shall be subject to your university result meeting the minimum eligibility criteria. In case upon declaration of result, you do not meet the eligibility criteria your admission would stand revoked and any fee paid by you shall be refunded by HCL.

Further, you shall submit the graduation final year / semester exam marksheet, within 15 days of declaration of result. In case the same are not submitted within 45 days from start of classroom training, for purpose of Company records and to the bank, in case bank loan is availed, your admission would stand revoked without any prior notice.

Please ensure that you submit the following documents (scanned copies of Original for verification purposes, as well as self-attested photocopies for submission)

- ✓ Signed Copy of the Offer Letter, Acceptance Letter and the Declaration Form (all pages)
- ✓ Proof of payment of **INR 35,400** paid for seat confirmation
- ✓ Bank Loan Sanction letter / NEFT advice / Original DD for balance program fee **INR 1,41,600**
- ✓ Class X Mark Sheet & Passing Certificate (1 Scanned copy)
- ✓ Class XII Mark Sheet & Passing Certificate (1 Scanned copy)
- ✓ Graduation Mark Sheet(s) & Degree/ Provisional (1 Scanned copy)
- ✓ Birth Certificate/ 10th Certificate (1 Scanned copy)
- ✓ Govt. Photo ID Proof (PAN CARD/Voter ID/Driving License/ Passport) (1 Scanned copy)
- ✓ Photocopy of Passport first and last pages (if not available- please apply and provide copy of application receipt)
- ✓ Photocopy of Pan Card (if not available- please apply and provide copy of application receipt)
- ✓ Aadhar Card (1 Scanned copy)

R. Naga Shalini
HCL

- ✓ Passport Size Photographs (White Background) of Self
- ✓ Latest CV with embedded passport-size photograph

6. Employment Opportunities after successful Program completion

The Company understands the requirement of enriching you with relevant experience and amass greater skill & knowledge, the benefit of which can be used in your future employment, in India or anywhere across globe.

In this regard, the Company, after successful completion of the classroom training program, will afford you with an opportunity to enrol yourself for with one of our preferred partner named HCL Technologies Ltd ("HCLT") for "*hands on Specialized Training*" program for a period of 4 months, which will be governed by HCLT's terms and conditions. HCLT is a leading IT company which provides various services such as software-led IT Solutions, Remote infrastructure management, Research and development, and Business Process outsourcing (BPO) services worldwide

The said "*hands on Specialized Training*" will be imparted by HCLT on "No Charge" basis, wherein you will not be charged any fees/consideration. HCLT at its own expenditure and cost will make all the arrangements for the said training and will reimburse an amount of INR 3,750 per month during the training towards your out of pocket expenses. The training will aim at your holistic development and multi-dimensional professional growth with the objective of enhancing your career prospects with complete focus on development of overall personality, productivity and competence.

On successful completion of the said "*hands on Specialized Training*", you will be afforded an opportunity to join HCLT or any of its group companies as Analyst, with a starting CTC of INR 2.75 lacs per annum, including salary and all benefits.

7. Medical and Life Insurance Coverage

The selected Candidates would be automatically covered under a Hospitalization Insurance, Term Life Insurance and Personal Accident Insurance Policies which will be valid for the duration of their program. Benefits are provided as per the prescribed guidelines of the Company.

8. Cancellation and Withdrawal of Admission, Voluntary withdrawal by Candidates

a. The Company reserves the right to cancel and/or withdraw the admission offer to a candidate at any stage during the Program under any one or more of the following conditions:

- If the candidate is found to have misrepresented information pertaining to the admission criteria such as marks, qualifications, degrees, work experience, certifications including, but not limited to, documents provided and the application form.
- If the candidate fails to pay the Program fees as per the timelines defined in point 4 above.

R. Naga Shalini
HCL

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- If the candidate is found to have committed an act of indiscipline, misbehaviour and non-compliance with the rules of the Company.
- If the candidate fails, at any stage to fulfil the success criteria for the program as detailed in point 3 above.

b. The candidate may withdraw from the program voluntarily at any time during the course of the program by providing a written request to the Company.

c. In all cases, whether the cancellation is initiated by the Company for reasons stated above or by the candidate voluntarily, the Company clarifies that the standard refund guidelines shall be applicable

9. Relationship

It is hereby stated and made clear that during the entire period of training, the relationship between parties shall be that of teacher and student and in no case would the candidate deem to be an employee of HCL TSS and no relationship of employer-employee can be deemed to exist anytime during the training period.

10. Declaration Form

It is hereby stated and made clear that the recitals contained in the Declaration form, signed voluntarily by you is an integral part of this present offer to you.

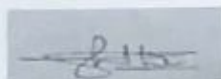
11. Alteration, Modification of program and Force Majeure events

Week one of the program consists of Registration, Documentation & Induction post which the 6 months of Training starts.

The Company retains the right to alter the content and duration of the program as required by its faculty or clients and also any such changes caused by circumstances which are unforeseen and beyond its control. The Company commits to ensure that the content and quality of the program is not compromised or diluted by such changes. Additionally, the program duration may change for candidates under circumstances of personal exigencies which are unforeseen and beyond the company's control. The obligation for adherence to the 6-month duration of training program may cease to exist under such circumstances.

You are requested to confirm acceptance of this offer by completing the enclosed 'Acceptance Note' format and emailing it to us at engofferletter@hcl.com within 3 working days of the receipt of this communication. Please remember to quote the reference number mentioned above in all your correspondence with us.

Welcome to HCL TSS!



Srimathi Shivashankar
Program Director

R. Naga Shalin
HCL

HCL TRAINING & STAFFING SERVICES PVT. LTD.

Corporate Identity Number: U74140DL2015PTC201393

Registered Office: 806, Siddharth, 96, Nehru Place, New Delhi-110019, India.

T +91 11 26444812, 26282779

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ACCEPTANCE NOTE

I, hereby accept the offer of admission to the Training Program, as detailed in the Admission Offer Letter dated offered by HCL Training & Staffing Services Private Limited with

Reference Number - HCLFC 427782

Signature R. Naga Shalini

Name of the Candidate R. Naga Shalini

Name of the parent(s) T. Rajesh

Permanent Address 75 'D' P.P.V Nandhavanam
Street, Virudhunagar

Email ID: Shalini.24.ece@gmail.com

Land Phone: _____

Mobile: 8489850191

Payment Details					
Sno.	Demand Draft / NEFT Transfer	Bank Name/ Location	Receipt/ Transaction Number	Date	Amount
Total					

R. Naga Shalini
HCL

HCL TRAINING & STAFFING SERVICES PVT. LTD.

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DECLARATION

I, Naga Shalini R. do hereby, on my own volition, state that I have understood the contents hereof and further declare that I meet the criteria prescribed, for being a part of the HCL TSS Training program, offered by HCL Training & Staffing Services Pvt. Ltd. (hereinafter referred as "Company"), declare and affirm as under:

1. That I have gone through the Offer of Admission along with the terms and conditions, governing this Program, and have understood the contents thereof. I undertake to comply with all the terms and conditions, diligently, shared by the Company from time to time.
2. I understand that I have been offered admission on the basis that the particulars furnished by me in my application, resume or any other document, relating to my qualification/ marks obtained, are factually correct. If, at any time, before or after the start/commencement of the Program, it transpires/ comes to the notice or brought to the knowledge of Company that I/undersigned have made a false/incorrect statement or have not disclosed a material fact or have suppressed some facts, sought from undersigned, which persuaded the authority to admit me for the program, my admission shall be rendered illegal and will be liable to be cancelled forthwith, without seeking any explanation or clarification. I also understand that in such an event, the full fee deposited by me will be forfeited and may not be refunded and I will not be considered for any certifications provided by the Company.
3. I understand that my personal data may be shared by the Company with financing agencies in case I opt to apply for the financial assistance.
4. I have passed my graduation as an Engineer (i.e. B.E/B. Tech) or post-graduation in MCA, MS, MSc (IT or C.S.E) with greater than or equal to 65% marks and I have secured greater than or equal to 65% marks throughout my academic career.
5. I understand that in case there is a delay in my university result due to COVID-19, and the training begins before the final result is declared, my admission shall be subject to my final scores meeting the minimum eligibility criteria. In case I fail to do the same, I understand that my admission stands revoked.
6. I undertake that I will submit the graduation final year / semester exam marksheet, within 15 days of declaration of results and in case of failure to submit the same within 45 days from start of Classroom training, for purpose of Company records and to the bank in case bank loan is availed, the admission will stand revoked without any prior notice.
7. I understand that it is a **6-month** long program. The classroom training of this program will be conducted at the nearest HCL office or in Virtual mode. Owing to the current circumstances training may be imparted through online mode or physical mode as per the conditions.
8. I understand that I have to arrange the IT Assets required and use the same for the Training Program. In such case, a laptop /desktop with 8 GB RAM, HDD (Hard disk Drive) of 320 or 500 GB, i5 or i7 Processor loaded with Company prescribed Software and Anti-virus requirements, a webcam and data card/Internet connection with 4 MBPS speed are essential prerequisites for undertaking the program.

R Naga Shalini
HCL

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Registered Office: 80A, Siddhanti, Vc, Nehru Place, New Delhi-110019, India.

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9. I understand and agree that decision on allocation of specialization tracks will be the sole prerogative of the Company.
10. I am expected to clear the final examination and to meet all the set performance evaluation criteria, as may be prescribed by the Company from time to time, before I could be declared successful candidate from the HCL TSS Training Program. I hereby agree and understand that if I don't clear either the final examination or the evaluation criteria, I will be declared unsuccessful in the Program. I further understand that the fee deposited by me may stand forfeited automatically and I will not be considered for any certifications to be provided by the Company.
11. I understand and agree that in case I decide to leave the program in the midst of the academic session of the HCL TSS Training Program, the fee deposited by me may be forfeited and I will not be considered for any certifications provided by the Company.
12. I understand and agree that my admission to the program shall come to an end automatically and with immediate effect, without any prior notice in case I am found to have indulged in activities including but not limited to dishonesty, disobedience, insubordination, revealing confidential material to any other party, misconduct or any form of indiscipline or non-adherence. I am aware that in case my admission gets annulled due to said reasons, the full fee deposited will be forfeited and would not be refunded and I will not be considered for any certification from HCL.
13. I understand that my admission to the Program can be cancelled/terminated in case of short attendance, on account of having played truant, and on disciplinary issues.
14. I understand that in case I voluntary exit the program I shall not be liable for any refund of the fee paid or certification. An exceptional case would be when such voluntary exit is on medical grounds wherein the fee deposited by me would be refunded but i will not be considered for any certifications provided by the Company. I understand that my exit on medical ground will be considered when the said medical condition is such that it is impossible for me to continue with the training and I am able to produce sufficient medical documents to satisfy HCL of the same.
15. I undertake that in case of my voluntary exit due to any reason except on medical ground as stated above, I and my parent / legal guardian would be solely responsible for closure of the loan account along with the interest accrued with the Financial institution/Bank who had granted the amount for the purpose of the Training. I further undertake that HCL would have no role or liability in the same.
16. I understand that any of the terms and conditions stated above might change depending on the business requirements.

R. Naga Phalini
HCL

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I make the aforesaid declarations solemnly and sincerely believing the same are true and correct to the best of my knowledge and belief.

Name R. Naga Shalini Signature R Naga Shali Date 24.10.21

Permanent Address 75 1/2 P.P.V Nandhavanam Street.

Email ID: Shalini.24.ece@gmail.com

Phone No.: (Landline) _____ (Mobile) 8489850191

R. Naga Shali
HCL

LETTER OF INTENT – HCL TSS TRAINING PROGRAM

Date: July 14,2021

ADMISSION TO HCL TSS Training Program

REFERENCE ID – HCL/TSS-M/0721/040

Dear Sridharan,

Address: 111, P and T Nagar 1st street, Madurai, Tamil Nadu, 625017

HCL Training & Staffing Services Pvt Ltd, (hereinafter referred to as “Company”) is pleased to offer you an admission into the **6 months Training Program** commencing on **July 23,2021** at the nearest HCL office or in Virtual mode.

The **6 months** training program comprises Classroom Training that involves job-readiness skills training. Owing to the current circumstances, training may be imparted through online mode or physical mode as per the conditions.

Enrolment to the Training Program is subject to the terms and condition as laid down below:

- a) The program fee of **INR 1,77,000 /*- (Program fee Rs. 1,50,000/- + Rs. 27,000/- tax)** is required to be deposited as per one of the below payment modes

Payment schedule	Amount
Payment Option 1: Self Payment	
Initial payment (within 3 days of receipt of Offer Letter Before Training Start	INR 35,400/- INR 1,41,600/-
Total *(inclusive of taxes)	INR 1,77,000
Payment Option 2: Bank Loan (Option 1)	
Initial payment (within 3 days of receipt of Offer Letter Sanction letter and loan disbursement by Bank (within day 45 of CRT)	INR 35,400/- INR 1,41,600/-
Total *(inclusive of taxes)	INR 1,77,000

- Once the bank approves the loan of the candidate, the sanction letter is to be submitted.
- In case the bank does not approve the loan or the candidate is not able to pay the complete fee for any other reasons by day 45 of the CRT, the admission would be withdrawn without any prior notice and any fee paid by the student would be refunded.
- Payments to be deposited into the bank account details mentioned in Annexure 1

HCL

- b) Please note that this admission offer is provisional and subject to payment of full Training Program fee, verification of your academic and professional documents and authentication of the accuracy and correctness of information provided by you in your application form. This letter supersedes all past communications on this subject.
- c) In case of delay in your university result due to COVID-19 you shall be granted provisional admission and your training would begin. Such admission shall be subject to your university result meeting the minimum eligibility criteria. In case upon declaration of result, you do not meet the eligibility criteria your admission would stand revoked and any fee paid by you shall be refunded by HCL.
- d) Further, you shall submit the graduation final year / semester exam marksheet, within 15 days of declaration of result. In case the same are not submitted within 45 days from start of classroom training, for purpose of Company records and to the bank in case bank loan is availed, your admission would stand revoked without any prior notice.

You are requested to confirm acceptance of this offer by completing the enclosed 'Acceptance Note' and emailing it to us at engofferletter@hcl.com within **3 working days** of the receipt of this letter/communication.

The detailed terms and condition of admission to this Training Program is outlined in **Annexure 1**.

Welcome to HCL TSS!

With Best Wishes



Srimathi Shivashankar
Program Director

HCL

Fw: Hexaware Technologies - GET Virtual Hiring 2021 - Selection List

Placement Cell <placement@kamarajengg.edu.in>

Tue 13-Oct-20 12:27 AM

To: TDPCLERK <tdpclerk@kamarajengg.edu.in>

Cc: PRAVIN KUMAR.R <pravinkumartdp@kamarajengg.edu.in>

Sir,

Please print the mail and add to the offer letter file.

Regards

Azarudeen A

+91 94423 25078

From: Mothy raajan Usharani <MothyraajanU@hexaware.com>

Sent: Monday, October 12, 2020 10:12 PM

To: Placement Cell <placement@kamarajengg.edu.in>

Cc: Saravanan <saravanan@ictacademy.in>; Veerappaji Shivanna <VeerappajiS@hexaware.com>

Subject: Hexaware Technologies - GET Virtual Hiring 2021 - Selection List

Dear Placement Officer

Greetings from Hexaware Technologies!

Congratulations! We are delighted to inform you that below students from your institute have been selected in our GET - virtual campus recruitment process – 2021.

S.No	First Name	Last Name	Gender	Mail ID	Phone Number	U.G. Degree	U. G. Degree Stream	Current College Name
1	D. P. Daya Dhiliban		Male	dayadhiliban30@gmail.com	9786691810	B.E	CSE	KAMARAJ COLLEGE OF ENGINEERING & T

CTC Offered	3,50,000 Per annum
Designation	Graduate Engineer Trainee (GET)

Please treat this as a confirmation of the selection, subject to the candidates strictly meeting the requisite eligibility criteria mentioned during registration for Hexaware Technologies – GET Virtual Campus recruitment process.

Further details on their Letter of Intent will be shared subsequently.

Regards

Mothy Raajan Usharani

Senior Executive – Campus Recruitment

Email: mothyraajanu@hexaware.com

Phone: 044 47451000 Ext: 54796



This e-mail communication and any attachments to it are confidential and privileged to Hexaware and are strictly intended only for the personal and confidential use of the designated recipient(s) named above. If you are not the intended recipient of this message, you are hereby notified that any review, dissemination, distribution or copying of this message is strictly prohibited and may be unlawful.

Please notify the sender immediately and destroy all copies of this message along with all attachments thereto.

Letter of Intent (LOI)

26 October 2020

D. P. Daya Dhiliban
KAMARAJ COLLEGE OF ENGINEERING & TECHNOLOGY
Vellakulam

Dear D. P. Daya Dhiliban,

We are pleased to inform you that you have successfully cleared the Campus pre-selection process and have been provisionally shortlisted for employment as "Graduate Engineer Trainee" subject to the conditions below.

As the next step, you will undergo and successfully clear our industry readiness program covering a foundation course on Soft skills and technical skills and one of the Centers of Excellence training programs on Digital, Fullstack, Automation, AI , ML, Analytics, PEGA and Cloud.

You agree to join Hexaware after successful completion of the program as per specified company guidelines and not participate in any other selection process of another company.

Upon Joining Hexaware, in the training period you will be entitled to the remunerations indicated below as per the role:

1. **Graduate Engineer Trainee** - You will receive a Stipend of Rs.15000/-pm for a period of 6 months and on successful completion you will be paid a salary of Rs.3.50 Lac per annum

You are required to sign a service agreement for a period of 2 years upon joining Hexaware. You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organization.

You will, at all times, will observe secrecy and confidentiality in respect of any technical, trade or business data or any other information that might come to your knowledge or possession and which, according to the company, are necessarily confidential and form valuable property of the company and not made available to the trade. Further, you will not disclose such data or information without written consent from the company to anyone other than the company's officials who are

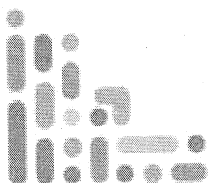
authorized to receive the same. Even after you have ceased to be in the training, the confidentiality obligations shall be perpetual and binding on you and you shall not disclose them to anyone.

As a token of your acceptance that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@hexaware.com confirming your acceptance to joining Hexaware. You shall sign the "Non- Disclosure Agreement" (NDA) and you shall abide by the terms and conditions mentioned therein.

Yours faithfully,
For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Vice President, Recruitment-India & APAC



HEXAWARE TECHNOLOGIES LTD.

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape,
Navi Mumbai, 400710, Tel. : +91 22 6791 9595, Fax : +91 22 6791 9500
(CIN) : L72900MH1992PLC069662 URL: www.hexaware.com

Fw: Hexaware Technologies - GET Virtual Hiring 2021 - Selection List

Placement Cell <placement@kamarajengg.edu.in>

Tue 13-Oct-20 09:51 AM

To: TDPCLERK <tdpclerk@kamarajengg.edu.in>

Cc: PRAVIN KUMAR.R <pravinkumartdp@kamarajengg.edu.in>

Regards

Azarudeen A

Placement Officer

Training Development and Placement Cell

KAMARAJ College of Engineering and Technology

(Autonomous Institution - Affiliated to Anna University)

K. Vellakulam, Madurai District

+91 94423 25078

From: Mothy raajan Usharani <MothyraajanU@hexaware.com>

Sent: Saturday, October 10, 2020 5:00 PM

To: Placement Cell <placement@kamarajengg.edu.in>

Cc: Saravanan <saravanan@ictacademy.in>; Veerappaji Shivanna <VeerappajiS@hexaware.com>

Subject: Hexaware Technologies - GET Virtual Hiring 2021 - Selection List

Dear Placement Officer

Greetings from Hexaware Technologies!

Congratulations! We are delighted to inform you that below students from your institute have been selected in our GET - virtual campus recruitment process – 2021.

S.No	First Name	Last Name	Gender	Mail ID	Phone Number	U.G. Degree	U. G. Degree Stream	
1	Shafreen Farhath.M		Female	shafreenfarhath18@gmail.com	8940235315	B.E	ECE	KAMARAJ COLLEGE

CTC Offered	3,50,000 Per annum
Designation	Graduate Engineer Trainee (GET)

Please treat this as a confirmation of the selection, subject to the candidates strictly meeting the requisite eligibility criteria mentioned during registration for Hexaware Technologies – GET Virtual Campus recruitment process.

Further details on their Letter of Intent will be shared subsequently.

Regards

Mothy Raajan Usharani

Senior Executive – Campus Recruitment

Email: mothyraajanu@hexaware.com

Phone: 044 47451000 Ext: 54796



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Please notify the sender immediately and destroy all copies of this message along with all attachments thereto.

Letter of Intent (LOI)

26 October 2020

Shafreen Farhath.M
KAMARAJ COLLEGE OF ENGINEERING & TECHNOLOGY
Vellakulam

Dear Shafreen Farhath.M,

We are pleased to inform you that you have successfully cleared the Campus pre-selection process and have been provisionally shortlisted for employment as "Graduate Engineer Trainee" subject to the conditions below.

As the next step, you will undergo and successfully clear our industry readiness program covering a foundation course on Soft skills and technical skills and one of the Centers of Excellence training programs on Digital, Fullstack, Automation, AI , ML, Analytics, PEGA and Cloud.

You agree to join Hexaware after successful completion of the program as per specified company guidelines and not participate in any other selection process of another company.

Upon Joining Hexaware, in the training period you will be entitled to the remunerations indicated below as per the role:

1. **Graduate Engineer Trainee** - You will receive a Stipend of Rs.15000/-pm for a period of 6 months and on successful completion you will be paid a salary of Rs.3.50 Lac per annum

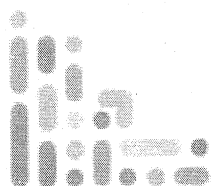
You are required to sign a service agreement for a period of 2 years upon joining Hexaware. You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organization.

You will, at all times, will observe secrecy and confidentiality in respect of any technical, trade or business data or any other information that might come to your knowledge or possession and which, according to the company, are necessarily confidential and form valuable property of the company and not made available to the trade. Further, you will not disclose such data or information without written consent from the company to anyone other than the company's officials who are

authorized to receive the same. Even after you have ceased to be in the training, the confidentiality obligations shall be perpetual and binding on you and you shall not disclose them to anyone.

HEXAWARE TECHNOLOGIES LTD.

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape,
Navi Mumbai, 400710, Tel. : +91 22 6791 9595, Fax : +91 22 6791 9500
(CIN) : L72900MH1992PLC069662 URL: www.hexaware.com

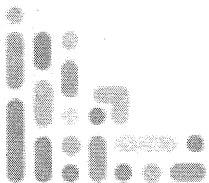


As a token of your acceptance that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@hexaware.com confirming your acceptance to joining Hexaware. You shall sign the "Non- Disclosure Agreement" (NDA) and you shall abide by the terms and conditions mentioned therein.

Yours faithfully,
For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Vice President, Recruitment-India & APAC



HEXAWARE TECHNOLOGIES LTD.

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape,
Navi Mumbai, 400710, Tel. : +91 22 6791 9595, Fax : +91 22 6791 9500
(CIN) : L72900MH1992PLC069662 URL: www.hexaware.com

Letter of Intent

20 August 21

Gautam Rangan P
Kamaraj College of Engineering and Technology, Virudhunagar
Virudhunagar

Dear Gautam Rangan P,

We are pleased to inform you that you have been provisionally short-listed for employment as "Software Engineer Trainee".

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs.3.50 Lac per annum.

You are required to sign a service agreement of 24 Months from the date of joining, in the event of service agreement breach you will be required to pay a sum of Rs. 2 Lac.

We will keep you posted with respect to the start of the training program at the Hexaware office in Siruseri, Chennai for your development as a Maverick.

You will receive a formal letter of appointment with all the terms and conditions upon joining.

As a token of your acceptance, that you have read and understood this Letter of Intent, please countersign, scan and email the document as your confirmation within a week of receiving this letter to campusconnect@hexaware.com

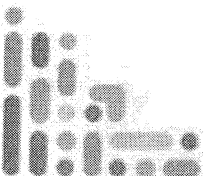
Yours faithfully,
For **HEXAWARE TECHNOLOGIES LIMITED**

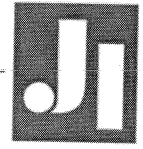


Monica Mathur
Vice President, Recruitment-India & APAC

HEXAWARE TECHNOLOGIES LTD.

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape,
Navi Mumbai, 400710, Tel. : +91 22 6791 9595, Fax : +91 22 6791 9500
(CIN) : L72900MH1992PLC069662 URL: www.hexaware.com





11-June-2021
Chennai 600 100

Ms. T.D.P.Pooja Sree,
Kamaraj College Of Engineering And Technology,
Virudhunagar.

Dear T.D.P.Pooja Sree,

We refer to the discussion had with us and have pleasure in offering you the position of **Assistant Systems Engineer** in our organization on the following terms & conditions.

1. This offer is based on your profile and performance in the selection process.
2. Date of joining will be **05-Jul-2021**. Your total compensation of **Rs.3,00,000/ (Rupees Three lakhs only)** consists of total fixed pay component & Variable pay. Actual amount of variable pay will be paid based on review conducted half yearly. Please refer details in Annexure - A
3. Kindly confirm your acceptance of this offer through mail. 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.
4. A detailed Appointment letter shall be drawn up and signed after you join our organization.
5. You will be governed by the rules and regulations as applicable to your category of employees.
6. Your employment will be governed by the service rules of the company in force from time to time. you will abide by the rules and regulation of the company, which can be altered by the management as required.
7. You shall maintain confidentiality in terms of salary offered and requested not to disclose nor seek salary details of any employee of the company. If it comes to our notice of any breach of confidentiality, the offer will be withdrawn.
8. If in any case of resigning the job you have to give a prior notice to the organization before 3 months. Details on Notice period will be provided in your appointment letter.

..2..

Regd & Admin Office : Plot No.119, Survey No. 56/2C/2, Velachery Tambaram Road, Pallikaranai, Chennai - 600 100.

Tel : 91 - 44 - 6666 9600 / 6604 9600 | Web : www.jasmin-infotech.com

GST No. : 33AAACJ7415K1ZM

PAN No. : AAACJ7415K

CIN No. : U72300TN1998PTC040985



15. At the time of your joining, photocopy of the following documents should be submitted.

Please carry the original copies for verification.

- Standard X and XII mark sheets
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Postgraduate)
- Birth Certificate/Proof of Age
- Passport [If available or proof of having applied]
- 6 photographs

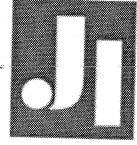
The original documents listed above will be returned to you after verification.

We welcome you to our organization and hope that your career with us will be mutually beneficial.

As an employee of Jasmin Infotech, you will demonstrate outstanding qualities and results that exceeds our clients' expectations. In addition, we are also committed to providing you with opportunities to learn, grow and stretch to the highest level of your ability and potential.

For Jasmin Infotech Pvt. Ltd.,

Sivasankara Prasad Thupalli
CEO.



ANNEXURE – A

Name : T.D.P.Pooja Sree
Designation : Assistant Systems Engineer

FIXED COMPENSATION	Per Month	Per annum
BASIC SALARY	13727	164724
HRA	6864	82362
Employer's PF Contribution	1647	19767
Gratuity	618	7413
Group Mediclaim Insurance & PA	895	10740
Fixed pay	23750	285005
Variable Pay		15000

TOTAL COMPENSATION	Per Annum
(Rupees Three lakhs only)	300005

For Jasmin Infotech Pvt. Ltd.,

Sivasankara Prasad Thupalli
Sivasankara Prasad Thupalli
CEO.

Note:

Your total compensation consists of total fixed pay component & variable pay. Actual amount of variable pay will be paid based on review conducted half yearly.

Please employee should be active on rolls of organization/should not be serving notice period during the time of payout of variable pay.

Regd & Admin Office : Plot No.119, Survey No. 56/2C/2, Velachery Tambaram Road, Pallikaranai, Chennai - 600 100.

Tel : 91 - 44 - 6666 9600 / 6604 9600 | Web : www.jasmin-infotech.com

GST No. : 33AAACJ7415K1ZM

PAN No. : AACJ7415K

CIN No. : U72300TN1998PTC040985



KANINI

Excellence Redefined

11-June-2021

Jegannath Prithivi Rajan
No. 1367, B PKN ROAD,
SIVAKASI, TAMILNADU.

OFFER LETTER

Dear Jegannath Prithivi Rajan,

Congratulations!

We are pleased to offer you a career with KANINI Software Solutions for the position of **Trainee Associate – IT Application Development**. We would like to onboard you on **26th July 2021** as your date of joining and your primary work location will be our **Chennai office**. We expect you to be flexible to work anywhere from KANINI's offices and/or client location as per business needs in the future.

We appreciate your decision to join us and believe you will find this position to be challenging and rewarding.

We would expect your confirmed acceptance of this offer in an email on or before **14-June-2021**, failing which this offer letter shall stand withdrawn.

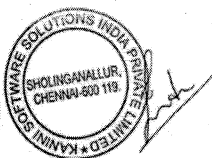
Along with this offer, we have provided below described annexures for your reference.

- Annexure I – Documents' checklist that you are expected to share on the onboarding date
- Annexure II – Terms of Service
- Annexure III – Compensation details
- Annexure IV – Locations of KANINI's office

Looking forward to your joining with our "Winning Team".

With best wishes,

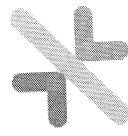
For KANINI Software Solutions,



Indu Mohan
Assistant Manager - HR

KANINI Software Solutions India Private Limited
(An ISO 9001:2015 Certified Company)

Rattha Tek Meadows, No. 51, Tower - B, 3rd Floor, OMR, Sholinganallur,
Chennai -600 119 | Phone : +91 44 40098700 | www.KANINI.com



KANINI

Excellence Redefined

Annexure III

Compensation Break up

Monthly Components	Rs.	Rs.
Basic Pay		12000
House Rent Allowance		6000
Conveyance Allowance		1800
Employer PF		1800
Other Allowance		8400
Gross Salary		30000
Total Monthly		30000
Total Annualized (1)		360000

Yearly Components		
Performance Incentive*		40000
Total (2)		40000

Gross CTC (1+2)		400000
------------------------	--	---------------

KANINI Software Solutions India Private Limited
(An ISO 9001:2015 Certified Company)

Rattha Tek Meadows, No. 51, Tower - B, 3rd Floor, OMR, Sholinganallur,
Chennai -600 119 | Phone : +91 44 40098700 | www.KANINI.com

Fw: Reg Hold to Final Level Selected List

Placement Cell <placement@kamarajengg.edu.in>

Tue 6/8/2021 10:12 AM

To: PRAVIN KUMAR.R <pravinkumartdp@kamarajengg.edu.in>

Pravin,

Jagannath got selected in Kanini. Refer trail mail. Inform him too

Regards

Azarudeen A

+91 94423 25078

From: Sit Placement <placement@sethu.ac.in>

Sent: Monday, June 7, 2021 11:26 PM

To: placement <placement@vcet.ac.in>; Placement Cell <placement@kamarajengg.edu.in>

Subject: Fwd: Reg Hold to Final Level Selected List

Thanks and Regards

Y. Arockia Jesuraj M.Tech., (Ph.D)

Dean - Placement

9944551673 / 9842970074

S.Ramesh Kumar, M.Tech(Ph.D)

Placement Officer

97912 48375 / 98428 70078

Sethu Institute of Technology

Pulloor kariapatti

Virudhunagar district Tamilnadu

----- Forwarded message -----

Date: Mon, Jun 7, 2021 at 3:49 PM

Subject: Reg Hold to Final Level Selected List

To: Sit Placement <placement@sethu.ac.in>

Hi Jesuraj / Ramesh,

Greetings!!!

Congratulations!!!

With reference to the campus drive conducted recently.

It is my great pleasure to release the final level selected list.

Candidate Name	Branch	Gender	Contact Number	Email	College
Sankarguhan	CSE	male	9952889823	sankarguhankrishnamoorthy@gmail.com	Velammal college of engineering and technology
Jegannath	CSE	male	9488775529	bugati.jegan@gmail.com	Kamaraj College Of Engineering and Technology

Note:

1. Selected candidates will get the offer letter by next week.(Pls send the Aadhar card).
2. Please send the first name (Students Name) and last name(Father Name) details.

We thank the management, Placement Team for making this campus program a successful one.

TALENT ACQUISITION

KANINI SOFTWARE SOLUTIONS

Rattha Tek Meadows

No. 51, Tower - B, 3rd Floor, OMR, Sholinganallur, Chennai
600119.



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Siknas,
D/O Zahir Hussain,
#386/253-5, V.O.C 1 Street,
Thashildhar Nagar, Melamadai,
Madurai
Tamilnadu-625020.

Subject:- Internship Offer

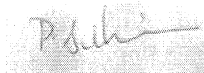
Dear Siknas,

Subsequent to the Interview you had with us, on behalf of Lucid Imaging, I am pleased to extend to you this Offer of Internship, under the guidance of **Mr.Arun babu, Team Lead- Technical**. At the end of Internship, you are eligible to be considered for permanent Employment. You will begin your internship with the Company **on 4 January, 2021**. Lucid works Monday to Friday and from 9.00 AM to 6 PM. A monthly stipend amount of **Rs. 10,000** shall be paid at the end of every month deducting loss of pay due to absence. As an Intern, you will not receive any of the employee benefits that a permanent employee receives as per the Company's Policies. Your internship is expected to end on or before **30 June ,2021**. Your internship with the Company is "at-will", which means that either you or the Company may terminate your internship at any time, with or without cause and with or without notice.

During your employment, you may have access to confidential business information belonging to the Company. By accepting this offer for Internship, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it, publishing it in your resume, publishing it in Job Portals, Social Media or for your own purposes or from disclosing it to anyone outside the Company. The Company spends a considerable amount of time and resources to train you in your field of interest, and therefore I expect that you will be committed to learning and to contribute to the company after your internship program. I trust that your period of Internship will be truly rewarding and successful. Welcome to Lucid Imaging.

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

Sincerely,

A handwritten signature in dark ink, appearing to read "P. Subh", written over a light-colored rectangular stamp.

I accept Internship with Lucid Imaging Pvt. Ltd, on the terms and conditions set out in this letter.

Siknas

Lucid Imaging Private Limited

315/A, 2nd Floor, 9th Main, 5th Block Jayanagar, Bangalore – 560 041. India

Tel: +91- 80- 22448252 / 53 Fax: +91-80-22448254

E-mail: info@lucidimaging.in Web: www.lucidimaging.in

Date: 10/02/2021

Place: Bangalore

Dear **Sriram M**,

Following your recent interview, I am pleased to invite you to join our team at Mydbops for internship training. You will be appointed as a **Trainee Engineer**. You will be paid a stipend of 10,000 INR per month. You are requested to report on 15-02-2021. Your employment will be governed by general terms and conditions of the company as outlined below. You can contact us if you have any questions or concerns and requested to submit a signed copy of the same as a mutual agreement of terms.

Training Period:

The training program will consist of classroom training and on-the-job training. The duration of the training will be a minimum of 120 working days. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the internship training.

Appointment letter will be issued to you upon successful completion of training and after completion of joining formalities. Post training you will be eligible for an annual salary (CTC) of 3,20,000 INR. Salary Structure post training is in **Annexure - A**

My hearty congratulations for keep evolving and helping our organization to scale better. I wish and guarantee a challenging, rewarding and enjoyable career.

Thanks,

Pavithra M

Pavithra M
Senior People Manager
Mydbops IT Solutions,
Bangalore, India

Annexure - A

Salary Structure

Name : Sriram M

Sl #	Components	Annualized Payouts	Remarks/Explanation
	Fixed Pay Base	(INR)	
A	Basic Salary	108000	40% Fixed Pay Base
	House Rent Allowance	54000	50% Basic Salary
	Conveyance Allowance	19200	
	Mobile Allowance	6000	
	Shift Allowance	82800	
	Fixed Pay Base	270000	
	Eligible Bonus		
B	Mydbops Bonus	30000	
	Total Eligible Bonus	30000	
	Reimbursement (At Max Limit)		
C	GYM Allowance	6000	GYM Max (500 Per Month)
	Education Allowance	14000	Provision Per year for Self-Development
	Sub Total Reimbursement	20000	
	Total Cost to Company	320000	TOTAL (A+B+C)

INCOME TAX WILL BE DEDUCTED AS PER PREVAILING SLAB RATE UNDER INCOME TAX ACT, 1961

April 06th, 2021

Dear Archana Thiagarajan,

SUB: Offer Letter

Congratulations! With reference to your interview, we are pleased to offer you the position as **Associate Product Developer** at our **Madurai** office.

The breakup of your compensation package is provided herewith. We would like you to join our company on **7th June 2021**, unless otherwise agreed to in writing or else the offer will be null and void. You will be issued a detailed appointment letter on your joining us.

ANNEXURE: COMPENSATION STRUCTURE

Components	Monthly	Annually
Basic	₹ 12500	₹ 150000
House Rent Allowance	₹ 6250	₹ 75000
Special Allowance	₹ 3432	₹ 41185
Total Gross Salary	₹ 22182	₹ 266185
Employer Contribution		
Provident Fund	₹ 1800	₹ 21600
Gratuity	₹ 601	₹ 7215
Total Employer Contribution	₹ 2401	₹ 28815
Annuals		
Insurance Premium		₹ 5000
Cost To Company (CTC)		₹ 300000
Employee Deduction		
Provident Fund	₹ 1800	₹ 21600
Total Employee Contribution	₹ 1800	₹ 21600
Estimated Monthly Net Salary*		₹ 20382
Medical Coverage		
Health Insurance		₹ 200000
Accidental Insurance		₹ 250000

Note 1:

* Excluding taxes (Professional Tax, Income Tax, etc.)

** Gratuity is payable to employee on completion of 5 years' service as per Payment of Gratuity Act, 1972

Note 2:

Our monthly payroll cycle is from 1st to last day of every month

Private and Confidential

Block No.A (Module 4), 5th Floor, SP Infocity, No.40, MGR Salai, Perungudi, Kandanchavadi Chennai
Chennai TN 600096 IN

CIN - U72900TN2015PTC129361

www.neeyamoworks.com

You are asked to report for duty at the following address:

Neeyamo Enterprise Solutions Pvt. Ltd.
2nd Floor, Elcot IT Park, Ring Road,
Ilandhaikulam, Madurai - 625020

Please indicate your acceptance of this offer under the terms described above by returning a signed and dated copy of this letter no later than 8th April 2021, post which the offer stands null & void.

We count on you to take NeeyamoWorks to greater heights. Wish you the very best!

Best Regards,

A handwritten signature in black ink, appearing to read "Y. Y. Narayanan", with a horizontal line drawn through the middle of the signature.

Y. Y. Narayanan

CEO - NeeyamoWorks

Annexure

Annexure 1: List of documents copies you need to produce on Day 1

1. Current Resume
2. Class X Mark Sheet & Certificate
3. Class XII Mark Sheet & Certificate
4. UG, PG, Other: Mark Sheets & Certificates
5. Professional Qualification: Certificate
6. Relieving Letter or Experience Certificate
7. Salary Slip from the Last Organization
8. 4 Passport Size Photographs on white background
9. Form 16/ Salary Certificate from the Last Organization (if applicable)
10. Passport Photocopy
11. PAN Card Photocopy
12. Address Proof (Voters ID/ Driving License/ Aadhar Card, etc.)
13. Signed Copy of the Offer Letter
14. Recent VISA (for NRI employee only)

Private and Confidential

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Chennai TN 600096 IN

CIN - U72900TN2015PTC129361

www.neeyamoworks.com

July 07, 2021

Dear Shangavi P,

SUB. : Offer Letter

Congratulations! With reference to your interview, we are pleased to offer you the position as Implementation Consultant at our Madurai office.

Breakup of your compensation package is provided herewith. As discussed we would like you to join our company on July 12, 2021 at 10:30 AM unless otherwise agreed to in writing or else the offer will be null and void.

	Per Month	Per Annum
General components		
Basic	Rs. 6592	Rs. 79110
House Rent Allowance	Rs. 3296	Rs. 39555
Special Allowance	Rs. 2688	Rs. 32261
Total Gross Salary	Rs. 12576	Rs. 150926
Employer Contribution		
Provident Fund	Rs. 1114	Rs. 13364
Gratuity ****	Rs. 317	Rs. 3805
ESI	Rs. 409	Rs. 4905
Total Employer Contribution	Rs. 1840	Rs. 22074
Bonus		Rs. 7000
Annual Cost to Company (CTC)		Rs. 180000
Total CTC		Rs. 180000
Employee Deductions		
Provident Fund	Rs. 1114	Rs. 13365
ESI	Rs. 94	Rs. 1132
Total Net Salary **		Rs. 11369

Note 1:
** Excluding taxes (Professional Tax, Income Tax, etc.)
*** Gratuity is payable to employee on completion of 5 years service as per Payment of Gratuity Act, 1972

Note 2:
Our monthly payroll cycle is from 1st to last day of every month

You are asked to report for duty at the following address: **Neeyamo Enterprise Solutions Pvt Ltd, 2nd Floor, Elcot IT/ITES SEZ, Madurai Ring Road, Near Pondy Koll, Madurai Taluk, Ilandhikulam Village, Madurai- 625020**

We count on you to take Neeyamo to greater heights. Wish you the very best!

Warm Regards
For **Neeyamo Enterprise Solutions Pvt. Ltd.**



Rupinder Kaur
Director, Human Capital Management | Neeyamo Enterprise Solutions

Annexure

Annexure 1: List of document copies you need to produce on Day 1

1. Current Resume
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3. Class XII Mark Sheet & Certificate
4. UG, PG, Other : Mark Sheets & Certificates
5. Professional Qualification: Certificate
6. Relieving Letter or Experience Certificate
7. Salary Slip from the Last Organization
8. 4 Passport Size Photographs on white background
9. Form 16/ Salary Certificate from the Last Organization
10. Passport Photocopy
11. PAN Card Photocopy
12. Address Proof (Voters ID/ Driving Liscence/ Aadhar Card, etc.)
13. Signed Copy of the Offer Letter
14. Recent VISA (for NRI employee only)

April 06th, 2021

Dear Abishega D,

SUB: Offer Letter

Congratulations! With reference to your interview, we are pleased to offer you the position as **Associate Product Developer** at our Madurai office.

The breakup of your compensation package is provided herewith. We would like you to join our company on **7th June 2021**, unless otherwise agreed to in writing or else the offer will be null and void. You will be issued a detailed appointment letter on your joining us.

ANNEXURE: COMPENSATION STRUCTURE

Components	Monthly	Annually
Basic	₹ 12500	₹ 150000
House Rent Allowance	₹ 6250	₹ 75000
Special Allowance	₹ 3432	₹ 41185
Total Gross Salary	₹ 22182	₹ 266185
Employer Contribution		
Provident Fund	₹ 1800	₹ 21600
Gratuity	₹ 601	₹ 7215
Total Employer Contribution	₹ 2401	₹ 28815
Annals		
Insurance Premium		₹ 5000
Cost To Company (CTC)		₹ 300000
Employee Deduction		
Provident Fund	₹ 1800	₹ 21600
Total Employee Contribution	₹ 1800	₹ 21600
Estimated Monthly Net Salary*		₹ 20382
Medical Coverage		
Health Insurance		₹ 200000
Accidental Insurance		₹ 250000

Note 1:

* Excluding taxes (Professional Tax, Income Tax, etc.)

** Gratuity is payable to employee on completion of 5 years' service as per Payment of Gratuity Act, 1972

Note 2:

Our monthly payroll cycle is from 1st to last day of every month

Private and Confidential

Block No.A (Module 4), 5th Floor, SP Infocity, No.40, MGR Salai, Perungudi, Kandanchavadi Chennai

Chennai TN 600096 IN

CIN - U72900TN2015PTC129361

www.neeyamoworks.com



You are asked to report for duty at the following address:

Neeyamo Enterprise Solutions Pvt. Ltd.
2nd Floor, Elcot IT Park, Ring Road,
Ilandhaikulam, Madurai - 625020

Please indicate your acceptance of this offer under the terms described above by returning a signed and dated copy of this letter no later than 8th April 2021, post which the offer stands null & void.

We count on you to take NeeyamoWorks to greater heights. Wish you the very best!

Best Regards,

Y. Y. Narayanan

CEO - NeeyamoWorks

I accept the offer.

08/04/2021

Annexure

Annexure 1: List of documents copies you need to produce on Day 1

1. Current Resume
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4. UG, PG, Other: Mark Sheets & Certificates
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6. Relieving Letter or Experience Certificate
7. Salary Slip from the Last Organization
8. 4 Passport Size Photographs on white background
9. Form 16/ Salary Certificate from the Last Organization (if applicable)
10. Passport Photocopy
11. PAN Card Photocopy
12. Address Proof (Voters ID/ Driving License/ Aadhar Card, etc.)
13. Signed Copy of the Offer Letter
14. Recent VISA (for NRI employee only)

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Chennai TN 600096 IN

CIN - U72900TN2015PTC129361

www.neeyamoworks.com

April 06th, 2021

Dear Abishega D,

SUB: Offer Letter

Congratulations! With reference to your interview, we are pleased to offer you the position as **Associate Product Developer** at our **Madurai** office.

The breakup of your compensation package is provided herewith. We would like you to join our company on **7th June 2021**, unless otherwise agreed to in writing or else the offer will be null and void. You will be issued a detailed appointment letter on your joining us.

ANNEXURE: COMPENSATION STRUCTURE

Components	Monthly	Annually
Basic	₹ 12500	₹ 150000
House Rent Allowance	₹ 6250	₹ 75000
Special Allowance	₹ 3432	₹ 41185
Total Gross Salary	₹ 22182	₹ 266185
Employer Contribution		
Provident Fund	₹ 1800	₹ 21600
Gratuity	₹ 601	₹ 7215
Total Employer Contribution	₹ 2401	₹ 28815
Annuals		
Insurance Premium		₹ 5000
Cost To Company (CTC)		₹ 300000
Employee Deduction		
Provident Fund	₹ 1800	₹ 21600
Total Employee Contribution	₹ 1800	₹ 21600
Estimated Monthly Net Salary*		₹ 20382
Medical Coverage		
Health Insurance		₹ 200000
Accidental Insurance		₹ 250000

Note 1:

* Excluding taxes (Professional Tax, Income Tax, etc.)

** Gratuity is payable to employee on completion of 5 years' service as per Payment of Gratuity Act, 1972

Note 2:

Our monthly payroll cycle is from 1st to last day of every month

Private and Confidential

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Chennai TN 600096 IN

CIN - U72900TN2015PTC129361

www.neeyamoworks.com



You are asked to report for duty at the following address:

NeeYamo Enterprise Solutions Pvt. Ltd.
2nd Floor, Elcot IT Park, Ring Road,
Ilandhaikulam, Madurai - 625020

Please indicate your acceptance of this offer under the terms described above by returning a signed and dated copy of this letter no later than 8th April 2021, post which the offer stands null & void.

We count on you to take NeeYamoWorks to greater heights. Wish you the very best!

Best Regards,

Y. Y. Narayanan

CEO - NeeYamoWorks

Annexure

Annexure 1: List of documents copies you need to produce on Day 1

1. Current Resume
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3. Class XII Mark Sheet & Certificate
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12. Address Proof (Voters ID/ Driving License/ Aadhar Card, etc.)
13. Signed Copy of the Offer Letter
14. Recent VISA (for NRI employee only)

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Block No.A (Module 4), 5th Floor, SP Infocity, No.40, MGR Salai, Perungudi, Kandanchavadi Chennai

Chennai TN 600096 IN

CIN - U72900TN2015PTC129361

www.neeyamoworks.com



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Offer Letter

**NUIT-114/2021/Chennai
2-Apr-2021**

**Ramya S,
6/1034, Hanuman Nagar,
Allampatti,
Virudhunagar - 626001**

Dear Ramya,

It gives us immense pleasure in inviting you to join **NU Information Technologies Pvt Ltd.** as one of its valuable member. We believe that corporates grow and flourish fuelled by the enthusiasm and energy of the people who are willing to invest into its future. We therefore believe that all our employees are truly our ASSOCIATES in our road to the future. We are happy that you are one such associate joining us in our efforts to create a truly global organization.

We are pleased to inform you that you have been offered an employment in **NU Information Technologies Pvt Ltd.** As **Software Engineer - Trainee** and you would report on your joining to **Krishnamoorthi.K. S Director- India Operations** and operate out of our office at **Chennai.**

Your position would carry a CTC compensation value of **Rs. 3,00,000/Per Annum,** inclusive of TDS and government taxes if applicable.

Work location: Ticel Bio Park Limited, Phase-II, 9th floor, Module-903, No: 5, CSIR Road, Taramani, Chennai-600113.

Your formal appointment letter would be given to you on the date of your joining which would provide you details on your compensation, benefits, etc. and the general terms and conditions.

You will be on probation for a period of **Six months** and would be confirmed upon successful completion of your probation based on your performance.

Your association and employment will be governed by the various Associate related policies and guidelines of the organization.

We would have the offer open till **5-Apr-2021** and prefer you to join on or before **15-Jun-2021**

NU Information Technologies Pvt Ltd

Ticel Bio Park Limit, Phase-II, Module-903, CSIR Road Taramani, Chennai-600103 Ph: +91-44-22542000
www.nutechnologyinc.com



This Offer letter is valid, subject to background check as applicable/reference check/pre-Employment checkup.

Please return the signed duplicate copy of this letter as an acknowledgement.

Company Terms and conditions is highly mandatory as discussed at the time of Interview.

Your association with **NU Information Technologies Pvt Ltd.** will be governed by the terms of the offer, it will be also guided by the core values and beliefs of our organization. While welcoming you to **NU Information Technologies Pvt Ltd.** We are confident that you will contribute to the organization and pursue its values.

Sincerely,

For **NU Information Technologies Pvt Ltd.**

DocuSigned by:
Krishnamoorthi .K.S
CC7F6CEC2C554F8...

Krishnamoorthi.K.S

Director -India Operations

I accept the above offer and would be joining on

DocuSigned by:
S. Ramya
464518F8F8644D0...

Ramya S

NU Information Technologies Pvt Ltd

Ticel Bio Park Limit, Phase-II, Module-903, CSIR Road Taramani, Chennai-600103 Ph: +91-44-22542000
www.nutechnologyinc.com



ASSOCIATE REPRESENTATION

"Your appointment with our Company is solely based upon the representation, made by you, regarding your qualifications and / or experience, which the Company has relied upon. If it is found at any point of time that your representation regarding your qualifications and / or experience is incorrect and / or false and / or fraudulent and / or forged, the Company shall, WITHOUT PREJUDICE TO ITS ANY OTHER RIGHTS, terminate your services with immediate effect and without notice period & without incurring any liability whatsoever thereof. Notwithstanding anything contained herein, you shall indemnify and hold the Company harmless from all cost, losses, damages and liabilities that may have been caused to the Company due to such incorrect and / or false and / or fraudulent and / or forged representation. Company shall be entitled to seek specific performance or other injunctive or equitable relief as a remedy apart from claiming indemnity from you, without limitation, for hiring charges of Rs.500,000/- (Rupees Five Lakhs only). By signing this letter, you also irrevocably consent to the Company to initiate and perform all necessary background checks as may be required in and during the course of your employment, either by Company or through any third party authorized by the Company in this regard."

RIGHT TO IMMEDIATE TERMINATION ON ACCOUNT OF CONVICTION:

Company shall have the right of immediate termination of your services, if it is found, at any time, that you have been, or are convicted by a Court of Law or penal proceedings are initiated or pending against you before any Court of Law i) for offence(s) involving moral turpitude and / or ii) offence(s) of non-cognizable nature and / or iii) for an offence(s) which the Company considers that the same may be prejudicial to the interests of it and its reputation thereof.

Name: Ramya

Signature Date: 4/3/2021

NU Information Technologies Pvt Ltd

Ticel Bio Park Limit, Phase-II, Module-903, CSIR Road Taramani, Chennai-600103 Ph: +91-44-22542000

www.nutechnologyinc.com



Salary Break Up

DETAILS	MONTHLY	ANNUALLY	TAX	Additional Info
Basic	15,000	1,80,000		
Conveyance	1,600	19,200		
HRA	3,750	45,000		
Special Allowance	842	10,100		
PF	3,600	43,200		
Professional Tax	208	2,500		
TOTAL CTC	25,000	3,00,000		

NU Information Technologies Pvt Ltd

Ticel Bio Park Limit, Phase-II, Module-903, CSIR Road Taramani, Chennai-600103 Ph: +91-44-22542000
www.nutechnologyinc.com



Internship Letter

**NUIT/Chennai
2-Apr-2021**

**Ramya S,
Kamaraj College of Engineering & Technology,
Virudhunagar**

Dear **Ramya S,**

In reference to your application we would like to congratulate you on being selected for internship with **NU Information Technologies Pvt Ltd**, based at Ticel Bio Park Limited, Taramani/Remote. Your training is scheduled to start effective **19 April 2021** for a period of 60 days. All of us at **NU Information Technologies Pvt Ltd** are excited that you will be joining our team!

We are pleased to provide opportunity as **paid Voluntary Software Engineer - Trainee** and your position would carry a Stipend value of **Rs. 10,000/- per month (If Remote) or Rs.15,000/- Per Month (If In-Person)** inclusive of TDS.

As such, your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class. You must be ready to learn any technologies based on the requirements.

Terms & Conditions:

- During the training period, the candidates will ensure to have their own machines ready for training and lab purposes. They will also need to ensure, they have faster and stable internet connectivity.
- It will be 6 days' work week starting from Monday to Saturday. Work timings will be from 9am to 7pm.
- Unnecessary leaves is not be entertained and emergency leaves alone will be taken into consideration.
- All required documents as discussed during the day of placements will need to be submitted on the start week of internship.
- All people undergoing internship will not be entitled for companies benefits until you become a full time employee. Trainees will have to be flexible and be available throughout the day for training sessions.

NU Information Technologies Pvt Ltd

Ticel Bio Park Limit, Phase-II, Module-903, CSIR Road Taramani, Chennai-600103 Ph: +91-44-22542000
www.nutechnologyinc.com



- In case of Identifying poor performance during the training period, Company will be terminated you immediately and the same time your offer letter also will be invalid.

The project details and technical platform will be shared with you on or before commencement of training.

You should report for training at the following address:

NU Information Technologies Pvt Ltd, Ticel Bio Park Limited, Phase-II, 9th floor, Module-903, No: 5, CSIR Road, Taramani, Chennai-600113.

Contact Person: Senthil Kumar N - HR Manager

Again, congratulations and we look forward to working with you.

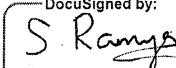
Note: If Covid-19 effects continues, The Internship/Training will be held by remote.

Yours sincerely,
for **NU Information Technologies Pvt Ltd,**

DocuSigned by:

14B00D3A0C7B4DF...
Senthil Kumar N
HR Manager

I accept the above Internship letter

DocuSigned by:

464518F8F8644D0...
Ramya S

Post your internship you will be on the rules of NU permanent employee and will be governed by the rules as stated in the job offer letter NUIT-114/2021 dated 2 Apr 2021

NU Information Technologies Pvt Ltd

Ticel Bio Park Limit, Phase-II, Module-903, CSIR Road Taramani, Chennai-600103 Ph: +91-44-22542000
www.nutechnologyinc.com



Private and Confidential

Offer Letter

**NUIT-115/2021/Chennai
2-Apr-2021**

**Sneha M
No 38, MGR Nagar,
4th Street, North Puthugramam,
Kovilpatti, Thoothukkudi – 628501.**

Dear Sneha,

It gives us immense pleasure in inviting you to join **NU Information Technologies Pvt Ltd.** as one of its valuable member. We believe that corporates grow and flourish fuelled by the enthusiasm and energy of the people who are willing to invest into its future. We therefore believe that all our employees are truly our ASSOCIATES in our road to the future. We are happy that you are one such associate joining us in our efforts to create a truly global organization.

We are pleased to inform you that you have been offered an employment in **NU Information Technologies Pvt Ltd.** As **Software Engineer - Trainee** and you would report on your joining to **Krishnamoorthi.K. S Director- India Operations** and operate out of our office at **Chennai.**

Your position would carry a CTC compensation value of **Rs. 3,00,000/Per Annum,** inclusive of TDS and government taxes if applicable.

Work location: Ticel Bio Park Limited, Phase-II, 9th floor, Module-903, No: 5, CSIR Road, Taramani, Chennai-600113.

Your formal appointment letter would be given to you on the date of your joining which would provide you details on your compensation, benefits, etc. and the general terms and conditions.

You will be on probation for a period of **Six months** and would be confirmed upon successful completion of your probation based on your performance.

Your association and employment will be governed by the various Associate related policies and guidelines of the organization.

We would have the offer open till **5-Apr-2021** and prefer you to join on or before **15-Jun-2021**

NU Information Technologies Pvt Ltd

Ticel Bio Park Limit, Phase-II, Module-903, CSIR Road Taramani, Chennai-600103 Ph: +91-44-22542000

www.nutechnologyinc.com



Salary Break Up

DETAILS	MONTHLY	ANNUALLY	TAX	Additional Info
Basic	15,000	1,80,000		
Conveyance	1,600	19,200		
HRA	3,750	45,000		
Special Allowance	842	10,100		
PF	3,600	43,200		
Professional Tax	208	2,500		
TOTAL CTC	25,000	3,00,000		

NU Information Technologies Pvt Ltd

Ticel Bio Park Limit, Phase-II, Module-903, CSIR Road Taramani, Chennai-600103 Ph: +91-44-22542000
www.nutechnologyinc.com

From: Arun K <arunk@poornam.com>
Sent: Thursday, May 6, 2021 1:41:45 PM
To: 'hr@poornam.com' <hr@poornam.com>; priyaaadharshni@gmail.com
<priyaaadharshni@gmail.com>
Subject: Poornam Info Vision Pvt Ltd :: Welcome Letter

Dear Priyadarshini ,

Good day to you.

Congratulations on your appointment and warm welcome to you as a new member of Poornam Info Vision. You were chosen to be part of our organization because we believe you can contribute to our success and share our commitment to achieving our goals. Your role is essential to fulfill our mission for the people who trust and respect us - we are committed to incredible value, quality and unparalleled client service in all aspects.

We recognize that the caliber and commitment of all our staff are the foundations in which our excellence is built, and as your employer we are committed to supporting your continuing development. Consider this as the provisional offer of appointment as Jr. Software Engineer - Trainee. The formal appointment letter with terms and conditions will be given at the time of joining.

You are requested to join on **07 May, 2021**. Please send back an acknowledgement mail confirming your joining

Thanks for your time, and welcome once again. We look forward to a long and mutually beneficial relationship !

Detailed salary annexure has been attached herewith. Also please read out the terms and conditions attached and acknowledge that you accept the same.

Benefits included in CTC:

Round the clock canteen facility.

Company is giving accommodation with cleaning facilities at a subsidized cost.

Free transportation to and from the office to the accommodation.

Eligible for Rs. 3,00,000/ worth medical insurance per year (self +two dependents) after successful completion of probation

You will be covered under our group life insurance scheme for an amount of Rs. 3,20,000/ after successful completion of probation

Eligible for leave / holiday as per Company rules.

Eligible for statutory benefits like PF / ESI / Gratuity from day one.

Please ensure to send soft copies of below documents on your joining date :-

Two self attested copy of Pan card and Aadhar card (Provident fund opening purpose)

One self attested copy of Identity proof and Address proof (Bank Account opening purpose)

10th mark sheet and Degree certificate or Consolidated mark sheet or Semester wise mark sheet (original)

Conduct certificate from the College Principal/Head of the Department specifying that the candidate is employable. The certificate should be in College Letter head with seal.

A Medical fitness certificate from a reputed hospital stating that you are fit to work in all the shifts (Morning, Afternoon and Night).

Passport size photographs - 3

=====

You don't need to come to office for joining. All process will be done online. Please arrange a laptop / desktop with good Internet connection, power back up and network speed so that the work will not get interrupted.

=====

Please install any of the OS in the following list :

Linux mint 19.0 Tara 64 bit

Linux mint 19.0 Cinnamon 64 bit

If there is any hardware or driver compatibility issues, you can install : Ubuntu 18.04 64 bit

Let us know once the installation is over. Rest of the proceedings will be done on the joining date.

Regards,

Arun Kattungal,

CAO | HR,

Poornam Info Vision Pvt. Ltd.

P.B No. 5406, CSEZ P.O

Kochi - 682 037, Kerala, India

Tel - 0484-2427971

<https://bobcares.com>

<https://poornam.com>

Dear Surendran,

ECE

Good day to you.

Congratulations on your appointment and warm welcome to you as a new member of Poornam Info Vision. You were chosen to be part of our organization because we believe you can contribute to our success and share our commitment to achieving our goals. Your role is essential to fulfill our mission for the people who trust and respect us - we are committed to incredible value, quality, and unparalleled client service in all aspects.

We recognize that the caliber and commitment of all our staff are the foundations in which our excellence is built, and as your employer we are committed to supporting your continuing development.

Consider this as the provisional offer of appointment as Jr. Software Engineer - Trainee. The formal appointment letter with terms and conditions will be given at the time of joining.

You are requested to join on 24 May 2021. Please send back an acknowledgment mail confirming your joining

Thanks for your time, and welcome once again. We look forward to a long and mutually beneficial relationship!

Detailed salary annexure has been attached herewith. Also please read out the terms and conditions attached and acknowledge that you accept the same.

Benefits included in CTC:

Round-the-clock canteen facility.

The company is giving accommodation with cleaning facilities at a subsidized cost.

Free transportation to and from the office to the accommodation.

Eligible for Rs. 3,00,000/ worth medical insurance per year (self +two dependents) after successful completion of probation

You will be covered under our group life insurance scheme for an amount of Rs. 3,20,000/ after successful completion of probation

Eligible for leave/holiday as per Company rules.

Eligible for statutory benefits like PF / ESI / Gratuity from day one.

Please ensure to send soft copies of the below documents on your joining date:-

Two self-attested copy of Pan card and Aadhar card (Provident fund opening purpose)

One self-attested copy of Identity proof and Address proof (Bank Account opening purpose)

10th mark sheet and Degree certificate or Consolidated mark sheet or Semester wise mark sheet (original)

Conduct certificate from the College Principal/Head of the Department specifying that the candidate is employable. The certificate should be on the College Letterhead with seal.

A medical fitness certificate from a reputed hospital stating that you are fit to work in all the shifts (Morning, Afternoon and Night).

Passport size photographs - 3

=====

You don't need to come to the office for joining. All processes will be done online. Please arrange a laptop/desktop with a good Internet connection, power back up, and network speed so that the work will not get interrupted.

=====

Please install any of the OS in the following list :

Linux mint 19.0 Tara 64 bit

Linux mint 19.0 Cinnamon 64 bit

If there is any hardware or driver compatibility issues, you can install: Ubuntu 18.04 64 bit

Let us know once the installation is over. The rest of the proceedings will be done on the joining date.

Regards,
Jebin H Reji,
Poornam Info Vision Pvt. Ltd.
P.B No. 5406, CSEZ P.O
Kochi - 682 037, Kerala, India
Tel - 0484-2427971
<https://bobcares.com>
<https://poornam.com>

Preferred mode of communication is email, as we are working from home and office phones are not attended regularly.

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Fw: Welcome to RadicalStart family!!!

Placement Cell <placement@kamarajengg.edu.in>

Thu 4/15/2021 4:03 PM

To: PRAVIN KUMAR.R <pravinkumartdp@kamarajengg.edu.in>

From: RadicalStart HR <hr@radicalstart.com>

Sent: Thursday, April 15, 2021 4:01 PM

To: venkateshravi.g28@gmail.com <venkateshravi.g28@gmail.com>

Cc: Selva Sundarapandian <selva@radicalstart.com>; Placement Cell <placement@kamarajengg.edu.in>

Subject: Welcome to RadicalStart family!!!

Dear Venkatesh,

Welcome to RadicalStart Family!

We are delighted that you are joining us as a **Trainee-FullStack Developer**, where your role is crucial in fulfilling the mission of shortening the development life cycle and providing continuous delivery with high quality.

As per the agreed terms, your monthly CTC will be **10,000 INR** per month and your date of joining will be from **19th April 2021 (Monday)**.

Kindly acknowledge the same.

We request you to bring the below-listed items on the joining date.

- Copy of your Address Proof (Aadhaar) and ID Proof(Voter Id/Driving License/PAN)
- 2 Passport Size Photo
- 1 copy of your educational certificate

Thanks and Regards,

Aakifah,

HR & Admin,

RadicalStart Infolab Pvt Ltd.,

Mobile: 7867007700/7867004400

Website: www.radicalstart.com,

Product Website: www.rentallscript.com,

Email: hr@radicalstart.com.

CSE

Fw: Welcome to RadicalStart Family!!!

Placement Cell <placement@kamarajengg.edu.in>

Tue 4/27/2021 3:15 PM

To: PRAVIN KUMAR.R <pravinkumartdp@kamarajengg.edu.in>

From: RadicalStart HR <hr@radicalstart.com>

Sent: Tuesday, April 27, 2021 3:01 PM

To: Ramya20001220@gmail.com <Ramya20001220@gmail.com>

Cc: Selva Sundarapandian <selva@radicalstart.com>; Placement Cell <placement@kamarajengg.edu.in>

Subject: Welcome to RadicalStart Family!!!

Dear Ramya,

Welcome to RadicalStart Family!

We are delighted that you are joining us as a **Trainee-FullStack Developer**, where your role is crucial in fulfilling the mission of shortening the development life cycle and providing continuous delivery with high quality.

As per the agreed terms, your monthly CTC will be **10,000 INR** per month and your date of joining will be from **28th April 2021 (Wednesday)**.

Kindly acknowledge the same.

We request you to bring the below-listed items on the joining date.

- Copy of your Address Proof (Aadhaar) and ID Proof(Voter Id/Driving License/PAN)
- 2 Passport Size Photo
- 1 copy of your educational certificate

Thanks and Regards,

Aakifah,

HR & Admin,

RadicalStart Infolab Pvt Ltd.,

Mobile: 7867007700/7867004400

Website: www.radicalstart.com,

Product Website: www.rentallscript.com,

Email: hr@radicalstart.com.



ISO 9001 : 2015
JAS-ANZ Accreditation No : M4430310IC

SHREE ABIRAMI

ENGINEERING WORKS

Office : Plot No. 56, Arunachalam Main Road,
Ambal Nagar, Porur, Chennai - 600 116.

Phone : 044-24825906 / 24827256 / 24827769 Telefax : 044-2482 7572

www.abiramiengg.com e-mail : saew92@gmail.com

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Authorized service representatives for     **ABB** Transformers

SAEW/HR/OFFER/G-060/2021-22

10.03.2021

To
MR.SELVAARUN P
MADURAI

Recruitment of Graduate Engineer Trainee

Dear **SELVAARUN P,**

With reference to your application dated 10.03.2021, and subsequent discussions you had with the undersigned, we are pleased to appoint you as **Engineer Trainee** on a consolidated salary of **Rs.13,000/- (Rupees Thirteen thousand only)** per month for a period of one year, the joining date will be intimated to you later through letter/mail

You should be prepared to take up any kind of related works that the management assigns you as and when necessary. You should work two years from the day of your appointment, you will have a notice period of one month & if you resign within two years then, one month salary will be deducted.

You should strictly adhere to the rules and regulations & discipline of the company. During your tenure, you wish to resign or the management decides that your services are not required any more.

However, if for any reason due to any acts of misconducts or due to any other inevitable circumstances, the management reserves the right to terminate your services forthwith without assigning any reason or notice or any compensation in lieu of.

Please sign and return the duplicate of this order as a token of acceptance.

Thanking you,

Yours faithfully,
for **SHREE ABIRAMI ENGINEERING WORKS.**

Accepted:



SHREE ABIRAMI

ENGINEERING WORKS

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Authorized service representatives for      Transformers

SAEW/HR/OFFER/G-061/2021-22

10.03.2021

To
MR. MOHAMED IRBHANA A
MADURAI

Recruitment of Graduate Engineer Trainee

Dear MOHAMED IRBHANA A,

With reference to your application dated 10.03.2021, and subsequent discussions you had with the undersigned, we are pleased to appoint you as **Engineer Trainee** on a consolidated salary of **Rs.13,000/- (Rupees Thirteen thousand only)** per month for a period of one year, the joining date will be intimated to you later through letter/mail

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Please sign and return the duplicate of this order as a token of acceptance.

Thanking you,

Yours faithfully,
for SHREE ABIRAMI ENGINEERING WORKS.

Accepted:



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Authorized service representatives for **Schneider**  **GE**  **EMCO**  **ABB** Transformers

SAEW/HR/OFFER/G-062/2021-22

10.03.2021

To
MR. PRASANNA K
MADURAI

Recruitment of Graduate Engineer Trainee

Dear **PRASANNA K**,

With reference to your application dated 10.03.2021, and subsequent discussions you had with the undersigned, we are pleased to appoint you as **Engineer Trainee** on a consolidated salary of **Rs.13,000/- (Rupees Thirteen thousand only)** per month for a period of one year, the joining date will be intimated to you later through letter/mail

You should be prepared to take up any kind of related works that the management assigns you as and when necessary. You should work two years from the day of your appointment, you will have a notice period of one month & if you resign within two years then, one month salary will be deducted.

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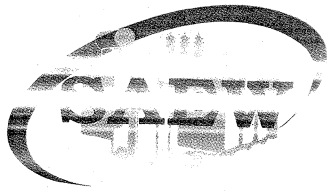
However, if for any reason due to any acts of misconducts or due to any other inevitable circumstances, the management reserves the right to terminate your services forthwith without assigning any reason or notice or any compensation in lieu of.

Please sign and return the duplicate of this order as a token of acceptance.

Thanking you,

Yours faithfully,
for **SHREE ABIRAMI ENGINEERING WORKS.**

Accepted:



ISO 9001 : 2015
JAS-ANZ Accreditation No : M4430310IC

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Impulse test upto 2400 KV

Authorized service representatives for      Transformers

SAEW/HR/OFFER/G-064/2021-22

10.03.2021

To
MR. PANDIYARAJ S
VIRUDHUNAGAR

Recruitment of Graduate Engineer Trainee

Dear PANDIYARAJ S,

With reference to your application dated 10.03.2021, and subsequent discussions you had with the undersigned, we are pleased to appoint you as **Engineer Trainee** on a consolidated salary of **Rs.13,000/- (Rupees Thirteen thousand only)** per month for a period of one year, the joining date will be intimated to you later through letter/mail

You should be prepared to take up any kind of related works that the management assigns you as and when necessary. You should work two years from the day of your appointment, you will have a notice period of one month & if you resign within two years then, one month salary will be deducted.

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Please sign and return the duplicate of this order as a token of acceptance.

Thanking you,

Yours faithfully,
for SHREE ABIRAMI ENGINEERING WORKS.

Accepted:



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JAS-ANZ Accreditation No : M44303101C

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Impulse test upto 2400 KV

Authorized service representatives for      Transformers

SAEW/HR/OFFER/G-065/2021-22

10.03.2021

To
MR. PONKISHON V
VIRUDHUNAGAR

Recruitment of Graduate Engineer Trainee

Dear **PONKISHON V,**

With reference to your application dated 10.03.2021, and subsequent discussions you had with the undersigned, we are pleased to appoint you as **Engineer Trainee** on a consolidated salary of **Rs.13,000/- (Rupees Thirteen thousand only)** per month for a period of one year, the joining date will be intimated to you later through letter/mail

You should be prepared to take up any kind of related works that the management assigns you as and when necessary. You should work two years from the day of your appointment, you will have a notice period of one month & if you resign within two years then, one month salary will be deducted.

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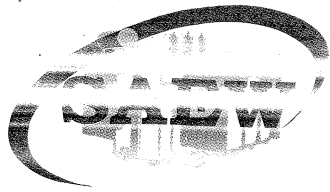
However, if for any reason due to any acts of misconducts or due to any other inevitable circumstances, the management reserves the right to terminate your services forthwith without assigning any reason or notice or any compensation in lieu of.

Please sign and return the duplicate of this order as a token of acceptance.

Thanking you,

Yours faithfully,
for **SHREE ABIRAMI ENGINEERING WORKS.**

Accepted:



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JAS-ANZ Accreditation No : M44303101C

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Impulse test upto 2400 KV

Authorized service representatives for     **ABB** Transformers

SAEW/HR/OFFER/G-066/2021-22

10.03.2021

To
MR. JEEVA G
VIRUDHUNAGAR

Recruitment of Graduate Engineer Trainee

Dear **JEEVA G**,

With reference to your application dated 10.03.2021, and subsequent discussions you had with the undersigned, we are pleased to appoint you as **Engineer Trainee** on a consolidated salary of **Rs.13,000/- (Rupees Thirteen thousand only)** per month for a period of one year, the joining date will be intimated to you later through letter/mail

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Please sign and return the duplicate of this order as a token of acceptance.

Thanking you,

Yours faithfully,
for **SHREE ABIRAMI ENGINEERING WORKS.**

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Authorized service representatives for     **ABB** Transformers

SAEW/HR/OFFER/G-067/2021-22

10.03.2021

To
MR. DHANASEKARAN VIRUMANDI
VIRUDHUNAGAR

Recruitment of Graduate Engineer Trainee

Dear **DHANASEKARAN VIRUMANDI,**

With reference to your application dated 10.03.2021, and subsequent discussions you had with the undersigned, we are pleased to appoint you as **Engineer Trainee** on a consolidated salary of **Rs.13,000/- (Rupees Thirteen thousand only)** per month for a period of one year, the joining date will be intimated to you later through letter/mail

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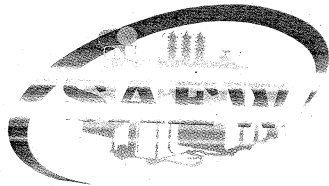
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Please sign and return the duplicate of this order as a token of acceptance.

Thanking you,

Yours faithfully,
for **SHREE ABIRAMI ENGINEERING WORKS.**

Accepted:



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Authorized service representatives for **Schneider**  **GE**  **EMCO**  **ABB** Transformers

SAEW/HR/OFFER/G-053/2021-22

10.03.2021

To
MR.VENKATESH B K
MADURAI

Recruitment of Graduate Engineer Trainee

Dear **VENKATESH B K**,

With reference to your application dated 10.03.2021, and subsequent discussions you had with the undersigned, we are pleased to appoint you as **Engineer Trainee** on a consolidated salary of **Rs.13,000/- (Rupees Thirteen thousand only)** per month for a period of one year, the joining date will be intimated to you later through letter/mail

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Please sign and return the duplicate of this order as a token of acceptance.

Thanking you,

Yours faithfully,
for **SHREE ABIRAMI ENGINEERING WORKS.**

Accepted:



ISO 9001 : 2015
JAS-ANZ Accreditation No : M4430310IC

SHREE ABIRAMI

ENGINEERING WORKS

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Impulse test upto 2400 KV

Authorized service representatives for     **ABB** Transformers

SAEW/HR/OFFER/G-054/2021-22

10.03.2021

To
MR. KARTHIKEYAN P
VIRUDHUNAGAR

Recruitment of Graduate Engineer Trainee

Dear **KARTHIKEYAN P,**

With reference to your application dated 10.03.2021, and subsequent discussions you had with the undersigned, we are pleased to appoint you as **Engineer Trainee** on a consolidated salary of **Rs.13,000/- (Rupees Thirteen thousand only)** per month for a period of one year, the joining date will be intimated to you later through letter/mail

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Please sign and return the duplicate of this order as a token of acceptance.

Thanking you,

Yours faithfully,
for **SHREE ABIRAMI ENGINEERING WORKS.**

Accepted: _____



ISO 9001 : 2015
JAS-ANZ Accreditation No : M44303101C

BBB
SHREE ABIRAMI

ENGINEERING WORKS

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Authorized service representatives for     **ABB** Transformers

SAEW/HR/OFFER/G-055/2021-22

10.03.2021

To
MR. GURU VISWA B
MADURAI

Recruitment of Graduate Engineer Trainee

Dear **GURU VISWA B,**

With reference to your application dated 10.03.2021, and subsequent discussions you had with the undersigned, we are pleased to appoint you as **Engineer Trainee** on a consolidated salary of **Rs.13,000/- (Rupees Thirteen thousand only)** per month for a period of one year, the joining date will be intimated to you later through letter/mail

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Please sign and return the duplicate of this order as a token of acceptance.

Thanking you,

Yours faithfully,
for **SHREE ABIRAMI ENGINEERING WORKS.**

Accepted:



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Authorized service representatives for     **ABB** Transformers

SAEW/HR/OFFER/G-056/2021-22

10.03.2021

To
MR. NITEESH KUMAR R
VIRUDHUNAGAR

Recruitment of Graduate Engineer Trainee

Dear **NITEESH KUMAR R,**

With reference to your application dated 10.03.2021, and subsequent discussions you had with the undersigned, we are pleased to appoint you as **Engineer Trainee** on a consolidated salary of **Rs.13,000/- (Rupees Thirteen thousand only)** per month for a period of one year, the joining date will be intimated to you later through letter/mail

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Please sign and return the duplicate of this order as a token of acceptance.

Thanking you,

Yours faithfully,
for **SHREE ABIRAMI ENGINEERING WORKS.**

Accepted:



ISO 9001 : 2015
JAS-ANZ Accreditation No : M44303101C

SHREE ABIRAMI

ENGINEERING WORKS

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Authorized service representatives for     **ABB** Transformers

SAEW/HR/OFFER/G-057/2021-22

10.03.2021

To
MR. YOGESHWARAN
VIRUDHUNAGAR

Recruitment of Graduate Engineer Trainee

Dear **YOGESHWARAN,**

With reference to your application dated 10.03.2021, and subsequent discussions you had with the undersigned, we are pleased to appoint you as **Engineer Trainee** on a consolidated salary of **Rs.13,000/- (Rupees Thirteen thousand only)** per month for a period of one year, the joining date will be intimated to you later through letter/mail

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Please sign and return the duplicate of this order as a token of acceptance.

Thanking you,

Yours faithfully,
for **SHREE ABIRAMI ENGINEERING WORKS.**

Accepted:



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Phone : 044-24825906 / 24827256 / 24827769 Telefax : 044-2482 7572
www.abiramiengg.com e-mail : saew92@gmail.com

Repairing & Overhauling of Power Transformers and Hydro Generators / Electrical Super A grade Contractors.
Manufacturers up to 400kv Power Transformers/Power Transformers on Rental/NABL accredited Transformer Oil Testing Lab/
Impulse test upto 2400 KV

Authorized service representatives for     **ABB** Transformers

SAEW/HR/OFFER/G-058/2021-22

10.03.2021

To
MR. GOWTHAM R
MADURAI

Recruitment of Graduate Engineer Trainee

Dear **GOWTHAM R,**

With reference to your application dated 10.03.2021, and subsequent discussions you had with the undersigned, we are pleased to appoint you as **Engineer Trainee** on a consolidated salary of **Rs.13,000/- (Rupees Thirteen thousand only)** per month for a period of one year, the joining date will be intimated to you later through letter/mail

You should be prepared to take up any kind of related works that the management assigns you as and when necessary. You should work two years from the day of your appointment, you will have a notice period of one month & if you resign within two years then, one month salary will be deducted.

You should strictly adhere to the rules and regulations & discipline of the company. During your tenure, you wish to resign or the management decides that your services are not required any more.

However, if for any reason due to any acts of misconducts or due to any other inevitable circumstances, the management reserves the right to terminate your services forthwith without assigning any reason or notice or any compensation in lieu of.

Please sign and return the duplicate of this order as a token of acceptance.

Thanking you,

Yours faithfully,
for **SHREE ABIRAMI ENGINEERING WORKS.**

Accepted:



SHREE ABIRAMI

ENGINEERING WORKS

Office : Plot No. 56, Arunachalam Main Road,
Ambal Nagar, Porur, Chennai - 600 116.

ISO 9001 : 2015
JAS-ANZ Accreditation No : M4430310IC

Phone : 044-24825906 / 24827256 / 24827769 Telefax : 044-2482 7572
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Manufacturers up to 400kv Power Transformers/Power Transformers on Rental/NABL accredited Transformer Oil Testing Lab/
Impulse test upto 2400 KV

Authorized service representatives for     **ABB** Transformers

SAEW/HR/OFFER/G-059/2021-22

10.03.2021

To
MR. DHAMOTHARA KANNAN S
VIRUDHUNAGAR

Recruitment of Graduate Engineer Trainee

Dear **DHAMOTHARA KANNAN S,**

With reference to your application dated 10.03.2021, and subsequent discussions you had with the undersigned, we are pleased to appoint you as **Engineer Trainee** on a consolidated salary of **Rs.13,000/- (Rupees Thirteen thousand only)** per month for a period of one year, the joining date will be intimated to you later through letter/mail

You should be prepared to take up any kind of related works that the management assigns you as and when necessary. You should work two years from the day of your appointment, you will have a notice period of one month & if you resign within two years, then, one month salary will be deducted.

You should strictly adhere to the rules and regulations & discipline of the company. During your tenure, you wish to resign or the management decides that your services are not required any more.

However, if for any reason due to any acts of misconducts or due to any other inevitable circumstances, the management reserves the right to terminate your services forthwith without assigning any reason or notice or any compensation in lieu of.

Please sign and return the duplicate of this order as a token of acceptance.

Thanking you,

Yours faithfully,
for **SHREE ABIRAMI ENGINEERING WORKS.**

Accepted: _____

16/02/2021

Kavibharathi K.

Kamaraj College of Engg& Tech
Virudhunagar

OFFER LETTER

Dear Kavibharathi,

Greetings from Softsquare!

We are pleased to offer you a full-time position with our company as **Software Engineer**.

Your annual compensation would be Indian Rs. 240,000/- (Two Lakh Forty Thousand only). A detailed break up of this amount will be handed over to you on the date of joining.

M. Vetrivendham
Vice President



Softsquare Solutions Private Limited

Module No 104(B), First Floor, South 'A' Block, Tidel Park, Chennai 113

www.softsquare.biz



Ref: SS/HR/21-22/Offer

21st July, 2021

Mr. Allwinjebaraj S

Dear Allwin,

With reference to our discussion, we are pleased to offer you following.

Designation : Trainee Engineer
CTC pa (Rs.) : 10000/- PM stipend
Date of Joining : 02/08/2021
Location : Bangalore

This is a provisional offer of Appointment and standard appointment letter will be issued to you at the time of your joining.

We look forward to meeting you on your date of joining, at 9.00am.

You are also requested to bring the following documents, at the time of your joining.

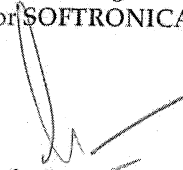
1. Two passport size photograph & one stamp size photo
2. Copies of education certificate
3. Copy of Reliving letter, Payslip & Form 16 from your previous employer
4. ID proof (DL, Aadhar, Voter ID, Passport, PAN)
5. Medical Fitness Certificate.

We wish you every success in your career and would be pleased to welcome you to become a member of our team.

To signify your acceptance, send a return mail.

With best regards

For SOFTRONICA SYSTEMS,


Latha Jayanth
Head - HR

+91 96866 79686

info@softronica.co.in

www.softronica.co.in

SOFTRONICA Systems, L-151, 1st Floor, C K Pearl Complex,
14th Cross, 5th Main, 6th Sector, HSR Layout, Bangalore - 560 102

Ref: SS/HR/21-22/Offer

21st July, 2021

Mr. Deepak Abiseck A

Dear Deepak,

With reference to our discussion, we are pleased to offer you following.

Designation : Trainee Engineer
CTC pa (Rs.) : 10000/- PM stipend
Date of Joining : 02/08/2021
Location : Bangalore

This is a provisional offer of Appointment and standard appointment letter will be issued to you at the time of your joining.

We look forward to meeting you on your date of joining, at 9.00am.

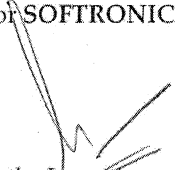
You are also requested to bring the following documents, at the time of your joining.

1. Two passport size photograph & one stamp size photo
2. Copies of education certificate
3. Copy of Reliving letter, Payslip & Form 16 from your previous employer
4. ID proof (DL, Aadhar, Voter ID, Passport, PAN)
5. Medical Fitness Certificate.

We wish you every success in your career and would be pleased to welcome you to become a member of our team.

To signify your acceptance, send a return mail.

With best regards
For **SOFTRONICA SYSTEMS,**



Latha Jayanth
Head - HR



Ref: SS/HR/21-22/Offer

23rd July, 2021

Mr. R A Alagu Mani Rathinam

Dear Alagu,

With reference to our discussion, we are pleased to offer you following.

Designation : Trainee Engineer
CTC pa (Rs.) : 10000/- PM stipend
Date of Joining : 02/08/2021
Location : Bangalore

This is a provisional offer of Appointment and standard appointment letter will be issued to you at the time of your joining.

We look forward to meeting you on your date of joining, at 9.00am.

You are also requested to bring the following documents, at the time of your joining.

1. Two passport size photograph & one stamp size photo
2. Copies of education certificate
3. Copy of Reliving letter, Payslip & Form 16 from your previous employer
4. ID proof (DL, Aadhar, Voter ID, Passport, PAN)
5. Medical Fitness Certificate.

We wish you every success in your career and would be pleased to welcome you to become a member of our team.

To signify your acceptance, send a return mail.

With best regards

For SOFTRONICA SYSTEMS,



Latha Jayanth
Head - HR



Ref: SS/HR/21-22/Offer

23rd July, 2021

Mr. Sriram M.

Dear Sriram,

With reference to our discussion, we are pleased to offer you following.

Designation : Trainee Engineer
CTC pa (Rs.) : 10000/- PM stipend
Date of Joining : 02/08/2021
Location : Bangalore

This is a provisional offer of Appointment and standard appointment letter will be issued to you at the time of your joining.

We look forward to meeting you on your date of joining, at 9.00am.

You are also requested to bring the following documents, at the time of your joining.

1. Two passport size photograph & one stamp size photo
2. Copies of education certificate
3. Copy of Reliving letter, Payslip & Form 16 from your previous employer
4. ID proof (DL, Aadhar, Voter ID, Passport, PAN)
5. Medical Fitness Certificate.

We wish you every success in your career and would be pleased to welcome you to become a member of our team.

To signify your acceptance, send a return mail.

With best regards

For SOFTRONICA SYSTEMS,



Latha Jayanth
Head - HR



Ref: SS/HR/21-22/Offer

21st July, 2021

Mr. K Ananthakrishnan

Dear Ananthakrishnan,

With reference to our discussion, we are pleased to offer you following.

Designation : Trainee Engineer
CTC pa (Rs.) : 10000/- PM stipend
Date of Joining : 02/08/2021
Location : Bangalore

This is a provisional offer of Appointment and standard appointment letter will be issued to you at the time of your joining.

We look forward to meeting you on your date of joining, at 9.00am.

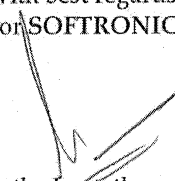
You are also requested to bring the following documents, at the time of your joining.

1. Two passport size photograph & one stamp size photo
2. Copies of education certificate
3. Copy of Reliving letter, Payslip & Form 16 from your previous employer
4. ID proof (DL, Aadhar, Voter ID, Passport, PAN)
5. Medical Fitness Certificate.

We wish you every success in your career and would be pleased to welcome you to become a member of our team.

To signify your acceptance, send a return mail.

With best regards
For **SOFTRONICA SYSTEMS,**


Latha Jayanth
Head - HR

**SOFTRONICA
SYSTEMS**

Ref: SS/HR/21-22/Offer

21st July, 2021

Mr. S Pandiyaraj

Dear Pandiyaraj,

With reference to our discussion, we are pleased to offer you following.

Designation : Trainee Engineer
CTC pa (Rs.) : 10000/- PM stipend
Date of Joining : 02/08/2021
Location : Bangalore

This is a provisional offer of Appointment and standard appointment letter will be issued to you at the time of your joining.

We look forward to meeting you on your date of joining, at 9.00am.

You are also requested to bring the following documents, at the time of your joining.

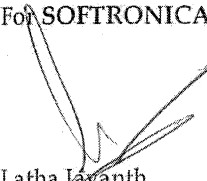
1. Two passport size photograph & one stamp size photo
2. Copies of education certificate
3. Copy of Reliving letter, Payslip & Form 16 from your previous employer
4. ID proof (DL, Aadhar, Voter ID, Passport, PAN)
5. Medical Fitness Certificate.

We wish you every success in your career and would be pleased to welcome you to become a member of our team.

To signify your acceptance, send a return mail.

With best regards

For **SOFTRONICA SYSTEMS,**


Latha Jayanth
Head - HR

26-Mar-2021

To

Ms. Abishega D
4/183, Bharathidasan Street,
E.B. Colony, Iyer Bungalow,
Madurai - 625014

Dear Ms. Abishega,

Sub: Letter of Offer

Thank you for exploring career opportunities with **Syrma Technology Pvt Ltd. (STPL)**

You have successfully completed our initial selection process and we are pleased to make an offer. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Graduate Engineer Trainee**.

Your Cost to Company (CTC) including all benefits will be Rs. 3.0 Lakhs per annum for the 1st year and Rs. 3.5 Lakhs per annum for the 2nd year as per the terms and conditions.

You may be confirmed into the rolls of STPL after 24 months based on your performance during the training period.

This offer is valid only if you finish your graduation without any arrears and to maintain your current CGPA.

Kindly confirm your acceptance within 7 days by signing the copy of the offer letter and your confirmation about the joining date, which is not later than 1st July 2021.

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

Best wishes and welcome to STPL family.

For Syрма Technology Pvt Ltd.


SREERAM SRINIVASAN
CHIEF EXECUTIVE OFFICER



A HERO ELECTRONIX VENTURE

26th April 2021

Abishega

Dear Abishega,

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as **"Test Engineer 1"** as per the terms and conditions given below:

1. You are required to undergo Technical Training beginning with three months Internship at a stipend of Rs. 5000 (Rupees Five Thousand Only) followed by three months Training period at a stipend of Rs. 10000 (Rupees Ten Thousand Only). The salary and other emoluments and benefits, as per Annexure, will be applicable upon successful completion of Technical Training.
2. The details pertaining to your appointment letter and salary are strictly confidential between you and the company and you should not discuss these details with anyone within or outside the company, except your Senior Manager or the HR in-charge.
3. You shall be on probation for a period of six months, with effect from the date of completion of Technical Training. Should your work be found satisfactory at the end of the period of probation, your appointment will be confirmed in writing. Unless so confirmed in writing, you shall continue to be on probation. The probation period is extendable at the sole discretion of the management.
4. From the probation period start date, you will abide by the Provident Fund, Medical and LTA and Leave Rules, as applicable to you.
5. During the probationary period and after confirmation, your service will be terminable at the discretion of the company on giving ninety days of notice or on payment of ninety days pay in lieu of such notice. If you wish to resign from the services of the company during probation period and after confirmation, you will do so by giving ninety days prior notice.
6. During the period of your employment with the company you shall not secure or try to secure any other employment, whether full time or part time, or engage in any commercial business or pursuit on your own account or as an agent for others. During your employment with the company, you shall not undertake any course or study without getting permission from the management.
7. During the period of your employment with the company you may be required to work on customer projects. If you were to resign from the services of the company, you shall not work for the same customer or customer's customer (for the projects handled within last one year) either directly as an employee/contractor or through another organization, for a period of six months from your separation from the company.

TESSOLVE SEMICONDUCTOR Pvt.Ltd
Plot No: 31 (P2), Electronic City, Phase II, Bangalore 560 100, India T: +91 80 4181 2626 F: +91 80 4120 2626
W: www.tessolve.com CIN:- U72300KA1993PTC034929

Page 1/55



Rotate screen



Play



Thumbnail



Enter Browser



8th July 2021

Poorna Devi P
Bangalore

Dear Poorna Devi,

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as “**Test Engineer**” as per the terms and conditions given below:

1. The salary and other emoluments and benefits are as per Annexure. The details pertaining to your appointment letter and salary are strictly confidential between you and the company and you should not discuss these details with anyone within or outside the company, except your Senior Manager or the HR in-charge.
2. You shall be on probation for a period of six months with effect from your date of joining with the company. Should your work be found satisfactory at the end of the period of probation, your appointment will be confirmed in writing. Unless so confirmed in writing, you shall continue to be on probation. The probation period is extendable at the sole discretion of the management.
3. From the date of joining, you will abide by the Provident Fund, Medical and LTA and Leave Rules, as applicable to you.
4. During the probationary period and after confirmation, your service will be terminable at the discretion of the company on giving ninety days of notice or on payment of ninety days pay in lieu of such notice. If you wish to resign from the services of the company during probation period and after confirmation, you will do so by giving ninety days prior notice.
5. During the period of your employment with the company you shall not secure or try to secure any other employment, whether full time or part time, or engage in any commercial business or pursuit on your own account or as an agent for others. During your employment with the company, you shall not undertake any course or study without getting permission from the management.
6. During the period of your employment with the company you may be required to work on customer projects. If you were to resign from the services of the company, you shall not work for the same customer or customer's customer (for the projects handled within last one year) either directly as an employee/contractor or through another organization, for a period of six months from your separation from the company.

7. You agree not to solicit any employee of Tessolve either directly or indirectly for employment with other firms. Employee also agrees not to assist any other person or firm in identifying or hiring Tessolve employee. This restriction will be in force for at least 12 months from date of relieving and any violation will lead to legal action with demand for compensation and a penalty of INR 10 Lakhs.
8. You shall not at any time, without the consent of the company, disclose, divulge or make public, except under legal obligation, by word of mouth or otherwise, details of manufacturing processes, technical know-how, security arrangements, administration, accounts of any other dealings of the company known to you in the course of your service or otherwise.
9. You shall abide by the Rules and Regulations of the company which are in force and / or which may be framed from time to time.
10. You shall be responsible for the safekeeping and return in good condition and order of all the company's property, which may be in your use, custody or charge.
11. You will work under the supervision of such officers, as may be decided by the company from time to time. You shall diligently and faithfully carry out instructions given to you to the best of your power, skill and ability in the best interests of the company.
12. You are required to maintain yourself in a state of medical/physical, mental fitness and ensure annual medical checkups. Any neglect on your part in this regard may render your service liable for termination with immediate effect.
13. If at any time in the opinion of the company, which shall be final, you become insolvent or are found guilty of dishonesty, disobedience, misappropriation, theft, fraud, disorderly behavior, negligence, indiscipline, absence from duty without permission, violation of any company policies or of any other conduct considered by the company as detrimental to its interests or of violation of one or more terms of this appointment, you would either be subject to strict disciplinary action or your services may be terminated without notice, based on the severity of the violation
14. You are liable to be transferred to any place of business of the organization whether existing or acquired later on or from any one department to another or from one job to another as the management may consider it necessary in its discretion, from time to time without detriment to your status or emoluments.
15. You shall keep the company informed of any change in your residential address or any civil status.
16. The retirement age as per the company's policy is 60 years

17. Your initial place of posting will be at **Bangalore**.
18. At the time of joining, you are requested to produce the original certificates in proof of (a) age, (b) Qualification, (c) Relieving Order from the present employer, if applicable (or) copy of your resignation letter to the previous employer.
19. In case your written acceptance of this offer is not received within 30 days of issue, this offer will be treated as withdrawn and cancelled, without any further reference to you.
20. In case you do not report for duty within 10 days of the joining date indicated by you in the duplicate copy of the letter, the offer will be treated as withdrawn and canceled, without any further reference to you.
21. Please sign and return the duplicate copy of this letter enclosed as a token of your acceptance of the above mentioned terms and conditions and indicate your date of joining the company.
22. You are expected to work with Tessolve for a minimum period of three years from the date of joining. In accordance to this requirement, you are required to sign a Service agreement confirming your commitment for a minimum period of 3 years (Three Years) with Tessolve

We welcome you to **Tessolve** family and look forward to a long, successful and mutually beneficial association.

With Best Wishes

FOR TESSOLVE SEMICONDUCTOR PVT LTD

A handwritten signature in blue ink, appearing to read 'Thirumalesh Babu', written over a horizontal line.

Thirumalesh Babu
Director – HR & Operations

I have read, understood and accept the above-mentioned terms and conditions and I will join duty on _____

Signature:

Date:

Annexure - Emoluments & Benefits

Name: Poorna Devi P

Designation: Test Engineer

Location: Bangalore

WEF: 14 - July - 2021

Grade: T7 - A

Job Category: Technical

Cost to company

In Indian Rupees

Salary	Per Month	Per Annum
Basic	10000.00	120000.00
HRA @ 50% of Basic	5000.00	60000.00
LTA	833.00	9996.00
Flexible Benefit Plan	7367.00	88404.00
Total (A) #	23200.00	278400.00
Company Contribution Provident Fund	1800.00	21600.00
Total Gross Pay (B)	25000.00	300000.00
Gratuity *	481.00	5772.00
Health & Personal Accident Insurance *	500.00	6000.00
Leave Benefits *	666.67	8000.00
Total Cost To Company	26647.67	319772.00

FOR TESSOLVE SEMICONDUCTOR PVT LTD



Thirumalesh Babu

Director - HR & Operations

Other Benefits

- 1) (*) As per prevailing company policy
- 2) (#) From Total A Component, Employee Contribution of PF, PT and TDS as applicable will be deducted.

Non-disclosure and Non-compete Agreement

This Non-disclosure and Non-compete agreement is made effective as of 14th July 2021 by and between M/s. Tessolve Semiconductor Pvt. Ltd. ("The Company") and Poorna Devi P ("The Employee").

The Employee and the Company has entered into an agreement providing for the Company's Employment of Employee (the "Employment Agreement") and deem it in their respective interests to enter into an agreement providing the obligation of non-disclosure and non-compete for the Employee.

In consideration of the mutual promises and agreements contained herein, and for other good and valuable consideration, the receipt of which is hereby acknowledged, the parties hereto agree as follows.

At all times while this agreement is in force and after its expiration or termination, the Employee agrees to use his / her best efforts to abide by the non-disclosure and non-compete terms of this agreement mentioned below.

- a) The Employee agrees to refrain from disclosing the Company's customer lists, patents, trademarks, trade secrets, or other confidential material, and to take reasonable security measures to prevent accidental disclosure and industrial espionage.
- b) In case of separation from the Company, the Employee agrees to not join the same customer or customer's customer (for the projects handled within last one year), either directly as an employee/contractor or through another organization, at least for a period of six months after separation from the Company.
- c) In case of separation from the Company, the Employee agrees to not use the research done in the course of work done for the Company, at least for a period of six months after separation from the Company.
- d) In case of violation of any of the above are proven or admitted, the Employee agrees to pay a sum of Rupees two lakhs as liquidated damages to the Company, and will also be liable for further prosecution by the Company.

IN WITNESS WHEREOF, M/s. Tessolve Semiconductor Pvt. Ltd. and the Employee have signed this agreement.



[For M/s. Tessolve Semiconductor Pvt. Ltd.]
Date:

Poorna Devi P
Date:

26th April 2021**Ahamed Hakeem B****Dear Ahmed Hakeem B,**

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as “**Test Engineer 1**” as per the terms and conditions given below:

1. You are required to undergo Technical Training beginning with three months Internship at a stipend of Rs. 5000 (Rupees Five Thousand Only) followed by three months Training period at a stipend of Rs. 10000 (Rupees Ten Thousand Only). The salary and other emoluments and benefits, as per Annexure, will be applicable upon successful completion of Technical Training.
2. The details pertaining to your appointment letter and salary are strictly confidential between you and the company and you should not discuss these details with anyone within or outside the company, except your Senior Manager or the HR in-charge.
3. You shall be on probation for a period of six months, with effect from the date of completion of Technical Training. Should your work be found satisfactory at the end of the period of probation, your appointment will be confirmed in writing. Unless so confirmed in writing, you shall continue to be on probation. The probation period is extendable at the sole discretion of the management.
4. From the probation period start date, you will abide by the Provident Fund, Medical and LTA and Leave Rules, as applicable to you.
5. During the probationary period and after confirmation, your service will be terminable at the discretion of the company on giving ninety days of notice or on payment of ninety days pay in lieu of such notice. If you wish to resign from the services of the company during probation period and after confirmation, you will do so by giving ninety days prior notice.
6. During the period of your employment with the company you shall not secure or try to secure any other employment, whether full time or part time, or engage in any commercial business or pursuit on your own account or as an agent for others. During your employment with the company, you shall not undertake any course or study without getting permission from the management.
7. During the period of your employment with the company you may be required to work on customer projects. If you were to resign from the services of the company, you shall not work for the same customer or customer's customer (for the projects handled within last one year) either directly as an employee/contractor or through another organization, for a period of six months from your separation from the company.

8. You agree not to solicit any employee of Tessolve either directly or indirectly for employment with other firms. Employee also agrees not to assist any other person or firm in identifying or hiring Tessolve employee. This restriction will be in force for at least 12 months from date of relieving and any violation will lead to legal action with demand for compensation and a penalty of INR 10 Lakhs.
9. You shall not at any time, without the consent of the company, disclose, divulge or make public, except under legal obligation, by word of mouth or otherwise, details of manufacturing processes, technical know-how, security arrangements, administration, accounts of any other dealings of the company known to you in the course of your service or otherwise.
10. You shall abide by the Rules and Regulations of the company which are in force and / or which may be framed from time to time.
11. You shall be responsible for the safekeeping and return in good condition and order of all the company's property, which may be in your use, custody or charge.
12. You will work under the supervision of such officers, as may be decided by the company from time to time. You shall diligently and faithfully carry out instructions given to you to the best of your power, skill and ability in the best interests of the company.
13. You are required to maintain yourself in a state of medical/physical, mental fitness and ensure annual medical checkups. Any neglect on your part in this regard may render your service liable for termination with immediate effect.
14. If at any time in the opinion of the company, which shall be final, you become insolvent or are found guilty of dishonesty, disobedience, misappropriation, theft, fraud, disorderly behavior, negligence, indiscipline, absence from duty without permission, violation of any company policies or of any other conduct considered by the company as detrimental to its interests or of violation of one or more terms of this appointment, you would either be subject to strict disciplinary action or your services may be terminated without notice, based on the severity of the violation.
15. You are liable to be transferred to any place of business of the organization whether existing or acquired later on or from any one department to another or from one job to another as the management may consider it necessary in its discretion, from time to time without detriment to your status or emoluments.
16. You shall keep the company informed of any change in your residential address or any civil status.

17. The retirement age as per the company's policy is 60 years
18. Your initial place of posting will be at **Bangalore**.
19. At the time of joining, you are requested to produce the original certificates in proof of (a) age, (b) Qualification, (c) Relieving Order from the present employer, if applicable (or) copy of your resignation letter to the previous employer.
20. In case your written acceptance of this offer is not received within 30 days of issue, this offer will be treated as withdrawn and cancelled, without any further reference to you.
21. In case you do not report for duty within 10 days of the joining date indicated by you in the duplicate copy of the letter, the offer will be treated as withdrawn and canceled, without any further reference to you.
21. Please sign and return the duplicate copy of this letter enclosed as a token of your acceptance of the above mentioned terms and conditions and indicate your date of joining the company.
22. You are expected to work with Tessolve for a minimum period of three years from the date of joining. In accordance to this requirement, you are required to sign a Service agreement confirming your commitment for a minimum period of 3 years (Three Years) with Tessolve.

We welcome you to **Tessolve** family and look forward to a long, successful and mutually beneficial association.

With Best Wishes

FOR TESSOLVE SEMICONDUCTOR PVT LTD

A handwritten signature in blue ink, appearing to read 'Thirumalesh Babu'.

Thirumalesh Babu
Director – HR & Operations

I have read, understood and accept the above-mentioned terms and conditions and I will join duty on _____

Signature :

Date :

Annexure - Emoluments & Benefits

Name: Ahamed Hakeem B

Designation: Test Engineer 1

Location: Bangalore

WEF: 11/3/2021

Grade:

T7-B

Job Category:

Technical

<i>Salary</i>	<i>Cost to Company In Indian Rupees</i>	
	<i>Per Month</i>	<i>Per Annum</i>
Basic	10000	120000
HRA @ 50% of Basic	5000	60000
LTA	833	9996
Flexible Benefit Plan	7367	88404
Total (A)	23200	278400
Company Contribution		
Provident Fund	1800	21600
Total (B)	25000	300000
Gratuity *	481	5772
Health & Personal Accident Insurance *	500	6000
Statutory Bonus *	1400	16800
Leave Benefits *	666	7992
Total Emoluments (A + B + C)	28047	336564

FOR TESSOLVE SEMICONDUCTOR PVT LTD



Thirumalesh Babu

Director – HR & Operations

Other Benefits

- (*) as per prevailing company policy
- From total A Component, employee contribution of PF, Professional Tax and Income Tax, as applicable, will be deducted.

Non-disclosure and Non-compete Agreement

This Non-disclosure and Non-compete agreement is made effective as of 11/3/2021 by and between M/s. Tessolve Semiconductor Pvt. Ltd. ("The Company") and Ahamed Hakeem B ("The Employee").

The Employee and the Company has entered into an agreement providing for the Company's Employment of Employee (the "Employment Agreement") and deem it in their respective interests to enter into an agreement providing the obligation of non-disclosure and non-compete for the Employee.

In consideration of the mutual promises and agreements contained herein, and for other good and valuable consideration, the receipt of which is hereby acknowledged, the parties hereto agree as follows.

At all times while this agreement is in force and after its expiration or termination, the Employee agrees to use his / her best efforts to abide by the non-disclosure and non-compete terms of this agreement mentioned below.

- a) The Employee agrees to refrain from disclosing the Company's customer lists, patents, trademarks, trade secrets, or other confidential material, and to take reasonable security measures to prevent accidental disclosure and industrial espionage.
- b) In case of separation from the Company, the Employee agrees to not join the same customer or customer's customer (for the projects handled within last one year), either directly as an employee/contractor or through another organization, at least for a period of six months after separation from the Company.
- c) In case of separation from the Company, the Employee agrees to not use the research done in the course of work done for the Company, at least for a period of six months after separation from the Company.
- d) In case of violation of any of the above are proven or admitted, the Employee agrees to pay a sum of Rupees two lakhs as liquidated damages to the Company, and will also be liable for further prosecution by the Company.

IN WITNESS WHEREOF, M/s. Tessolve Semiconductor Pvt. Ltd. and the Employee have signed this agreement.



[For M/s. Tessolve Semiconductor Pvt. Ltd.]
Date:

Ahamed Hakeem B
Date:

15th September 2021

Sanjeev S S

Dear Sanjeev,

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as **"Test Engineer 1"** as per the terms and conditions given below:

1. You are required to undergo technical training for the period of one month, starting from 20th September 2021, during which period you will be paid a stipend of Rs.10000 (Rupees Ten Thousand Only). The salary and other emoluments and benefits, as per Annexure, will be applicable upon successful completion of Technical Training.
2. The details pertaining to your appointment letter and salary are strictly confidential between you and the company and you should not discuss these details with anyone within or outside the company, except your Senior Manager or the HR in-charge.
3. You shall be on probation for a period of six months, with effect from the date of completion of Technical Training. Should your work be found satisfactory at the end of the period of probation, your appointment will be confirmed in writing. Unless so confirmed in writing, you shall continue to be on probation. The probation period is extendable at the sole discretion of the management.
4. From the probation period start date, you will abide by the Provident Fund, Medical and LTA and Leave Rules, as applicable to you.
5. During the probationary period and after confirmation, your service will be terminable at the discretion of the company on giving ninety days of notice or on payment of ninety days pay in lieu of such notice. If you wish to resign from the services of the company during probation period and after confirmation, you will do so by giving ninety days prior notice.
6. During the period of your employment with the company you shall not secure or try to secure any other employment, whether full time or part time, or engage in any commercial business or pursuit on your own account or as an agent for others. During your employment with the company, you shall not undertake any course or study without getting permission from the management.
7. During the period of your employment with the company you may be required to work on customer projects. If you were to resign from the services of the company, you shall not work for the same customer or customer's customer (for the projects handled within last one year) either directly as an employee/contractor or through another organization, for a period of six months from your separation from the company.

8. You agree not to solicit any employee of Tessolve either directly or indirectly for employment with other firms. Employee also agrees not to assist any other person or firm in identifying or hiring Tessolve employee. This restriction will be in force for at least 12 months from date of relieving and any violation will lead to legal action with demand for compensation and a penalty of INR 10 Lakhs.
9. You shall not at any time, without the consent of the company, disclose, divulge or make public, except under legal obligation, by word of mouth or otherwise, details of manufacturing processes, technical know-how, security arrangements, administration, accounts of any other dealings of the company known to you in the course of your service or otherwise.
10. You shall abide by the Rules and Regulations of the company which are in force and / or which may be framed from time to time.
11. You shall be responsible for the safekeeping and return in good condition and order of all the company's property, which may be in your use, custody or charge.
12. You will work under the supervision of such officers, as may be decided by the company from time to time. You shall diligently and faithfully carry out instructions given to you to the best of your power, skill and ability in the best interests of the company.
13. You are required to maintain yourself in a state of medical/physical, mental fitness and ensure annual medical checkups. Any neglect on your part in this regard may render your service liable for termination with immediate effect.
14. If at any time in the opinion of the company, which shall be final, you become insolvent or are found guilty of dishonesty, disobedience, misappropriation, theft, fraud, disorderly behavior, negligence, indiscipline, absence from duty without permission, violation of any company policies or of any other conduct considered by the company as detrimental to its interests or of violation of one or more terms of this appointment, you would either be subject to strict disciplinary action or your services may be terminated without notice, based on the severity of the violation.
15. You are liable to be transferred to any place of business of the organization whether existing or acquired later on or from any one department to another or from one job to another as the management may consider it necessary in its discretion, from time to time without detriment to your status or emoluments.
16. You shall keep the company informed of any change in your residential address or any civil status.
17. The retirement age as per the company's policy is 60 years

18. Your initial place of posting will be at **Bangalore**.
19. At the time of joining, you are requested to produce the original certificates in proof of (a) age, (b) Qualification, (c) Relieving Order from the present employer, if applicable (or) copy of your resignation letter to the previous employer.
20. In case your written acceptance of this offer is not received within 30 days of issue, this offer will be treated as withdrawn and cancelled, without any further reference to you.
21. In case you do not report for duty within 10 days of the joining date indicated by you in the duplicate copy of the letter, the offer will be treated as withdrawn and canceled, without any further reference to you.
21. Please sign and return the duplicate copy of this letter enclosed as a token of your acceptance of the above mentioned terms and conditions and indicate your date of joining the company.
22. You are expected to work with Tessolve for a minimum period of three years from the date of joining. In accordance to this requirement, you are required to sign a Service agreement confirming your commitment for a minimum period of 3 years (Three Years) with Tessolve.

We welcome you to **Tessolve** family and look forward to a long, successful and mutually beneficial association.

With Best Wishes

FOR TESSOLVE SEMICONDUCTOR PVT LTD



Thirumalesh Babu
Director – HR & Operations

I have read, understood and accept the above-mentioned terms and conditions and I will join duty on _____

Signature :

Date :

Annexure - Emoluments & Benefits

Name: Sanjeev S S
Designation: Test Engineer 1
Location: Bangalore
WEF: 20 - November - 2021

Grade: T7-B
Job Category: Technical

Salary	Cost to Company In Indian Rupees	
	Per Month	Per Annum
Basic	10000	120000
HRA @ 50% of Basic	5000	60000
LTA	833	9996
Flexible Benefit Plan	7367	88404
Total (A)	23200	278400
Company Contribution Provident Fund	1800	21600
Total (B)	25000	300000
Gratuity *	481	5772
Health & Personal Accident Insurance *	500	6000
Statutory Bonus *	1400	16800
Total Emoluments (A + B + C)	27381	328572

FOR TESSOLVE SEMICONDUCTOR PVT LTD



Thirumalesh Babu
Director – HR & Operations

Other Benefits

- 1) (*) as per prevailing company policy
- 2) From total A Component, employee contribution of PF, Professional Tax and Income Tax, as applicable, will be deducted.

Non-disclosure and Non-compete Agreement

This Non-disclosure and Non-compete agreement is made effective as of 20th November 2021 by and between M/s. Tessolve Semiconductor Pvt. Ltd. ("The Company") and Sanjeev S S ("The Employee").


The Employee and the Company has entered into an agreement providing for the Company's Employment of Employee (the "Employment Agreement") and deem it in their respective interests to enter into an agreement providing the obligation of non-disclosure and non-compete for the Employee.

In consideration of the mutual promises and agreements contained herein, and for other good and valuable consideration, the receipt of which is hereby acknowledged, the parties hereto agree as follows.

At all times while this agreement is in force and after its expiration or termination, the Employee agrees to use his / her best efforts to abide by the non-disclosure and non-compete terms of this agreement mentioned below.

- a) The Employee agrees to refrain from disclosing the Company's customer lists, patents, trademarks, trade secrets, or other confidential material, and to take reasonable security measures to prevent accidental disclosure and industrial espionage.
- b) In case of separation from the Company, the Employee agrees to not join the same customer or customer's customer (for the projects handled within last one year), either directly as an employee/contractor or through another organization, at least for a period of six months after separation from the Company.
- c) In case of separation from the Company, the Employee agrees to not use the research done in the course of work done for the Company, at least for a period of six months after separation from the Company.
- d) In case of violation of any of the above are proven or admitted, the Employee agrees to pay a sum of Rupees two lakhs as liquidated damages to the Company, and will also be liable for further prosecution by the Company.

IN WITNESS WHEREOF, M/s. Tessolve Semiconductor Pvt. Ltd. and the Employee have signed this agreement.



[For M/s. Tessolve Semiconductor Pvt. Ltd.]
Date:

Sanjeev S S
Date:

28th February 2021

To
The Placement Officer
Kamaraj College of Engineering and Technology,
Virudhunagar.

Sub: Provisionally Selected Candidates

Sir/ Madam

Warm Greetings. We thank you for the opportunity provided to conduct campus interview in your esteemed institution. The following candidates are provisionally selected to work in our organization as **Associate Developer**.

The following are the terms of the candidates who will be joining us.

- Salary - Rs. 2.4 Lakhs (CTC) per annum.
- 6 months probation period.
- 30 months minimum service agreement from the date of joining.
- There should not be any arrears at the time of joining.

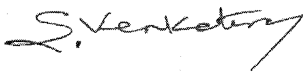
S. No	Name	Department	College Name
1	Saroja R	B.E CSE	Kamaraj College of Engineering and Technology
2	Subha M	B.E CSE	Kamaraj College of Engineering and Technology

They are requested to contact our Chennai office on completion of their course.

Our Office Address: **Vinsinfo Private Limited**
Nisha Anand Complex,
80/ 96, First Floor, Chamiers Road,
Teynampet, Chennai-18
(Near Adayar Gate Hotel)

Thanking you

For Vinsinfo Private Limited



S. Venkatesan
9841082362 / 7401222557

VINSINFO PRIVATE LIMITED

Nisha Anand Complex, 80/96, Chamiers Road, Teynampet, Chennai - 600 018, INDIA
+91 44 2431 4499 | hr@vinsinfo.com | www.vinsinfo.com

CIN U72900TN2018PTC126579
PAN AAGCV7368H
GSTIN 33AAGCV7368H1ZZ

Registered Office

185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

November 3, 2021

Dear Keerthana Selvaraj,

Welcome to the Vuram family!

We have the pleasure of offering you a job at Vuram as an “Associate Quality Engineer”. We at Vuram are keen on providing an excellent environment for work, a great learning atmosphere, a friendly work culture and highest quality service to our customers. We hope that you will have a rewarding, successful and enjoyable time working with us.

Please find enclosed your detailed appointment letter. A copy of the same is to be signed and brought by you on your date of joining. This offer is subject to providing all the required documents and agreeing to all the offer terms and conditions.

We look forward to you having a long and fruitful relationship with us.

Warm Regards,



Prabhavathi Macheri Shanker
Director, Vuram

Registered Office

185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

December 13, 2021

Dear Sindhu Murugan,

Welcome to the Vuram family!

We have the pleasure of offering you a job at Vuram as an “Associate Quality Engineer”. We at Vuram are keen on providing an excellent environment for work, a great learning atmosphere, a friendly work culture and highest quality service to our customers. We hope that you will have a rewarding, successful and enjoyable time working with us.

Please find enclosed your detailed appointment letter. A copy of the same is to be signed and brought by you on your date of joining. This offer is subject to providing all the required documents and agreeing to all the offer terms and conditions.

We look forward to you having a long and fruitful relationship with us.

Warm Regards,



Prabhavathi Macheri Shanker
Director, Vuram

Registered Office

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Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

Offer Details

Appointment & Compensation

1. Your employment start date will be **15th of December 2021**.
2. You will be on training and probation for the first six full calendar months of your employment(until 31st May 2022).
3. During this period, you will earn a total of Rs. 18,500/month. This amount will be credited to your bank account on the last working day of the month.
4. Your salary breakdown during your probation period will be as follows:

Category	Monthly Pay(INR)
Basic	9,433.00
House Rent Allowance	4,717.00
Commutation Allowance	1,600.00
Medical Allowance	1,250.00
Internet Allowance	1,000.00
Fitness Allowance	500.00
Gross Salary #	18,500.00
Employer PF Contribution	1,800.00
Total	20,300.00

Employee PF of Rs. 1800 and Professional Tax (based on Government estimates) will be deducted from your salary. Employer PF or Rs.1800 will be credited to your PF and related accounts

5. Your compensation will be pro-rated for any partial months worked
6. During your probation period, you will be eligible for insurance and PF benefits as per company policy.
7. If you decide to leave Vuram during probation, you will have to serve a minimum notice period of 3 - months. Vuram retains the right to request work beyond the 3-month notice period as may be the case.
8. Your employment will be confirmed upon successfully completing your probation period. Vuram retains the right to void this employment offer in the event of unsatisfactory performance during the probation period without any notice.

Registered Office

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Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

December 13, 2021

Dear Vaishnavi Munisamy,

Welcome to the Vuram family!

We have the pleasure of offering you a job at Vuram as an “Associate Quality Engineer”. We at Vuram are keen on providing an excellent environment for work, a great learning atmosphere, a friendly work culture and highest quality service to our customers. We hope that you will have a rewarding, successful and enjoyable time working with us.

Please find enclosed your detailed appointment letter. A copy of the same is to be signed and brought by you on your date of joining. This offer is subject to providing all the required documents and agreeing to all the offer terms and conditions.

We look forward to you having a long and fruitful relationship with us.

Warm Regards,



Prabhavathi Macheri Shanker
Director, Vuram

Registered Office

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Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

Offer Details

Appointment & Compensation

1. Your employment start date will be **15th of December 2021**.
2. You will be on training and probation for the first six full calendar months of your employment(until 31st May 2022).
3. During this period, you will earn a total of Rs. 18,500/month. This amount will be credited to your bank account on the last working day of the month.
4. Your salary breakdown during your probation period will be as follows:

Category	Monthly Pay(INR)
Basic	9,433.00
House Rent Allowance	4,717.00
Commutation Allowance	1,600.00
Medical Allowance	1,250.00
Internet Allowance	1,000.00
Fitness Allowance	500.00
Gross Salary #	18,500.00
Employer PF Contribution	1,800.00
Total	20,300.00

Employee PF of Rs. 1800 and Professional Tax (based on Government estimates) will be deducted from your salary. Employer PF of Rs.1800 will be credited to your PF and related accounts

5. Your compensation will be pro-rated for any partial months worked
6. During your probation period, you will be eligible for insurance and PF benefits as per company policy.
7. If you decide to leave Vuram during probation, you will have to serve a minimum notice period of 3 - months. Vuram retains the right to request work beyond the 3-month notice period as may be the case.
8. Your employment will be confirmed upon successfully completing your probation period. Vuram retains the right to void this employment offer in the event of unsatisfactory performance during the probation period without any notice.

May 24, 2021

Dear Divakar,

Welcome to the Vuram family!

We have the pleasure of offering you a job at Vuram as a "Associate Technical Consultant". We at Vuram are keen on providing an excellent environment for work, a great learning environment, a friendly workplace, an organization driven by its values and principles. We work together to deliver the highest quality service to our customers. We hope that you will have a rewarding, successful and enjoyable time working with us.

Please find enclosed your detailed appointment letter. A copy of the same is to be signed and submitted by you on your date of joining. This offer is subject to providing all the required documents and agreeing to all the offer terms and conditions.

We look forward to you having a long and fruitful relationship with us.

Warm Regards,

P. Prabhavathi

Prabhavathi Macheri Shanker
Director, Vuram

Offer Details

Appointment & Compensation

1. Your employment start date will be 8th of June 2021.
2. You will be on training and probation for the first six full calendar months of your employment (until 30th November 2021)
3. During this period, you will earn a total of Rs. 21,900/month. This amount will be credited to your bank account on the last working day of the month.
4. Your salary breakdown during your probation period will be as follows:

Category	Monthly Pay(INR)
Basic	11,700.00
House Rent Allowance	5,850.00
Commutation Allowance	1,600.00
Medical Allowance	1,250.00
Internet Allowance	1,000.00
Fitness Allowance	500.00
Gross Salary #	21,900.00
Employer PF Contribution	1,800.00
Total	23,700.00

Employee PF of Rs. 1800 and Professional Tax (based on Government estimates) will be deducted from your salary. Employer PF of Rs.1800 will be credited to your PF and related accounts

5. Your compensation will be pro-rated for any partial months worked
6. During your probation period, you will be eligible for insurance and PF benefits as per company policy.
7. If you decide to leave Vuram during probation, you will have to serve a minimum notice period of 3 - months. Vuram retains the right to request work beyond the 3-month notice period as may be the case.
8. Your employment will be confirmed upon successfully completing your probation period. Vuram retains the right to void this employment offer in the event of unsatisfactory performance during the probation period without any notice.

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9. Upon confirmation, your salary will be as per the table below.

Category	Monthly (INR)	Annually (INR)
Basic	17,600.00	2,11,200.00
House Rent Allowance	8,800.00	1,05,600.00
Commutation Allowance	1,600.00	19,200.00
Medical Allowance	1,250.00	15,000.00
Internet Allowance	1,000.00	12,000.00
Fitness Allowance	500.00	6,000.00
Other Allowance	250.00	3,000.00
Gross Pay	31,000.00	3,72,000.00
Employer Provident Fund	1,800.00	21,600.00
Bonus Potential		37,200.00
Gratuity		10,154.00
Insurance Cover		9,930.00
Total		4,50,884.00

a. Employer Provident Fund

Employer PF contributions will be automatically credited to your PF and other related accounts, details of which will be shared with you within 2 months of your employment commencement.

b. Bonus

Bonus Potential will be paid in the month of December every year. Actual Bonus Potential payout will be determined based on Individual Performance and prorated to the number of full months worked in the current calendar year. Probation period will be excluded in computing number full months worked.

Bonus is paid based on your joining date.

You are eligible for a bonus during the current calendar year only if your joining date is on or before 21st October. If you join Vuram after this date, you will be eligible for a bonus starting from the subsequent year.

c. Gratuity

Gratuity will be credited to a company escrow account. Gratuity payments are realized only upon employment termination post serving a minimum term of 5 continuous years.

d. Insurance

Insurance is calculated as the premium for self and 2 dependents (parents, spouse, kids) for a cover of Rs. 2,00,000 per insured. The Insurance cover provided by Vuram can be used for up to 5 dependents. The amount quoted in the salary breakdown is an indicative premium Vuram pays for self and 2 dependents in the age group of 40-50. The actual premium paid by Vuram could vary based on additional parameters.

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their rights, duties or liabilities there under, or as to any act, matter or thing arising out of, consequent to or in connection with this Agreement, shall be settled by the Parties by mutual negotiations and agreement. If, for any reason, the Parties cannot resolve such Dispute amicably, the same shall then be referred to and settled by way of arbitration proceedings by appointment of a sole Arbitrator by Vuram. The decision of the Arbitrator shall be final and binding upon the Parties. The venue of arbitration proceedings will be at Chennai. The language of the arbitration and the award shall be English.

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

Yours Sincerely

For Vuram Technology Solutions Pvt Ltd

R. Prabhavathi

Prabhavathi Macheri Shanker
Director, Vuram

I, _____ agree to accept employment on the terms and conditions mentioned in the above letter.

Date: _____

Signature: _____

BT



Zifo Technologies Private Limited
Z1A, Anna Salai, Little Mount
Saidapet, Chennai - 600 015, INDIA
CIN: U72200TN2008PTC066180
Certified on ISO 9001 & ISO/IEC 27001

OFFER LETTER

OL - 2020-0140

Dear **Mukilan Leelavathisivanath**,

Congratulations!

You have been selected to join Zifo through the Campus Recruitment process held at your College / University.

We are pleased to offer you the position of Analyst with consolidated pay of Rs. 4,37,500/- p.a. (Rupees Four Lakh Thirty-Seven Thousand Five Hundred only per annum). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

Insurance Coverage

For each Zifo employee, the insurance coverage extends to yourself, your spouse, and two of your children.

Probation

You will be on probation for a period of **12 months** from the date of joining. You would receive a confirmation letter at the end of the probation period.

Non-Disclosure Agreement and Service Agreement

You would be required to sign a **Non-Disclosure Agreement** and **Service Agreement** (for a period of 2 years) at the time of joining.

Leaves

You would be entitled to 12 Government-mandated public holidays per year. The office will be closed for 10 business days (which includes 5 Government-mandated holidays) in a year and an additional 2 days can be chosen as optional holidays from the marked list of holidays in the calendar year.

In addition to this, you can avail of leave for **12 days** in your first year as part of the earned leave component.

Maternity and Paternity Policy

At Zifo, we are committed to ensuring a family-friendly environment and a culture that builds a great work-life balance. Women employees will be entitled to maternity leave with full pay for a period of 26 weeks, in line with the latest Maternity Benefit (Amendment Act) 2017. Male employees will be entitled to paternity leave with full pay for a period of 7 continuous working days.

Working Hours

Your working hours will be from **8:45 am to 5:45 pm** from Monday to Friday.

Background Check

Zifo is a part of the Regulated R&D industry and Zifo reserves the right to conduct background reference checks for all its employees.

Joining Date

Your date of joining will be communicated through Launchpad.

We warmly welcome you to the Zifo family!

Regards,

Kamal Hassan N

Head - HR



Date: 11-Feb-2021

To

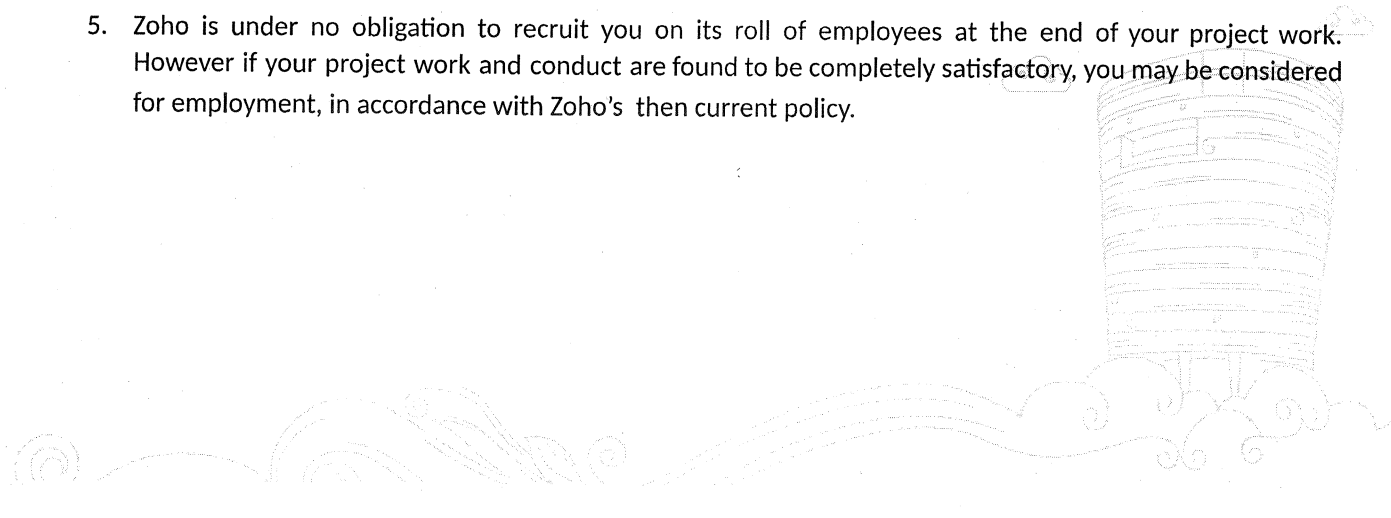
Mr.MOHAMED YASIN S,
497, SADAIYAANDI THEVAR PETTAI,
USILAI ROAD, THIRUMANGALAM,
MADURAI-625706,TAMIL NADU.

Dear Mr.MOHAMED YASIN S,

Based on your application and the subsequent discussions you had with us we are pleased to have you associated with us as a **PROJECT TRAINEE** for a period of 6 months from the date of commencement in our organization. During this association you will be paid **Rs.15000/- (RUPEES FIFTEEN THOUSAND ONLY)** per month as a consolidated amount.

The internship will be for a period up to 6 months from the date of commencement. Based on your performance during this period and your interest in continuing the internship, your manager may extend the internship period beyond the initial 6 months. On successful completion of your curriculum project, you may be observed as an employee of Zoho as **MEMBER TECHNICAL STAFF**. Salary will be decided at that time based on your performance.

This offer is subject to the following terms and conditions.

1. During the period of your association with Zoho, you shall keep strictly confidential any and all information that may come to your knowledge. You may share any such information with others, only on a 'need to know' basis.
 2. You shall sign a Confidentiality Agreement with Zoho to protect the interests of the Company by maintaining confidentiality of all information, which may be accessible to you in the course of your association.
 3. Zoho owns all right and interest to any intellectual property developed by you during the course of your association with the company.
 4. Zoho reserves all rights to terminate you at any time during your association period, for any reason whatsoever, including without limitation, misuse of Zoho intellectual property, improper and unauthorized usage of internet Services, adverse finding in background verification report, misconduct and the like.
 5. Zoho is under no obligation to recruit you on its roll of employees at the end of your project work. However if your project work and conduct are found to be completely satisfactory, you may be considered for employment, in accordance with Zoho's then current policy.
- 



VALIDITY

This Project Trainee Offer is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **18-Feb-2021**. Your signature indicates your acceptance of the terms and conditions of this offer.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form. However, closer to the actual date of joining you will receive a confirmation email from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With Best Wishes,

Yours Sincerely,
For ZOHO CORPORATION PRIVATE LIMITED

Mohammed Sohail
Manager - HR

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:

Date of Offer acceptance: 11 Feb 2021

Name : Mohamed Yasin S

Place : Madurai





Date: 28-Jun-2021

To

Mr.NAVIN C,
2/163, SANTHANAMARI AMMAN KOVIL STREET, KASIYAPURAM,
NALLUR (POST), ALANAGULAM (T.K),
TENKASI-627853, TAMIL NADU.

Dear Mr.NAVIN C,

OFFER OF EMPLOYMENT

We are pleased to offer you employment for the position **MEMBER TECHNICAL STAFF** with **ZOHO CORPORATION PRIVATE LIMITED**.

REMUNERATION

Your annual Cost to Company will be **Rs.552000/- (RUPEES FIVE LAKH FIFTY TWO THOUSAND ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

DATE OF JOINING

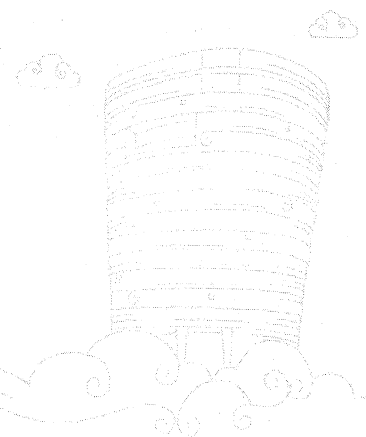
Your date of appointment is effective from your date of joining after successful completion of your curriculum.

PROBATION

You will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.



**VALIDITY**

This offer of employment is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **05-Jul-2021**. Your signature indicates your acceptance of the terms and conditions of this employment.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form. However, closer to the actual date of joining you will receive a confirmation e-mail from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With best wishes,

Yours sincerely,
For ZOHO CORPORATION PRIVATE LIMITED

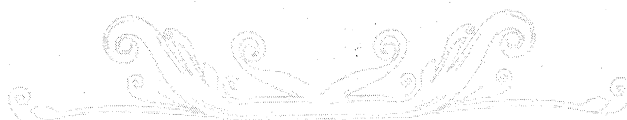
Mohammed Sohail
Manager - HR

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:
Name : NAVIN C

Date of Offer acceptance: 28 Jun 2021

Place : Tenkasi



ANNEXURE A

NAME : NAVIN C
DESIGNATION : MEMBER TECHNICAL STAFF

Details	Monthly	Annual
Basic	18400	220800
HRA	9200	110400
Other Allowance & Flexible component	16192	194304
Gross Salary	43792	525504
Employer Provident Fund (12% of Basic+TA)*	2208	26496
Cost To Company (CTC)	46000	552000
Prosperity Sharing Plan		100000
Compensation for the first year		652000

* You will be covered under the Company's Provident Fund Scheme from the date of joining the organization. Under this scheme, the company will contribute 12% of your basic salary per month as employer contribution and an equal amount will be deducted from your salary as your contribution towards the fund.

OTHER BENEFITS:

PROSPERITY SHARING PLAN

PSP (Prosperity Sharing Plan) is a one time bonus scheme derived based on company's productivity. Every year during April or May, we will decide on extending this scheme to our confirmed employees after reviewing the company's growth and productivity. Upon confirmation, you may qualify for the above mentioned PSP amount subject to scheme existence for that year. Please note, the quantum mentioned above is only an indicative figure and is subject to change based on your performance as determined by your manager.

GRATUITY

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



Date: 11-Feb-2021

To

Mr.NAVIN C,
2/163, SANTHANAMARI AMMAN KOVIL STREET, KASIYAPURAM,
NALLUR (POST), ALANAGULAM (T.K),
TENKASI-627853,TAMIL NADU.

Dear Mr.NAVIN C,

Based on your application and the subsequent discussions you had with us we are pleased to have you associated with us as a **PROJECT TRAINEE** for a period of 6 months from the date of commencement in our organization. During this association you will be paid **Rs.15000/- (RUPEES FIFTEEN THOUSAND ONLY)** per month as a consolidated amount.

The internship will be for a period up to 6 months from the date of commencement. Based on your performance during this period and your interest in continuing the internship, your manager may extend the internship period beyond the initial 6 months. On successful completion of your curriculum project, you may be observed as an employee of Zoho as **MEMBER TECHNICAL STAFF**. Salary will be decided at that time based on your performance.

This offer is subject to the following terms and conditions.

1. During the period of your association with Zoho, you shall keep strictly confidential any and all information that may come to your knowledge. You may share any such information with others, only on a 'need to know' basis.
2. You shall sign a Confidentiality Agreement with Zoho to protect the interests of the Company by maintaining confidentiality of all information, which may be accessible to you in the course of your association.
3. Zoho owns all right and interest to any intellectual property developed by you during the course of your association with the company.
4. Zoho reserves all rights to terminate you at any time during your association period, for any reason whatsoever, including without limitation, misuse of Zoho intellectual property, improper and unauthorized usage of internet Services, adverse finding in background verification report, misconduct and the like.
5. Zoho is under no obligation to recruit you on its roll of employees at the end of your project work. However if your project work and conduct are found to be completely satisfactory, you may be considered for employment, in accordance with Zoho's then current policy.



Zoho Corporation Private Limited

Plot 140, 151, Estancia IT Park, Vallancheri,
Chengalpattu District, Tamilnadu, 603 202.

Ph: +91 - 44 - 6744 7070

www.zohocorp.com

SEZ Unit

Date: 12-Jun-2021

To

Mr.VISHNURAAJ B,
07/137, MEENATCHI AVENUE,
KAMARAJAR SALAI,
MADURAI-625009, TAMIL NADU.

Dear Mr.VISHNURAAJ B,

OFFER OF EMPLOYMENT

We are pleased to offer you employment for the position **MEMBER TECHNICAL STAFF** with **ZOHO CORPORATION PRIVATE LIMITED**.

REMUNERATION

Your annual Cost to Company will be **Rs.552000/- (RUPEES FIVE LAKH FIFTY TWO THOUSAND ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

DATE OF JOINING

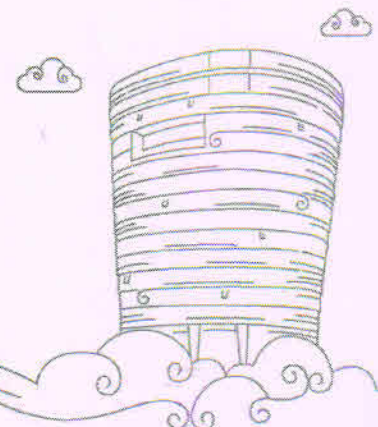
Your date of appointment is effective from your date of joining after successful completion of your curriculum.

PROBATION

You will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.



Corporate Identification No: **U40100TN2010PTC075961**

e-mail ID: hr-team@zohocorp.com



ADHERENCE TO POLICIES

During your employment with the Company you shall adhere to all policies of the Company including IT Services Acceptable Use Policy, Acceptable Encryption Policy, Email Policy, Extranet Policy, Information Sensitivity Policy, Password Policy, Remote Access Policy, Virtual Private Network Policy and such policies as may be decided by the Company from time to time. The Company may amend these policies from time to time and you agree to be bound by such subsequent versions of the policies. The Company will communicate important information about its policies by way of electronic mail notification and/or the Company's intranet. The policies are incorporated into the terms and conditions of employment by this reference.

CONFIDENTIALITY

Information you have access to during the course of your employment are confidential and proprietary information of the Company, its Affiliated Companies and customers. "Affiliated Companies" means Zoho Corporation Private Limited and any entity in which the management of Zoho or the company has substantial interest. You agree not to disclose such information other than on a need-to-know basis. In this regard, you agree to observe in good faith your obligations under the Agreement Regarding Confidential Information and Proprietary Developments, a copy of which is included with this Letter of Offer of Employment for your reference and which will be executed separately by you upon joining the Company. The matters related to your compensation are strictly confidential between you and the Company and should be treated as such.

TRANSFERABILITY

You may be asked to work in any department or section of the Company in any capacity by either the management or the head of the department or section, and you agree to work accordingly. You may also be required to work on transfer or deputation in any other concern in which the management has any interest or any of the other branches or regional offices, anywhere in India or abroad, now existing or to be set up in future and you shall be bound to work in such concerns or at such locations.

ASSIGNMENT OF RIGHTS IN WORK

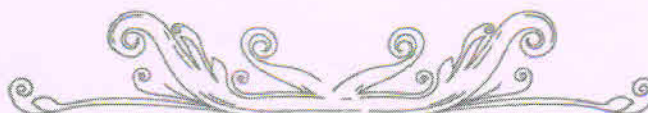
You agree that all works performed and things developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and perform all necessary actions to obtain the patents and copyrights, for the purpose of vesting the Company with full and exclusive title thereto, and protecting the Company against infringement of the patents and copyright by others.

CONCURRENT EDUCATION

You shall not, during the term of your employment with the Company, pursue any full time or part time courses in any institution/universities in India or any other foreign country, without the express approval by the company.

CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.





NON-COMPETE

You shall not, during the term of your employment with the Company and for a period of 1 (one) year after termination of employment, either directly or indirectly own, invest in, direct, aid or work, in any capacity, including as full/part time employee, consultant or advisor for any Competitor or SI Partner of the Company.

A "Competitor" is a concern engaged in developing Computer Programs similar to the Software products or services developed and marketed by the Company or any of its Affiliated Companies. An "SI Partner" is a concern which the Company or its Affiliated Companies has appointed as a partner for providing services to Customers based on products or technology owned by the Company or Affiliated Companies.

TERMINATION

Termination at will: This employment agreement is terminable at will by either party.

Termination for misconduct: You agree that the Company may terminate this Contract without notice and without payment in lieu of notice in any of the following events:

1. If any declaration/document given or furnished by you to the Company proves to be false; or if you are found to have wilfully suppressed any material information;
2. If you are found guilty of misconduct, disobedience or of conduct that tends to bring disrespect to the company;
3. If you are found to be in breach of any of your obligations under the terms and conditions of employment;
4. If you are found to have disclosed any confidential information of the Company, its Affiliated Companies or customers of the Company and Affiliated Companies;
5. If you have violated the Company's policies;
6. If the result of any reference or background check is unsatisfactory;
7. If you are found to be under the influence/possession of alcohol/drugs inside the office premises;
8. Your access cards are not transferable. If it is found to be mishandled for any proxy attendance;

Termination for any of the reasons stated above may be notified to the person(s) whose reference was submitted by you and the Company will not be liable to give you any prior notice nor pay any compensation in lieu of a notice period.

NON-SOLICITATION

You agree that for a period of six months after termination or expiration of your employment with the Company, regardless of the reason for termination or expiration, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that they employ or solicit for employment, any person employed at that time by the Company, or by any Affiliated Company.

AMENDMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions of employment .

GOVERNING LAW AND JURISDICTION

The terms and conditions of this Letter of Offer of Employment are governed by the laws of India. All disputes arising out of your employment with the Company or involving the terms and conditions of this Agreement will be subject to the exclusive jurisdiction of the courts in Chennai, India.





VALIDITY

This offer of employment is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **19-Jun-2021**. Your signature indicates your acceptance of the terms and conditions of this employment.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form. However, closer to the actual date of joining you will receive a confirmation e-mail from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With best wishes,

Yours sincerely,

For ZOHO CORPORATION PRIVATE LIMITED

Mohammed Sohail
Manager - HR

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature: *Vishnuraaj*

Date of Offer acceptance: 12 Jun 2021

Name : Vishnuraaj B

Place : MADURAI





ANNEXURE A

NAME : VISHNURAAJ B
DESIGNATION : MEMBER TECHNICAL STAFF

Details	Monthly	Annual
Basic	18400	220800
HRA	9200	110400
Other Allowance & Flexible component	16192	194304
Gross Salary	43792	525504
Employer Provident Fund (12% of Basic+TA)*	2208	26496
Cost To Company (CTC)	46000	552000
Prosperity Sharing Plan		100000
Compensation for the first year		652000

* You will be covered under the Company's Provident Fund Scheme from the date of joining the organization. Under this scheme, the company will contribute 12% of your basic salary per month as employer contribution and an equal amount will be deducted from your salary as your contribution towards the fund.

OTHER BENEFITS:

PROSPERITY SHARING PLAN

PSP (Prosperity Sharing Plan) is a one time bonus scheme derived based on company's productivity. Every year during April or May, we will decide on extending this scheme to our confirmed employees after reviewing the company's growth and productivity. Upon confirmation, you may qualify for the above mentioned PSP amount subject to scheme existence for that year. Please note, the quantum mentioned above is only an indicative figure and is subject to change based on your performance as determined by your manager.

GRATUITY

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





ANNEXURE B

The Company currently provides the following benefits to an employee:

GIFT CARD AMOUNT

You will be paid an amount of **Rs.6000/- (RUPEES SIX THOUSAND ONLY)** once in a year towards your broadband connection. For the new comers, it is applicable from their date of joining. For the first year the amount will be pro-rated based on the joining date.

TRANSPORTATION FACILITY

For safety and security reasons, the Company provides transportation facilities, including but not limited to shuttle services and cab services. However, Company does not recommend daily long commute to work. This offer is based on the assumption that you will move to a distance within 5-10 km of the office premises.

DEVICES AND GADGETS

Company provides essential devices and gadgets for all its employees strictly for official purpose. However, what is essential (in most cases) is not the latest model device or gadget. We do not view the device or gadget as a status symbol or a fashion accessory but as an essential tool to get work done. Expecting the latest model device or gadget as a status symbol is most likely going to leave you disappointed. So please be prepared.

FOOD AND SNACKS

Company provides food, snack and other refreshment for all its employees.

RECREATIONAL FACILITY

Company provides certain recreational facilities to its employees of which some are offered at a nominal charge.

TEAM TREAT AND TRIP

To improve the team collaboration, the company provides **Rs.1000/- (RUPEES ONE THOUSAND ONLY)** for team treat and **Rs.4000/- (RUPEES FOUR THOUSAND ONLY)** for team trip to all its eligible employees, every year.

GROUP MEDICLAIM INSURANCE

Company will bear the full premium of covering you under the Group Mediclaim policy for a sum insured of **Rs.400000/- (RUPEES FOUR LAKH ONLY)**. This is a floater policy where five of your dependents will also be covered along with you.

GROUP PERSONAL ACCIDENT INSURANCE

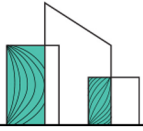
You will be covered under the Personal Accident Insurance Scheme, for a sum insured of **Rs.2000000/- (RUPEES TWENTY LAKH ONLY)**.

GROUP TERM LIFE INSURANCE

As a welfare measure for its employees, the company has subscribed to the Group Term Life Insurance. The insurance coverage is worth of **Rs.2760000/- (RUPEES TWENTY SEVEN LAKH SIXTY THOUSAND ONLY)**.

Please note that the above mentioned insurance schemes are subject to change based on yearly renewal





DOODLE INSTINCTS

RAJKUMARAN MATHIALAGAN
ARCHITECTURAL DESIGNER

+91 8428157777
info@studiodoin.com

Date : June 24 2021

Joining Letter for Mr. Shiva Vishnu. S

This letter is to confirm that you have been assigned to be one of our team's Site Engineer., and will be joining from this day onwards. The job description and timings will be discussed over the phone. We welcome you in joining our firm and together, let us achieve great heights by working hard and from our hearts.

Thank you,

Raj Kumaran.,
Cheif Architect.



INTERNSHIP OFFER LETTER

Dear Ms. Renuga Parameswari.K,

Congratulations, We are pleased to offer you an educational internship at **Nirals Information Technologies Pvt. Ltd** as a **Trainee Programmer**. You will report to **Mr. K. Ponsamarian** and this position is located at **Kovilpatti**.

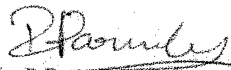
We would like to start your internship on **18.01.2021**. You will be paid Rs. 3000.00 for the duration of internship as per the curriculum of your college. Additionally, students do not receive benefits as part of their internship program.

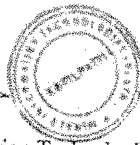
Acceptance of our Internship offer

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

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

Yours Sincerely,

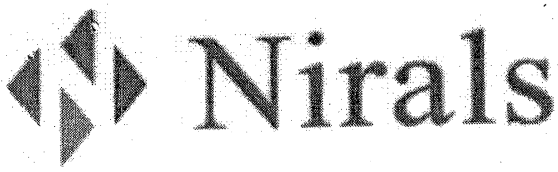

Mrs. R. Parimalagnanasankari



(Product Manager- Nirals Information Technologies Pvt. Ltd.)

Nirals Information Technologies Pvt. Ltd.,
Windsor Heritage, Hulimavu, Bannerghatta road,
Bangalore - 560076, Karnataka
C. +91 9845677934 E. mythili@nirals.in

Registered Address :
6/39-1, Srinivasa Nagar,
Kovilpatti - 626 502
Tamilnadu



INTERNSHIP OFFER LETTER

Dear Ms.Saroja.R.

Congratulations, We are pleased to offer you an educational internship at **Nirals Information Technologies Pvt. Ltd** as a **Trainee Programmer**. You will report to **Mr. K. Ponsamarian** and this position is located at **Kovilpatti**.

We would like to start your internship on **18.01.2021**. You will be paid **Rs. 3000.00** for the duration of internship as per the curriculum of your college. Additionally, students do not receive benefits as part of their internship program.

Acceptance of our Internship offer

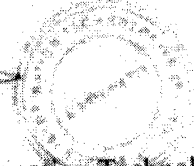
Please confirm your acceptance of this Contract of Internship by signing and returning the duplicate copy.

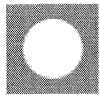
We welcome you, and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

Mrs.R.Parimalagnanasankari

(Product Manager- Nirals Information Technologies Pvt. Ltd.)





HR/20-21/COE/12

01st November 2021

PRIVATE & CONFIDENTIAL

Mr. SNEHA M,
3/563, Kurinji Nagar, Postol
Colony, Perur, Coimbatore-641010

Dear Sneha,

CONTRACT OF EMPLOYMENT

Thank you for your interest in working with us.

Further to our discussions, we are pleased to appoint you as **Trainee – Front End Development (Grade A1-A)** with Business Gateways International (India) Pvt Ltd. (hereinafter referred to as the 'Company') on the following terms and conditions:

Your date of commencement of work will be **01st November 2021**, and you will be placed at our **Chennai Office**.

You are bound to serve the company at least, for a minimum of one and half years (Including probation) from your date of joining. Breach of this bond, will lead to appropriate legal action, which will be at the discretion of the management, during such time.

Probation Period:

You will be on a Probation period of **6 months** from the date of commencement of work. The Company reserves the right to confirm your employment earlier or extend your Probation. You will be notified in writing with regards to your Confirmation once you have successfully completed your Probation period.

Salary:

During your Probation, your **Annual CTC** will be a maximum of **INR 2,46,636 (Two Lakh Fourty Six Thousand Six Hundred and Thirty Six Only)** as applicable to you and has been detailed in the Compensation Detail sheet (Annexure 1). This salary will be effective from the date of joining with the Company, and will be payable monthly in arrears.

Form 16 will be provided by the company for any TDS deduction, at the end of the Financial Year. **Filing of IT** will be individual's responsibility.



June 26, 2021

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore – 560045, India.
Tel : 91-80-49139999
<http://www-07.ibm.com/in/careers/>

Dear Keerthana S

At IBM you can innovate breakthroughs and help make life changing impact. We are experts in nearly every technical, scientific and business field. As IBMers, we are proud to apply our expertise in countries we are citizens of; all united by a single purpose: to be essential.

We invite you to join us as a Associate System Engineer, in band 06G and experience an inclusive, collaborative and learning culture with the support of technical & business experts, mentors, leaders and colleagues worldwide. You will thrive in an environment that cultivates creativity and individuality; and; be part of projects that help make the world work better.

Talent development is strategic to IBM; and you will have access to a unique learning platform powered by IBM's Watson, IBM Cloud and IBM Bluemix to help you learn quicker, learn smarter, and help the company stay agile and top-notch.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.



Con21-22/COA000

Date: 13/08/2021

To,

Praveen Jeevanantham

40, Natarajar Silai, Thiruparankundram

Balaji Nagar,

Madurai, Tamil Nadu-625005.

Dear **Praveen**,

CONFIRMATION OF APPOINTMENT

As you are aware, your appointment with the Company was subject to an internship of 6 months.

Following regular reviews throughout your internship period, we are delighted to inform you that you have successfully completed this internship period and your job title will be **Software Engineer**, and you will continue to report to **Srilakshmi**.

Management is pleased to effect the following changes in your terms of employment with effective from 1st September, 2021.

Salary Components:

Component	Amount (₹) Per Month
Basic	6012
HRA	3006
Conveyance	1600
Medical	2080
Other Allowance	1161
Gross Salary	13859
PF Contribution	721
ESI Contribution	450
CTC	15030

We would like to take the opportunity to congratulate you on your hard work to date and look forward to working with you over the coming months and years.

For **Concent Solutions**



Ajei Shekhar J

Director & CEO

Concent Solutions Pvt Limited

Internship Letter

11 January 2021

Mr. Nithishkumar R.M
#10, Ponnagaram Street
Chockalingapuram
Aruppukottai Tamil Nadu - 626101.

Dear Nithish,

We would like to congratulate on being selected for internship with Innova Solutions Private Limited based at Chennai. Your training is scheduled to start effective from 13 January 2021.

As such your internship will include training/orientation and focus primarily on learning and developing new skills.

Project : Data Science Practice

Stipend : INR 10,000 /- per month

We look forward to working with you!

For Innova Solutions Pvt. Ltd.

MALLIKARJUNA
RAOCHIGURUPATI
ATI

Digitally signed by
MALLIKARJUNA
RAOCHIGURUPATI
Date: 2021.01.11
13:00:12 +05'30'

Mallikarjuna Rao Ch
EVP - International Operations

Accepted & Agreed

Sign: 
Name: R.M. Nithishkumar

INNOVA SOLUTIONS PRIVATE LIMITED
CIN U72200TN2006FTC061524

Regd. Off: 284/1A,
Old Mahabalipuram Road, Kandanchavadi
Perungudi PO, Chennai - 600 096
T: +91 44 4220 4545



12 Jul 2021

Mr. Vimal Kumar R
vimalasaikani3578@gmail.com

Dear Vimal,

Letter of Intent

Based on your application and the subsequent discussions you had with us during the interview process, we are pleased to confirm your selection and provide you a career opportunity with Ramco Systems as **"Analyst Programmer"** in **Band 2 (G3)** at **Chennai**, as per the terms applicable.

Compensation Details: Annual Cost to the Company (CTC) will be **INR 2,77,584/-**

The Letter of Intent is valid, only upon your graduation completion and medically fit for employment to the satisfaction of Ramco.

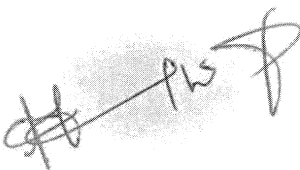
- Education Qualification, graduation Mark Sheets including the final semester
- Provisional Certificate, if the graduation degree copy is not available
- Address Proof Document
- Pan Card & Aadhar Card Copy

In case of any discrepancy / adverse findings in the pre-employment verification, non-graduation or medical fitness, then Ramco reserves right to cancel /withdraw this Letter of Offer without any prior intimation to you.

Please sign and return a copy of the Letter of Intent within two (2) days from the date of receiving the letter as a token of acceptance. We will initiate the pre-employment verification on receipt of your acknowledgement of our offer.

Welcome to Ramco Systems and wish you a great career with the company!

Authorised Signatory,



Madhavi Raj
Head – Talent Acquisition

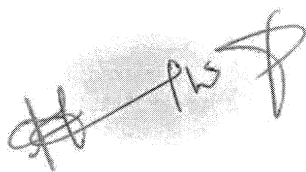
ANNEXURE-I

Name : Vimal Kumar R
Designation : Analyst Programmer
Grade : Band 2 (G3)
Location : Chennai

S. No.	Components	Monthly	Annually
A	Fixed Component		
1	Basic Pay	6875	82500
2	House Rent Allowance	3438	41256
3	Supplementary Allowance	9542	114504
4	Leave Travel Allowance	1146	13752
	Sub Total (A)	21001	252012
B	Retiral Benefits (Employer Benefits)		
1	P.F	1800	21600
2	Gratuity	331	3972
	Sub Total (B)	2131	25572
	Total (A) + (B)	23132	277584
	Total Cost to Company	277584	

(All incidences of tax to be borne by the employee as per the prevalent income tax rules)

Note: You will be covered as per Hospitalization Insurance / Personal accidental Insurance policies prevailing in our organization.



Authorised Signatory

I have understood the above distribution of salary components and the same is acceptable to me.

Signature Name

Date

Date: 18/08/2021**Intent to Offer****Dear Manjulatha****Syntellect ID: ASBE2062216**

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (GCM 1)** with Syntel Private Limited ("Company").

Upon your acceptance of this Intent to offer and subject to you meeting all the applicable requirements under this Intent to offer, we will share a definitive offer letter, which will outline the specific employment terms and conditions. Please note that, unless you receive a offer letter this Intent to offer is merely to record the intended offer of employment and it shall not be construed as an employment with company nor it will be a legally binding offer/contract of employment.

The contents of this Intent to Offer are strictly confidential between you and the Company. Please treat this Intent to Offer and the contents hereof as personal and confidential.

This Offer of Intent is valid subject to:

- a) Your successful completion of the **Graduate/Diploma/Post-Graduate** program within the stipulated period of 8 semesters / 6 semesters as the case may be, with a minimum percentage of **60%** and no standing backlogs
- b) You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit
- c) You are producing all the relevant documents pertaining to your education, identity, residence etc. as required by the Company

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.

This Offer of Intent is also contingent upon us working to determine an appropriate start date for your employment. The training is for a period of one (1) year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

You will be continuously assessed during your training. If you do not complete the class room/on job training to our satisfaction, your appointment stands cancelled. That the intent of on-boarding will automatically expire if the candidate fails to respond to this Letter of Intent in writing/e-mail on or before the end of **5 days** from date of its issuance.

If the above stated terms are acceptable to you, kindly sign and return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions herein.

For the sake of information, an indicative break up of salary and the designation that will apply in case an offer is made to you is attached herewith as Annexure A. Some of the foundation skills on which you need to brush up your concept are attached here as part of Annexure B. We take this opportunity to welcome you into Company family and look forward to a very fruitful association with you.

Yours Sincerely,

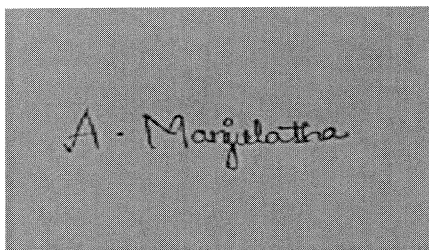
For Syntel Pvt. Ltd,



Adarsh Krishna Deputy General Manager – Human Resource

I have read this Offer of Intent and accept the stipulated terms and conditions

Signature



Encl: Annexure

ANNEXURE A

SALARY DISTRIBUTION

Name:	Manjulatha	
Designation:	Associate Consultant	
Band & Grade:	GCM 1	
Pay and Allowance	Monthly	Yearly
Basic Pay	9,917	119,000
HRA	4,958	59,500
Basket of Allowances (BOA)	9,625	115,500
Statutory Bonus	2,033	24,400
Gross Salary	26,533	318,400
Provident Fund (PF)	1,800	21,600
Retirals	1,800	21,600
Cost to Company (OTE)	28,333	340,000

ANNEXURE B

We would also like you to brush up your concepts on the below foundation skills – your expertise on the aforesaid topics could enable you get an opportunity to work on some in-demand skills which are critical to the organization. You would have an opportunity to be fast tracked into training and get assigned to projects sooner.

SQL	DML, DDL, DQL, TCL, DCL, Sub Query, Joins, Sets, Date & String Functions, Constraints
HTML5	Form Elements & Attributes, Video, Audio, Events, Doctypes
CSS3	Selectors, Box Model, Backgrounds
Java Script	Statements, Functions, Events, Array, Date, Conditions
JS JSON	JSON basic, JSON vs XML
Core Java	OOPS concepts, Access Specifiers & Modifiers, Packages, Exception Handling, Collections, JDBC

Ref: 826316/2004110/ELTP

22-DEC-2021

Ms. Lakshmi Priya S
Chennai (Tnl) - 600037
Mobile: 8825458977

Subject: Offer of Appointment

Dear Ms. Lakshmi Priya S

It is our pleasure to welcome you to Tech Mahindra Limited.

1. With reference to our discussions, we are pleased to offer you an appointment in our organization as **Associate Software Engineer at Band 'U' and Sub Band 'U1'** under **ELTP Scheme**. However, in the current COVID situation, the Company hereby allows you to work from your hometown or any other place in India. However you shall be required to report to your base location as and when required by the Company. Any travel for official work must be in strict compliance with the prevailing travel policy of the Company. While you are working from home, if you wish to travel outside India in your personal capacity, you shall inform in advance in writing to your reporting manager and Business HR SPOC. You may be permitted to travel outside India only after approval of your reporting Manager and BHR lead.
2. You will be on probation for a period of **3 months** from the date of joining the Company during which you will be on training. The training program called "**Entry Level Integrated Training and Enablement (ELITE)**" will include classroom training as well as on-the-job training. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.
3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the ELITE program and satisfactory performance on the job.
4. Your remuneration while on probation has been detailed in **Annexure A**. Upon confirmation, your "Annual Total Cash Compensation" will be **Indian Rupees 3,25,000 (Rupees Three Lac Twenty Five Thousand Only)**. Please refer **Annexure B** for details on the compensation and statutory deductions.
5. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
6. This offer is valid subject to your fulfilling the following:-
 - The academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
 - Meeting the set eligibility criteria at the end of your academic course
 - Meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
 - Submission of all necessary legal documentation pertaining to your employment.



Expression of Interest

Date ²⁷ 24 MAR 2021

Dear A. Riyaz Khan (Kamaraj College of Engineering and Technology)

We are pleased to convey through this Expression of Interest letter that you are being considered for the post of **Customer Support Associate** provided you fulfill other requirements. This letter is intended only as an overview of the potential offer from Tech Mahindra Limited. The detailed terms and conditions of employment will be contained in an offer letter, which may be issued by the company and may contain additional provisions to those herein

Proposed CTC: INR 127000/- Per annum

Proposed Date of Joining: June 2021 Onwards

Place: Chennai

We request you to bring the following documents at the time of your joining, as they are mandatory for our records and necessary for the completion of joining formalities.

- Copy of Class 10th Certificate & Class 12th Certificate & Degree / Graduation certificates.
- Copy of Residence proof
- Copy of Identity Proof. (Driving License or Passport or Voter card)
- Original copy of LAST PAY SLIP received (If applicable).
- Copy of RELIEVING LETTER / APPOINTMENT LETTER from previous employer(s) (If applicable).
- Passport size photographs-10 nos. & Post Card Size Photographs -2 nos.

Another round of interview will be conducted at our company premises. There after the company would issue you an offer letter with details of all service terms and conditions and salary annexure along with suitable date of joining. If any information furnished by you in your application is found to be incorrect or false or if you have suppressed material information regarding your qualification, experience, identity etc, the company may withdraw this letter without any notice.

Please note this letter is not an offer or a legally binding contract of employment. An offer for employment shall be made to you at the sole discretion of the company and there is no obligation on the company to do so. An employee-employer relationship between you and company shall be established only upon the company's issuance and your acceptance of a legally binding agreement of employment.

Kindly sign and return a copy of this letter as a token of your acceptance of this expression of interest.

Candidate Signature A Riyaz Khan



CLARITRICS INDIA PRIVATE LIMITED

No 46/50 Indira Nagar Main Road, Valasaravakkam.

Chennai 600087

Phone: +9144 2486 6726



LETTER OF INTENT

09-Dec-21

Vishwa,
51 Satchiyapuram Road,
Thiruthangal, Virudhunagar,
Tamil Nadu - 626130

RE: LETTER OF INTENT FOR EMPLOYMENT – Software Testing Engineer - Trainee

Dear Vishwa,

Following our recent discussions, we are delighted to offer you the full-time employment position as **Software Testing Engineer - Trainee with Claritrics' Engineering Team**. If you join BUDDI.AI, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice. Claritrics India Private Limited is fully owned by Claritrics Inc.

As a member of Claritrics' team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Claritrics'. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

You have to undergo an internship for a period of 3 months initially and will be paid a stipend of ₹12,000/- per month (subject to applicable TDS). Upon successful completion of the internship, the following points outline the terms and conditions we are proposing.

Title: **Software Testing Engineer - Trainee**

CTC: ₹ 1,80,000 per annum

Start Date: 13-12-2021

Location: Will be confirmed during transition

Shift: Day/Night

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Please sign and send this letter of intent back to us within 24 hours of receipt. Also, you are required to send us confirmation of your resignation from your current company, within 7 days of receipt of this letter.

Sincerely,

Muthu Sudhaa V
Human Resources

With the signature below, I accept this offer for employment:

Signature:

Fwd: Provisional Offer Letter | Campus | Focus - Online Tutor

Nisharani.S <nisharaniece@kamarajengg.edu.in>

Fri 1/21/2022 11:37 AM

To: Prathiba.T <prathibaece@kamarajengg.edu.in>

Get [Outlook for Android](#)

From: hinduja k <hinduja28052000@gmail.com>

Sent: Friday, January 21, 2022 11:34:27 AM

To: Nisharani.S <nisharaniece@kamarajengg.edu.in>

Subject: Fwd: Provisional Offer Letter | Campus | Focus - Online Tutor

----- Forwarded message -----

From: **Mary murugesan** <mary.m@focusedumatics.com>

Date: Thu, Dec 23, 2021 at 4:48 PM

Subject: Provisional Offer Letter | Campus | Focus - Online Tutor

To:

Dear Selects,

Greetings from Focus Edumatics Pvt Ltd,

It is with great pleasure that we wish to inform you that you have been selected as "**Online Tutor**" at our Company "**Focus Edumatics Pvt. Ltd., Coimbatore**".

The "**Online Training & Certification**" program is tentatively scheduled and it will be conducted by our training specialists using our Online-training platform. **Your Date of joining will be 29th Dec 2021- Wednesday**, Please do fill the form by on or before 26th Dec 2021.

For those who need clarifications, kindly revert back through the mail and further documentation clarifications will be coordinated as per the scheduled time.

Your Remuneration and other details will be disclosed with a Letter of Intent after the confirmation by filling the below Confirmation Form,

Joining

Form: https://docs.google.com/forms/d/1XHdGee52V1lrnTCgG2a8Gp70XoJzldZo9qoli_x7IM/edit

Salary: 17,500 CTC + Rs. 1000 PM Internet Allowance + **Joining Bonus:** Rs. 8000/- will be paid along with 2nd month salary

Shift: Night Shift / US shift

Employment: Work from Home / Office

Required amenities: Laptop/ desktop with Wired Broadband connection.

Working days: 5 days working and 2 days week off.

Timing: 9 Hrs (8hrs for work & 1 hr for break)

Training Period: 12 – 15 days would be the training period (9 hrs per days including breaks)

Notice Period: 2 months notice period.

Note: Kindly do ignore the mail, those who have joined with us.

With Regards,

Mary -HR

Focus Edumatics Pvt Ltd

Coimbatore, Tamilnadu

www.Focusedumatics.com

Focus Edumatics Private Limited

#978, Raj Chambers, 1st and 2nd Floor,

Thadagam Main Road, R S Puram West, Coimbatore - 641002



Date: 03 May 2021

Ms. Girija

No 26, Visuvasapuri, 1st Street, Gnanaolivupuram, Madurai South, Madurai.

Madurai

625016

Dear Ms. Girija:

Subject: Offer letter

This is with reference to your application for employment with "Focus Edumatics Private Limited" and subsequent discussions between us.

We congratulate you for having been successfully made it through the selection process and pleased to extend the Offer of employment with "Focus Edumatics Private Limited" for the position of "QA Executive - Tutoring" on agreed terms, the compensation package being the same as discussed during the interview. You are advised to submit the following mandatory documents for successful completion of joining formalities on or before joining date to the following email ID: mary.m@focusedumatics.com

1. Four passport size photographs for our records.
2. Copies of certificates of educational qualification.
3. Previous experience letters.
4. Proof of last salary drawn.
5. Relieving letter from your previous employer.
6. Self-Certified Present & Permanent address proof.
7. Self-Certified PAN Card copy.
8. Self-Certified AADHAAR card copy
9. Form 16 from previous employment.
10. Cancelled cheque leaf or photocopy of bank passbook.

Before signing and accepting this offer letter, please ensure that all promises made to you during recruitment are documented in this letter and do not trust any oral promises of quick promotions, additional perks or benefits, etc.

A formal letter of appointment will be issued to you as per company policy upon joining the organization.

Wish you good luck.

Yours truly,
for Focus Edumatics Private Limited,

Mary
Human Resources Department

This letter is valid only on or before **04-May-2021**, failing which this offer letter stands cancelled.

Focus Edumatics Private Limited

#978, Raj Chambers, 1st and 2nd Floor,

Thadagam Main Road, R S Puram West, Coimbatore - 641002



Annexure - 1

Effective Date: 3-May-2021

Salary Offer & Benefits

Applicant Name: Girija

Department: Online Tutoring

Salary CTC: 15000

Expected DOJ: 3-May-2021

Designation: QA Executive - Tutoring

Location: Coimbatore RS Puram

Salary Heads	Monthly	Yearly
A. Monthly Earnings		
Basic	9431	113172
House Rent Allowance	2844	34128
Statutory Bonus	786	9432
B. Monthly Deduction		
EPF Employee Share	1132	13584
ESI Employee Share	98	1176
Professional Tax	208	2496
C. Statutory/Other Share of Employer		
EPF Employer Share	1226	14712
ESI Employer Share	425	5100
Gratuity	289	3468

HR Signature

Date: 12-Apr-21

Subject: Letter of Intent

Dear Karthikeyan K,

As per our discussion, we are pleased to offer you the position of **Graduate Engineer Trainee-Signalling Systems (Grade M9)** with a CTC of **INR 276000- PA** and Site Allowance will be paid as per TSTS Policy

As discussed, the broad terms of this employment offer are set out hereinafter;

- Your employment with **TeamLease Services Ltd.** is based on the interview conducted by our client TSTS.
- Your employment shall begin from the date of your reporting at the premises of our esteemed Client TVM Signalling and Transportation Pvt. Ltd. (#610,"NARAYANA"1st Floor,15th Cross, 100 Feet road , JP Nagar 6th phase, Bangalore-78)
- You are required to join on/before Jun'21 on receipt of course completion certificate without any backlog. confirmed date shall be communicated to you either by us or our client representative.
- Your work location will be Bengaluru and Various Site in India
- You shall be required to follow and abide by the working and security conditions which may be applicable at the Client's premises.
- For all reasons you will be deemed an employee of TeamLease Services Ltd.
- You required to undergo medical fitness tests in a clinic prescribed by us, before joining the duty (Medical test will be taken care by TSTS)
- The formal letter of Appointment will be issued at the time of your joining the Company. You are requested to submit the following documents prior to or at the time of your joining;
 - Copy of Resume
 - Copies of your educational qualifications
 - Previous employer experience letter
 - Copy of Permanent Account Number Card and Aadhaar Card UAN (for PF)
 - Copy of Bank Passbook first page or Cancelled Cheque (For Salary Transfer)
 - Copy of ID proof
 - 1 Family postcard size photograph (ESIC applicability)

Please accept the above stated by signing the duplicate copy of this letter and return the same for our record. We wish you all the best,

Thanking you,

For TEAMLEASE SERVICES LIMITED



(Authorized Signatory)

TeamLease Services Limited., CIN No. U74140MH2000PTC124003

BMTC Commercial Complex, 8th Floor, 80 Feet Road, Koramangala, Bangalore - 560095. Ph : (91-80) 33002345, Fax : (91-80) 33243001 www.teamlease.com Registered Office: No 6, 3rd Floor, C Wing, Laxmi Towers, Bandra Kurla Complex, Bandra (East), Mumbai - 400051

Date: 12-Apr-21

Subject: Letter of Intent

Dear Lakshmi Narayanan K,

As per our discussion, we are pleased to offer you the position of **Graduate Engineer Trainee-Signalling Systems (Grade M9)** with a CTC of **INR 276000- PA** and Site Allowance will be paid as per TSTS Policy

As discussed, the broad terms of this employment offer are set out hereinafter;

- Your employment with **TeamLease Services Ltd.** is based on the interview conducted by our client TSTS.
- Your employment shall begin from the date of your reporting at the premises of our esteemed Client TVM Signalling and Transportation Pvt. Ltd. (#610,"NARAYANA"1st Floor,15th Cross, 100 Feet road , JP Nagar 6th phase, Bangalore-78)
- You are required to join on/before Jun'21 on receipt of course completion certificate without any backlog. confirmed date shall be communicated to you either by us or our client representative.
- Your work location will be Bengaluru and Various Site in India
- You shall be required to follow and abide by the working and security conditions which may be applicable at the Client's premises.
- For all reasons you will be deemed an employee of TeamLease Services Ltd.
- You required to undergo medical fitness tests in a clinic prescribed by us, before joining the duty (Medical test will be taken care by TSTS)
- The formal letter of Appointment will be issued at the time of your joining the Company. You are requested to submit the following documents prior to or at the time of your joining;
 - Copy of Resume
 - Copies of your educational qualifications
 - Previous employer experience letter
 - Copy of Permanent Account Number Card and Aadhaar Card UAN (for PF)
 - Copy of Bank Passbook first page or Cancelled Cheque (For Salary Transfer)
 - Copy of ID proof
 - 1 Family postcard size photograph (ESIC applicability)

Please accept the above stated by signing the duplicate copy of this letter and return the same for our record. We wish you all the best,

Thanking you,

For TEAMLEASE SERVICES LIMITED



(Authorized Signatory)

TeamLease Services Limited., CIN No. U74140MH2000PTC124003

BMTC Commercial Complex, 8th Floor, 80 Feet Road, Koramangala, Bangalore - 560095. Ph : (91-80) 33002345, Fax : (91-80) 33243001 www.teamlease.com Registered Office: No 6, 3rd Floor, C Wing, Laxmi Towers, Bandra Kurla Complex, Bandra (East), Mumbai - 400051

OFFER LETTER

24th January 2021

Mr.Rajeshmani G
No.84C/1, Kaliamman Kovil Street
Palanganatham, Madurai
Pincode – 625 003

Dear Mr.Rajesh,

This is in reference to your application and the subsequent interview you had with us recently.

We are pleased to inform you that we are offering you a position in our organization on the following terms and conditions:

- A) Position :Graduate Engineer Trainee – PRJ**
B) Grade :E1
C) Band :A
D) Salary :Rs.2,16,000/- P.A (CTC with EPF & ESI)
E) Location :Chennai
F) Joining Date :1st July 2021

(This Employment offer stands NULL and VOID if you do not join on the given Joining Date)

1. Agreements:

You will be required to sign a 36 month service agreement with the Company or any other client as required and complete various formalities as per the agreements during your employment with us.

2. Probation:

You will be on probation for a period of 12 Months from the joining date.

3. Transferability:

Your services are subject to transfer to any of our proposed office(s) / works in India. If required, you may have to travel to other parts of India or abroad as part of your job responsibilities.

Your official working hours and place(s) of work will be as specified for the regular employees.

4. Separation:

Your Separation will be governed by our "Separation Policy" however, you shall give the organization in writing your intention to resign, a minimum notice period 1 months or as applicable to your grade at the time of resigning. Your notice period will be calculated only from the date of acceptance of your resignation.

You are in any event not entitled to resign on payment of salary in lieu of notice without the consent of the organization in writing.

The organization shall be entitled to terminate your employment at any time before or after the period of probation either on giving 1 month notice or without any notice on payment of 1 month salary in lieu of notice.

The final decision regarding your separation is at the discretion of the management depending on business requirements.

5. Other Terms and Conditions:

- a) You shall not divulge either during the employment with us or afterwards, orally or otherwise, any particulars or details of our business, manufacturing process, technical know-how, prices, company's confidential material, security arrangements, administrative and / or organizational matters whether confidential, secret or otherwise, which you acquire during the course of your employment.
- b) You will maintain and keep in your safe custody, such books, manuals, registers, documents and other papers as may be issued to you or may come in your possession and shall return the same when required or at the time of separation.
- c) During your tenure with us, you shall not take up any assignment, part or full time, as Director/ Consultant/ Partner or in any other capacity of any organization or entity , without the written consent of Data Patterns (India) Pvt. Ltd. The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the management.
- d) You shall abide by all the rules and regulations of the company as are in force from time to time till your formal separation from the company.

As a token of your acceptance of the above offer, we request you to sign the duplicate copy of this letter and hand it over to us.

We welcome you to our organization and wish you the best for a long and rewarding career with us.

Yours sincerely,



(Rekha Rangarajan)
Director

I accept the above terms and conditions of service.

Signature:

Date:

COST TO THE COMPANY (CTC) FOR Mr.Rajeshmani G	
Department :Projects (PRJ)	
Designation :Graduate Engineer Trainee – PRJ	
Grade :E1	
Band :A	

CTC (PA)	216,000
CTC - Monthly	18,000
MONTHLY COMPONENT (in Rs.)	
Basic Pay	7,145
HRA	2,858
Other allowances	6,087
Total: Monthly (A)	16,089
Total: Monthly : Annualised (B)	193,066
Employee Contribution (C)	
Less: Contribution towards PF	857
Less: Contribution towards ESI	282
TOTAL : MONTHLY TAKE HOME PAY (A-C)	14,950
ANNUAL COMPONENTS (in Rs.)	
Bonus (D)	7,145
Employer's Contribution (E)	
to Provident Fund	11,668
to Gratuity Fund	4,122
TOTAL : ANNUAL (E)	15,790
COST TO THE COMPANY (B+D+E)	216,000
Other Benefits (in Rs.)	
Group Personal Accident Cover*	300000.00
Group Health Insurance*	150000.00
Food Subsidy**	
Transport Subsidy **	

NOTE :

* Refer Insurance Policy

** If availed

All salary components are governed by the company policies and statutory guidelines.

This salary sheet is strictly confidential and the details shall not be disclosed.

Rishafangangam

List of documents / have to be send before Joining & List of documents / have to be submit at the time of joining

This will facilitate joining, background verification / validation and appointment process at

DATA PATTERNS (INDIA) PVT. LTD. / INDUS TEQSITE PVT. LTD.

List of Documents have to send before joining & have to submit at the time of joining 1.Jul.2021	Blood Group certificate (Softcopy)
	PAN Card (Mandatory) (Softcopy)
	Relieving letters, Experience certificates & Payslips (Softcopy) if applicable
	Educational Certificates & Mark sheets: 10th std , 12th std & UG certificates Diploma, Graduation, Post-graduation Other relevant educational or skill certifications (Softcopy)
	Your Photo ID proof (Voter's ID Card / License / Passport) (Softcopy)
	Permanent Residential address proof of yourself (Ration Card / Voter's ID Card / License / Passport) (Softcopy)
	Permanent Residential address proof of guarantor (Guarantor – Father/Mother (Earning member)) (Ration Card / Voter's ID Card / License / Passport) (Softcopy)
Your recent colour photograph (Only with Red Background)	Send your recent photograph softcopy with red background before joining & have to submit the same photograph (2 Passport size and 1 Stamp size) at the time of joining
Medical Certificate	Physical and Mental fitness from a registered medical practitioner (Allopathy) (Softcopy) & have to submit hard copy at the time of joining
NOC	From Local police Station (Softcopy) & have to submit the hard copy at the time of joining
I understand that the listed mandatory documents should be brought on the DOJ and I confirm to provide them on the DOJ itself.	

Signature:

Date:

49

A promantus

To,

Mr. Muhammed Anver Ayaz N

Date: June 8, 2021

Dear Muhammed,

With great pleasure, we offer you the position of Associate Software Engineer in our organisation.

Your annual compensation on cost-to-company basis will be Rs.1,50,000 per annum, (One lakh fifty thousand rupees per annum). The salary structure is detailed in Annexure A. The Employment "Terms and Conditions" are mentioned in Annexure B. You are required to sign an agreement relating to employment terms and conditions on the lines mentioned in Annexure B.

Please ensure your current and previous employments/contracts are terminated in full and past dues are settled prior to joining us. Kindly sign and return a copy of this offer letter as a token of your acceptance within two weeks from the date of this letter. Your expected joining date at Promantus is on or before June 14, 2021. Your position is based at Bangalore.

Kindly furnish attested copy of the following documents on or before your joining date.

1. Relieving letters from your previous employers
2. Last 2 recent copies of your salary slips
3. Proof of academic qualifications starting from your SSLC.
4. Proof of Identity – Pan Card is Mandatory
5. Proof of Address – Aadhar Card
6. 3 passport copies of your photographs
7. Medical fitness report from a Registered Medical Practitioner.

We welcome you on board.

Sincerely Yours,

For Promantus India Pvt Ltd



(Jagannathan Srinivasan)

Director

Promantus India Private Limited

- Registered Office: Unit 610-618, Tower A, Space I Tech Park, Sohna Road, Sector 49, Gurgaon - 122018, Tel: +91-124-4363065
- Bangalore Branch Office: STPL 76 & 77, 6th Floor, Cyber Park, Electronic City Phase 1, Bangalore - 560100, Tel: 080-66186186
- Chennai Branch Office: No. 28, Vigneshwara Street, Ganesh Nagar, Guindy, Chennai-600032, Tel: 044-22440040/70
- CIN No.: U72900HR2019FTC077995 PAN NO.: AAKCP3192K
- Email: india@promantus.com website: www.promantusinc.com



OFFER LETTER

Date: 3rd August 2021

Dear Saraswathi M,

The terms and conditions of your offer are as follows:

1. LOCATION

You will be based initially at **Apptivo Software Pvt Ltd, 36/2, Doak Nagar Main Road, Madurai-625016**. It may be noted that the Management is entitled to relocate/transfer you to any branch now in existence or which may be commenced in the future. You may also be deputed to work for our Principals/clients/customers where we have undertaken specific assignments.

2. DESIGNATION

Consequent to your appointment with Apptivo Software Pvt. Ltd, your designation will be as **“Graduate Trainee Engineer”**.

3. DATE OF APPOINTMENT

Your Appointment with us is effective from your date of joining, which shall be **4th August 2021**. Kindly note that in case you fail to join on the stipulated date, this offer shall stand rescinded.

4. COMPENSATION

Your annual compensation of **INR 1,20,000** which will be paid monthly in accordance with the company's normal payroll procedures, after applicable statutory deductions like EPF, ESI, P Tax and LWF etc

5. LEAVE

You will be provided annual and sick leave as per the company policy from time to time you may contact the HR personnel for your leave eligibility.

6. EMPLOYMENT

You will be on training for the first six months and then a full time employee.

7. OTHER WORK

During your training you shall devote your full time to the company and shall not take up any other work / training for remuneration or otherwise (part time or otherwise) or for an advisory

Apptivo Software Private Limited,

1,Anthu street, Santhome High Road, Chennai - 600 004.

Phone No: 044-43033881. www.apptivo.com



capacity or be interested directly or indirectly (except as shareholders or debenture holder) in any other trade or business during the employment with the company without permission in writing to the Director of the company.

8. RESPONSIBILITIES

As part of the requirement, you may be required to undergo training in various areas as may be decided by the company from time to time and which may require your presence beyond the normal hours.

9. TRAVEL

You will be required to undertake travel on company work and you will be paid travel expenses as per the company rules.

10. CONFIDENTIAL INFORMATION

You will not at any time without the written consent of the director 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 may be confined to you or become known to you in the course of your service or otherwise.

11. PROTECTION OF INTEREST

If you conceive if/invent/discover/improve on any new or advances or current methods of Improving process / formulae / systems in relation to the operation of the company or its affiliates or customers, such developments, discoveries or inventions will be fully communicated to the company and will remain the sole right/ property of the company.

12. PAST RECORD

If any declaration given or furnished by you to the company prove to be false or if you are found to have willfully suppressed any material information in such case, you will be liable to removal from service without notice.

13. NOTICE PERIOD

During the period of training your training is liable to be determined at any time without any prior notice. Upon you being considered and absorbed in employment with the company, your services are terminable on either side by issuance of notice of 90 days or pay in Lieu thereof. The company reserves the right to forfeit the amount in case you fail to issue the notice period or fail to serve the period of notice. However, the company, at their Discretion may waive the period of notice and relieve you earlier from the notice period

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14. ON SEPARATION

On termination of this contract, you will immediately give up to the company before you are relieved all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or records, etc.. belonging to the company or relating to its business and shall not make or retain any copies of these items. You should not take up any employment with Apptivo's immediate client or the End client where Apptivo's developed software being used or where, in the course of your training, you have been associated, either directly or indirectly for a period of 2 years from the date of separation. The above terms and conditions are subject to company policy and please confirm that the above terms are acceptable to you by signing a copy of this letter.

Yours Truly,

Apptivo Software Pvt Ltd

A handwritten signature in black ink that reads "V. Sanjeetha" with a stylized flourish at the end.

**Sanjeetha
HR Manager**

Read and Accepted

A handwritten signature in purple ink that reads "M. Saraswathi" with a small flourish at the end.

(Candidate's Signature)

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Apptivo Software Pvt Ltd			
CTC			
Saraswathi M			
		CTC	INR 120,000
S.No.	Components of Compensation	Saraswathi M	
		Per Annum	Per month
1	Basic	36,000	3,000
2	House Rent Allowance	36,000	3,000
3	Conveyance Allowance	12,000	1,000
4	Other Allowance	28,039	2,337
	Total A - GROSS SALARY	112,039	9,337
	Company's Contribution		
1	Company's Contribution to PF	4,320	360
2	Company's Contribution to ESI	3,641	303
	Total B - COMPANY CONTRIBUTION	7,961	663
	CTC (A+B)	120,000	10,000
Workings for Take Home Salary			
S.No.	Components of Compensation	Per month	
1	Basic	3,000	
2	House Rent Allowance	3,000	
3	Conveyance Allowance	1,000	
4	Other Allowance	2,337	
	Total C	9,337	
	Less : Deductions		
1	Employee's Contribution to PF	360	
2	Employee's Contribution to ESI	70	
3	Professional Tax*		
4	Income Tax Deduction at Source **	-	
	Total D	430	
Monthly Take home (C - D)			INR 8,907

*Professional Tax as per statutory will be deducted on half yearly basis

**TDS is applicable as per IT Rules

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TECHNOLOGY

APPOINTMENT LETTER

Date: 09 August 2021

REF No. JOFF210374

To

Mr. AKSHAY TOM ABRAHAM
9443871063
4/215-3 Sundaram Nagar, Muthiapuram,
THOOTHUKUDU, 620005

Dear AKSHAY TOM ABRAHAM

It is with great pleasure that we welcome you as a new employee to MSC TECHNOLOGY (INDIA) PVT. LTD. We are very pleased that you have chosen to accept our offer of employment and know that this is the beginning of a mutually beneficial association.

We encourage our personnel to take advantage of the opportunity provided and scale new heights in their roles. We hope to see you emerge as one of the valuable and successful team players in our organization.

We are pleased to confirm you being employed by our organization in the capacity of JUNIOR SYSTEM ENGINEER commencing with your start of employment from 09 Aug 2021. Your base location will be Chennai.

WHEREAS the organization will provide highly "Specific Training" as per organization standards pertaining to usage of the product along with business process of the industries (Shipping/Travel/Logistics)

1. Probation & Termination of employment: You will be on probation for a period of six months. Based on your performance, your services will be confirmed in writing at the end of your probation period. The organization may extend the probation period at its sole discretion. The employee will be deemed to be on probation, till confirmation order issued. During the probation period the arrangement would be terminable by either side, by giving at 30 days' notice or by payment of salary in lieu of notice to the other side. The acceptance of notice pay is at the sole discretion of the Management.

On confirmation, this arrangement is terminable by either side at three months' notice or by payment of salary in lieu of notice to the other side. The acceptance of salary in lieu of notice is at the sole discretion of the management.

In Continuance with the above clause, no notice or resignation from the services of the Company will be effective if it is given during the period you are on leave and or on the fixed holidays. You will not be entitled to proceed on leave during the notice period. The Company may, however, at its sole discretion, allow you to proceed on leave during such notice period.

2. Working hours
MONDAY TO FRIDAY * .. 09:30 HOURS TO 18:00 HOURS.
LUNCH BREAK .. 13:00 HOURS TO 13:30 HOURS.

* Working hours are subject to change based on the discretion of the management.

3. You will be eligible for annual increment on completion of at least one year of service with the company, as on the date of increment announcement i.e., April 01st every year. The annual increment will be based on your as well as company's performance and will be disbursed at the sole discretion of the Management.

4. You will be entitled to Casual, Sick and Earned leaves & fixed holidays as are applicable under the Company's Leave Policy.
On termination of services from either side, balance leaves will not be adjusted in lieu of notice period unless there are exceptional reasons. Adjustments for such exception will be at the sole discretion of Management.

5. You will be covered under the Company's Staff Provident Fund that may be in force and amended from time to time.

6. You will be eligible for the company sponsored and administered Employee Benefits Program comprising of pension plan or gratuity plan (as per the Gratuity Act), ESI.

Akshay Tom



MSC TECHNOLOGY (INDIA) PVT. LTD.,

44/AIN ROAD, AMBATTUR INDUSTRIAL ESTATE, CHENNAI - 600 058. T: +91 44 71041708

44, B B ROAD, YELAHANKA, BANGALORE - 560084. T: +91 80 46180500

CIN NO. U72900TN2007PTC064734

APPOINTMENT LETTER

REF No: JOFF210357

Date: 09 August 2021

To

Mr. GOKULNATH
2/1680-6, Sithurajapuram,
Thangappa Nagar, (Devinagar), Sivakasi,
626123

Dear GOKULNATH,

It is with great pleasure that we welcome you as a new employee to MSC TECHNOLOGY (INDIA) PVT. LTD.. We are very pleased that you have chosen to accept our offer of employment and know that this is the beginning of a mutually beneficial association.

We encourage our personnel to take advantage of the opportunity provided and scale new heights in their roles. We hope to see you emerge as one of the valuable and successful team players in our organization.

We are pleased to confirm you being employed by our organization in the capacity of **JUNIOR TESTER** commencing with your start of employment from **09 Aug 2021**. Your base location will be **Chennai**.

WHEREAS the organization will provide highly "Specific Training" as per organization standards pertaining to usage of the product along with business process of the industries (Shipping/Travel/Logistics)

1. Probation & Termination of employment: You will be on probation for a period of six months. Based on your performance, your services will be confirmed in writing at the end of your probation period. The organization may extend the probation period at its sole discretion. The employee will be deemed to be on probation, till confirmation order issued. During the probation period the arrangement would be terminable by either side, by giving at 30 days' notice or by payment of salary in lieu of notice to the other side. The acceptance of notice pay is at the sole discretion of the Management.

On confirmation, this arrangement is terminable by either side at three months' notice or by payment of salary in lieu of notice to the other side. The acceptance of salary in lieu of notice is at the sole discretion of the management.

In Continuance with the above clause, no notice or resignation from the services of the Company will be effective if it is given during the period you are on leave and or on the fixed holidays. You will not be entitled to proceed on leave during the notice period. The Company may, however, at its sole discretion, allow you to proceed on leave during such notice period.

2. Working hours:

MONDAY TO FRIDAY *: .. 09:30 HOURS TO 18:00 HOURS.

LUNCH BREAK: .. 13:00 HOURS TO 13:30 HOURS.

* Working hours are subject to change based on the discretion of the management

3. You will be eligible for annual increment on completion of at least one year of service with the company, as on the date of increment announcement ie., April 01st every year. The annual increment will be based on your as well as company's performance and will be disbursed at the sole discretion of the Management.
4. You will be entitled to Casual, Sick and Earned leaves & fixed holidays as are applicable under the Company's Leave Policy.
On termination of services from either side, balance leaves will not be adjusted in lieu of notice period unless there are exceptional reasons. Adjustments for such exception will be at the sole discretion of Management.
5. You will be covered under the Company's Staff Provident Fund that may be in force and amended from time to time.
6. You will be eligible for the company sponsored and administered Employee Benefits Program comprising of pension plan or gratuity plan (as per the Gratuity Act), ESI.

Sensitivity: Internal

MSC TECHNOLOGY (INDIA) PVT. LTD.,

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BRANCH OFFICE : S/Y NO. 144, B B ROAD, YELAHANKA, BANGALORE - 560064. T : +91 80 46180500

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7. The normal age of retirement for the staff is 58 years.
8. You need to follow the company's dress code and standard code of conduct as applicable to you.
9. Standard language for communication will be English.
10. The company shall have a right to terminate you at any time whether during the probation period or thereafter, if your services are found unsatisfactory or at any time for cause. For purposes of this Appointment Agreement "cause" shall mean the following:
 - a) Violations of company or applicable regulatory body policies, rules or regulations
 - b) Insubordination,
 - c) Incompetence, unskillfulness
 - d) Dishonesty
 - e) Unlawful acts or any other misconduct or
 - f) Failure to qualify on the professional skill as informed to us or job-related certification reasonably required by the company.
 - g) Failure to provide Work Experience Certificate from previous Employer stating specifically designation, no. of years worked and your character based on experience.
11. In case of any damage caused to company assets by you, shall liable to make good the loss to the company. Also incase of not handing over the company assets back during exit as assigned to you at the time of joining, the company shall initiate appropriate legal action in order to recover such properties not handed over or to recover the compensation amount.
12. Loyalty: The Employee agrees to use all of his best efforts and diligence in the performance of his duties; he furthermore agrees to loyally promote the interests, and to devote all of his time and energy to the exclusive service of MSC Technology (India) Pvt Ltd.

If employee is found to be professionally engaged with any other organization while working for MSC Technology India, the management reserves the right to cancel his employment with immediate effect and recover the entire amount that has been paid as salary. Further, legal action will be initiated based on the severity of the issue.
13. Morality
 - a) The material violation of any of the terms and conditions of this agreement or any written agreements the executive may from time to time have with the company.
 - b) Inattention to or failure to perform employee's assigned duties and responsibilities competently for any reason other than due to disability.
 - c) Engaging in activities or conduct injurious to the reputation of the company or its affiliates including, without limitation, engaging in immoral acts which become public information or repeatedly conveying to one person, or conveying to an assembled public group, negative information concerning the company or its affiliates.
 - d) Commission of an act of dishonesty, including, but not limited to, misappropriation of funds or any property of the company; the executive commits an act of fraud, misappropriation, embezzlement or other similar act of dishonesty.
 - e) Commission by the Employee of an act which constitutes a misdemeanor (involving an act of moral turpitude) or Engaging in felonious act resulting in material harm to the financial condition or business reputation of the company or any of its affiliates.
 - f) The Employee engages in illegal conduct or gross misconduct which is materially and demonstrably injurious to the commercial interests of the company.
14. Emoluments
 - a) Kindly refer Enclosure I for emoluments
 - b) You shall deposit with us a copy of the mark-sheets and certificates of your final degree examination.
 - c) Without prejudice to other remedies available to the company, you shall be liable to pay to the company all the costs, charges and expenses incurred directly or indirectly by the company during the probation period and/or in connection therewith, in the event of breach of any of the conditions contained in this letter. A certificate stating all such costs, charges and expenses issued by any of the officers of the company shall be final and conclusive proof of payment thereof and shall be binding on you. You hereby agree that all such costs, charges and expenses incurred directly or indirectly by the company and certified by any of the officers of the company as aforesaid together with an amount equivalent to the sum paid to you as salary with all allowances, etc. during the period of training and the amount specified in Enclosure - I payable by you as liquidated damages shall constitute a debt owing to the company and shall be recoverable by the company from you immediately upon you committing a breach of any of the conditions contained in this Appointment Letter.

Sensitivity: Internal

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15. Confidentiality:

- a) In the performance of your job duties with Company, you will be exposed to Company's Confidential Information/ sensitive business data. "Confidential Information" means information or material that is valuable to Company and not generally known or readily ascertainable in the industry. This includes, but is not limited to:
- I. Technical information concerning Company's products and services, including product know-how, formulas, designs, devices, diagrams, software code, test results, processes, inventions, research projects and product development, technical memoranda and correspondence.
 - II. Information concerning Company's business, including cost information, profits, sales information, accounting and unpublished financial information, business plans, markets and marketing methods, customer lists and customer information, purchasing techniques, supplier lists and supplier information and advertising strategies.
 - III. Information concerning Company's employees, including salaries, strengths, weaknesses, and skills.
 - IV. Any sensitive business data information not generally known to the public which, if misused or disclosed, could reasonably be expected to adversely affect Company's business.
 - V. Employees must be cautious when performing their duties, wherein there should not damage, manipulation or misuse business data.
- b) The Employee shall keep Company's Confidential Information / sensitive business data, whether or not prepared or developed by Employee, in the strictest confidence. The Employee shall not disclose such information to anyone inside or outside the Company. Nor will Employee make use of any such Confidential Information for Employee's own purposes or the benefit of anyone other than Company.
- c) Employee's obligation to maintain the confidentiality and security of Confidential Information remains even after Employee's employment with Company ends and continues for so long as such Confidential Information remains a trade secret.
- d) You should keep strictly confidential all trade secrets and proprietary information of or relating to company, including (but not limited to) all non-public plans, procedures, inventions, patents, policies, books, records, lists, documents, data, copyrights, software, directories, techniques and clients. You acknowledge that the same are the exclusive property of organization, even if the same were created, developed, invented, discovered or designed by you during the term hereof.
- e) You should not store / copy any of the organization data to any personal storage device or possess any hard copies of the information related to the confidential business data. In case, you are in possession or come across such data, the same to be submitted immediately to HR.
- f) Details of your salary and other benefits should be kept confidential, if not company will take disciplinary action against you.
- g) If you are found to breach any of the terms condition as mentioned above, failed to adhere to the company policy, such breach will attract strict legal action.
16. Injunctive Relief: Any misappropriation of any of the Confidential Information in violation of this Agreement may cause Company irreparable harm, the amount of which may be difficult to ascertain, and therefore the Employee agrees that Company shall have the right to apply to a court of competent jurisdiction for an order enjoining any such further misappropriation and for such other relief as Company deems appropriate. This right is to be in addition to the remedies otherwise available to Company.
17. Indemnity: The Employee agrees to indemnify Company against any and all losses, damages, claims or expenses incurred or suffered by Company as a result of the Employee's breach of this Agreement.
18. Privacy
- a) You agree that you have no individual right to privacy regarding any part of company's premises or property.
 - b) You authorize the company to release basic employment and financial information to third parties inquiring for legal, business or financial purposes.
 - c) You unconditionally and forever agree to the unlimited, non-exclusive use of your name, background information, photograph (s), image and / or likeness in any advertising, publicity, promotional material, all without additional consideration or approvals. This provision also survives any termination of employment.

Sensitivity: Internal

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19. Restrictive Covenant: The Company is in the business of providing various services including services in the Computer Software area. You will acknowledge that:

- a) Company's services are highly specialized.
- b) The identity and particular needs of the Company's customers are not generally known by the industry.
- c) Company has proprietary interest in its customers and relationships.
- d) Documents and other information regarding company's services, methods, pricing and costs, as well as information pertaining to company's customers, including but not limited to identity, location, service requirements and charges to the customers are highly confidential and constitute trade secrets.

You agree that:

- a) The employer is willing to spend certain funds and resources both direct and indirect, financial and unliquidated related to training upon the express condition that the Employee will not voluntarily resign, leave or otherwise terminate employment for the period of 12 months from the date of training or be involuntarily terminated for cause during the said period of 12 months and in the event of any breach, the Employer can seek injunction as well as liquidated damages from the employee.
 - b) For a period of three years after this employment is terminated for any reason, regardless of whether the termination is initiated by the company or yourself, you will not directly or indirectly solicit, take up employment or transact any sort of business directly or indirectly with any person, company, firm or corporation who is or was a customer of the Company.
 - c) You shall not solicit or take up employment or transact any sort of business directly or indirectly with such customers on behalf of yourself or any other person, firm, company or corporation.
20. Disputes:
- a) Jurisdiction: Any disputes between you and the organization concerning with or relating to or arising out of this contract shall be subject to the jurisdiction of and be determined by a court of competent jurisdiction in Chennai only.
 - b) Arbitration: In the event of any dispute, difference or disagreement arising out of or in respect of this agreement or the commission of any breach of any of the terms here in above contained or any claim or liability of any party, the same shall be referred to an arbitrator to be appointed by the COMPANY, whose decision shall be final and binding upon the parties hereto. Such references shall be deemed to be a submission to arbitration under The Indian Arbitration & Conciliation Act, 1996 of any modification or reenactments thereof. The venue of arbitration shall be Chennai.
21. In view of the business of the Company, all employees are required to possess a valid Passport and as per statutory requirement AADHAR CARD and PAN Card is a must. In case you do not have one, you are required to obtain the same at your own time and expense and intimate this part to our Human Resources department.
22. You will be required to abide by the administrative instructions, rules and regulations and company policies as in force from time to time for the effective and smooth working of the Company. You are expected to engage yourself fully in the Company's business and not to engage yourself in any other employment or business including on part-time basis.
23. Background Check: Your employment will be subject to a background check in line with organization background check policy. If the background checks reveal unfavorable results, you will be liable to disciplinary action including termination of service without notice.

If this accurately records the arrangement, kindly return to us the enclosed duplicate of this letter of appointment duly signed by you as a token of your confirmation and acceptance of its terms.

Sensitivity: Internal

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All communications between you and company shall be deemed to have been effectively served if addressed to the following addresses:

Employer: **MSC TECHNOLOGY (INDIA) PVT. LTD.**

"Kosmo One" Tower-B, 11th Floor, Plot No 14, III Main Road, Ambattur Industrial Estate, Chennai - 600 058

Employee: **Mr. GOKULNATH**

2/1680-6, Sithurajapuram, Thangappa Nagar, (Devinagar), Sivakasi, 626123

Any change in the above addresses of any of the concerned parties, i.e. Employer, "Employee" shall be intimated to the other parties by way of a notice by the party whose address has changed within a period of 7 days from such change.

If no such change has been intimated or received, the addresses mentioned above shall be deemed to be the address of the concerned parties and dispatch by post-delivery of such notices to the concerned addressee at the above address (s) given above will constitute sufficient notice to the parties for all proceedings to be initiated.

Once again, welcome to **MSC TECHNOLOGY (INDIA) PVT. LTD.**

On behalf of MSC Technology (India) Pvt. Ltd.,
Authorised Representative

Ms. Jyoti Naik
Senior Vice President - HR

in the presence of
Mr. P. Vijayakumar
Senior General Manager - Finance & Admin

I have read, understood and accepted the above terms and conditions of employment.

Date: 09/8/2021

Place: Ambattur.


Signature of the (candidate)

Sensitivity: Internal

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Mr. David Stephen Raj Samuel
No 2/68 Middle Street
Virudhungan – 626129
Contact Number: +91- 7339460226

Chengalpattu, August 19, 2021

HR/15673/Aug2021

Dear David Stephen Raj Samuel,

Congratulations!

We are pleased to offer you the position of **Trainee (Graduate Engineer)** with Renault Nissan Technology & Business Centre India Pvt. Ltd. Your location for reporting is Chennai (Mahindra World City), India and the scheduled date of joining is on or before **October 01, 2021**. The offer stands withdrawn thereafter unless the date is extended or communicated to you in writing.

Your annual gross salary will be **Rs.3,50,000/-(Rupees Three Lakhs Fifty Thousand Only)** as detailed in Annexure 1. You will also be covered under the Company Group Insurance Scheme as per policy terms agreed by the company.

Your terms and conditions of employment are as mentioned in Annexure 3. You will be governed by the terms and conditions of the company and subject to any further amendments from time to time. You are advised to read the Annexures carefully and if the terms and conditions are acceptable to you please sign the duplicate copy as a token of you having understood and accepted the same.

In case of further clarifications with reference to your joining, please get in touch with our Joining Cell on Email: ask.hrssc@rntbci.com and you are requested to submit the copies of self attested document as per Annexure 2 at the time of joining.

Renault Nissan Technology & Business Centre India (RNTBCI) family welcomes and wishes you for a rewarding career.

'In line with Government of India regulations, you need to possess Aadhaar or an Aadhaar enrollment number in order to complete your joining formalities. In case your Aadhaar card contains only year of birth, please use the Self-service update portal (SSUP) or approach an enrollment center to update your date of birth. We require the Aadhaar or Aadhaar enrollment number with your date of birth included'.

Sincerely

Sameer Sinha
Head – Talent Acquisition
RNTBCI

Acceptance of Offer

David Stephen Raj Samuel

Encl : Annexure 1(Salary structure), **Annexure 2**(Check list of documents), **Annexure 3**(Terms & Conditions of Employment), **Annexure 4**(Mandatory Medical Checkup), **Annexure 5**(Covering Letter for Medical Checkup), **Annexure 6**(Pre Test Requirement)

Private and Confidential

Ref # NNT/HR/2021/1184

Date: 18-Oct-2021

Jeyapriya J

Dear Jeyapriya J,

Offer of Employment

We are pleased to offer you (herein after also referred to as Employee) full-time employment in the position of **Software Engineer – IC1** with Nggawe Nirman Technologies Pvt. Ltd, effective 25-Oct-2021, herein after referred to also as Company.

1. Remuneration

- a) The break-up of your annual gross salary and benefits details along with some conditions applicable are set out in Appendix.
- b) Salary will be paid into your salary account by the 5th day of each month.

2. Salary Revision

Your remuneration will be subject to annual review, or at such times as may be appropriate. Review dates are set by Corporate Headquarters. The result of any remuneration review will take your performance into account.

3. Place of work

Your normal place of work will be at the Company's facility at Miller's Road in Bangalore. The company reserves the right to change your place of work within India. Your services shall be transferrable to any of the branches of the Company, or associated companies or any other companies of Nggawe Nirman Technologies Pvt. Ltd. group. You may be required to travel within and outside India

4. Working Hours

- a) The normal working hours are 9:30 AM to 6:00 PM with 30 minutes lunch break Monday thru Friday. However due to business exigencies employees may be required to work at different timings and on weekends/ holidays which may be prescribed by the manager from time to time.
- b) For the businesses that operate on a 24x7 basis, employees may be required to work at different times including night. In all such cases, the actual working hours shall be as prescribed by manager.

5. Probation Period

The first six (6) months of your employment shall be considered a probationary period. This period can be extended for a further period of one (1) month at the election of the Company, and you would not be deemed to be confirmed unless a confirmation letter is given to you in writing. During the probation, or its extension, either party may terminate this relationship with one (1) month notice.

6. Termination

a) Termination of employment by either party shall be two (2) months' notice in writing or payment in lieu of notice. Such notice may not be offset by unused leave.

b) If your actions at any time constitute a serious breach of Company's standards of behavior/ code of conduct Company may end this contract and terminate your employment immediately, without any compensation.

c) This appointment letter is issued on the understanding that all the information given by you in the application/ employee data form / during the interview or data provided prior to and/ or at the time of joining is true. If it is found at any time that the information given by you is not correct or true or you have knowingly suppressed any information, the Company will have the right to terminate your appointment with us anytime without any compensation.

d) Notwithstanding anything to the contrary contained herein, the Company may terminate your services at any time, with immediate effect by a notice in writing (without notice or Base Salary in lieu thereof as contemplated in clause 6.a above), for Cause. For purposes of this Agreement, "Cause" is defined as misconduct, including but not limited to the following conduct by you: (1) fraudulent, dishonest or undisciplined conduct, or breach of integrity; (2) misappropriation or misuse of Company property; (3) insubordination or failure to comply with the directions given by persons so authorized; (4) conviction for any offence involving moral turpitude; (5) breach of any terms of this Agreement or of any Company policy or other documents or directions of the Company or its authorized representative; (6) irregularity in attendance; (7) persistent unsatisfactory work performance, or neglect of duties; or (8) other conduct by you which is regarded by the Company as prejudicial to its own interests.

e) If you remain absent unauthorized for a period of three (3) or more consecutive working days or remains absent unauthorized for a period of three (3) working days beyond the period of leave originally granted or subsequently extended, the Company may at any time thereafter, give a notice to you at your last known address calling upon you to report back for work and seek an explanation in writing, for such absence within 5 (five) calendar days of the date of notice, and unless you report to duty within such time and give satisfactory explanation for your absence, you will be deemed to have voluntarily resigned / abandoned your employment. However, if you report for work and submit a satisfactory reply within the time stipulated, you may be permitted to resume duty without prejudice to the right of the Company to take suitable action.

f) The Company reserves the right to require you not to attend to work and/or not to undertake all or any of your duties of employment during any period of notice (whether given by the you or the Company), provided that the Company shall, in the circumstances contemplated in Clause 6.a herein, continue to pay you your Base Salary and applicable benefits for the duration of the notice subject to the terms of the governing benefits plans. You agree that your obligations of confidentiality, good faith, loyalty and fidelity shall continue to remain in force notwithstanding any such period of granted leave or notice period.

g) The notice or Base Salary in lieu thereof, if any, made pursuant to the clauses of this Section 6 will be full and adequate compensation to you with respect to the termination of the your employment and this agreement notwithstanding any factor in the relationship between the Company and you, including without limitation the your length of service, age, position, prospects of re-employment, loss of benefits, or the timing or manner of termination, and you waive any right that you may now or hereafter have to claim further compensation of any kind from the Company in an action for wrongful dismissal or otherwise.

7. Verification

a) This appointment is based on the details provided by you in the company application form/ employment data form/ during the interview/ data provided prior to or at the time of joining.

b) The offer is made based on the Indian laws and subject to no adverse information being obtained during reference checking with previous employers, validation of educational qualifications or background checks,

and approval of your employment/ immigration pass application (wherever applicable). For audit purposes, you are also expected to provide an original copy of your last pay slip to the Human Resources Department.

8. Proprietary Information Agreement

You will be employed by Company in a capacity in which you will or may receive confidential information, which is of value to Company or its clients/customers. You therefore agree to abide by the following terms and conditions:

a) Your employment creates a relationship of confidence and trust between you and Company with respect to certain information of a confidential, proprietary or trade secret nature. For the purposes of this Agreement, all such confidential, proprietary or trade secret information will be referred to as "Proprietary Information".

b) Proprietary Information includes without limitation:

All software developed or licensed by or for Company or its Clients or licensed to Company by a third party, and any documentation or listing pertaining to such software; the term "software" as used in this paragraph refers to software in various stages of development or any product thereof and includes without limitation the literal elements of a program (source code, object code or otherwise), its audio-visual components (menus, screens, structure or organization), any human or machine readable form of the program, and any writing or medium in which the program or the information therein is stored, written or described, including without limitation, diagrams, flowcharts, designs, drawings, specification, models, data, bug reports and customer information.

Marketing and sales plans, product development plans, competitive analyses, benchmark test results, business and financial plans or forecasts, non-public financial information, agreements, and customer and employee lists of Company.

Any information or material not described above which relates to Company's inventions, technological developments, "know-how", purchasing, accounting, merchandising, or licensing.

Any information of the type described above which Company has a legal obligation to treat as confidential, or which Company treats as proprietary or designates as confidential, whether or not owned or developed by Company.

Proprietary Information shall not include information known publicly or generally employed in the trade, nor shall it include generic knowledge that you would have learned in the course of similar employment elsewhere.

c) At all times, both during and after your employment with Company, you will hold Proprietary Information in confidence. You will not use, transfer, publish, disclose, or report Proprietary Information directly or indirectly, except such disclosure to other Company employees or authorized third parties as may be necessary in the ordinary course of performing your duties for Company or otherwise as directed by Company.

d) You agree that you have not brought any proprietary information of a former employer to Company and that you will not use any proprietary information of a former employer in the performance of your work with Company unless you have written authorization from your former employer.

e) You will promptly disclose to Company all ideas, processes, inventions, modification, and improvements (collectively referred to as "Inventions") relating to any work or business carried on by Company, conceived by you alone or with others during the term of your employment, whether or not conceived during regular business hours.

f) All such Inventions shall be the sole and exclusive property of Company. You also agree to execute without receiving additional compensation: (a) any formal documents necessary to assign any Inventions to Company; and (b) all documents required to obtain a patent, register a copyright, or enforce Company's

rights in such Inventions. These obligations shall continue beyond the termination of employment with respect to Inventions you conceive or make during the period of your employment.

g) You will not recruit or hire any Company employee for six months after termination of your employment with Company without Company's explicit written consent.

h) You are liable to be transferred in such capacity as the Company may, from time to time, determine to any other location, department, establishment or part of Group of companies anywhere in the World, without any change in terms and conditions of employment at the sole discretion of the management. In such a case, you will be governed by the rules and service conditions applicable to new assignments and locations. Please note, your new employment will be subject to the terms of this Agreement until you sign another one with the new employing company. You may also be sent on training, deputation assignments to sister or associate companies or to third parties whether in India or abroad and you are expected to honor the decision of the Company.

You will be governed by the rules and regulations in these regards as may be applicable to you from time to time. You will have to execute Service / Confidentiality and Non-Disclosure Agreement, as may be required to protect the interest of the client(s) of our Company.

i) You shall upon termination of your employment with Company and upon Company's request reaffirm your recognition of the importance of maintaining the confidentiality of Company's Proprietary Information and reaffirm all of the obligations set forth in this Agreement.

j) You shall upon termination of your employment with Company return (and not retain) all property belonging to Company or relating to its business, including without limitation all Proprietary Information, documents, software, discs, diskettes, tapes, and any other form of media, all correspondence, specifications, formulae, books, cost data, market data, literature, drawings, client contacts, billing details, payment outstanding, effects or records etc. copies of any of the above, microcomputer systems, computer terminals, modems, other hardware, telephones, credit cards, and/or company automobile. You will, if so required by the Company, confirm in writing that you have complied with this obligation.

k) Company's proprietary rights and confidential information are amongst the Company's most important assets, and as a condition of your employment you are required to sign the Company's Proprietary Information Agreement. A breach of security or confidentiality is regarded very seriously and could lead to termination of employment.

l) You further agree that, notwithstanding the provisions of Section 19(4) of the Indian Copyright Act, 1957, the assignment in terms of this clause shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of 1 (one) year from the date of such assignment. You hereby agree that you will waive any right to and will not raise any objection or claims before the Copyright Board or any other appropriate authority with respect to the assignment, pursuant to Section 19A of the Indian Copyright Act, 1957 or the Canadian Copyright Act.

m) Conflict of Interest:

It is intended to avoid any conflict between your interests as an employee and the interest of the company in dealing with Suppliers, Customers and all other Organizations or Individuals doing or seeking to do business with the Company. Further, if any 'Conflict of Interest' does arise in future, you will promptly report the same to the Executive management immediately.

Noted below are few examples of Conflict of Interest:

- You or any dependent member of your family not to have an interest in any organization, which has business dealings with our 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 operations which are quoted and sold on Open market or the interest is not material.
- You or any dependent member of your family not to buy / sell or lease any kind of property, facilities or equipment from or to the Company or any affiliate or to any other Company, Firm, or Individual that is

or is seeking to become a Contractor, Supplier or Customer, except with the knowledge and Consent of the Management.

- You are not to serve as an Officer, Director or in any other Management Capacity or as a Consultant to another Company or Organization doing or seeking to do Business with the Company or an affiliate except with the Knowledge and Consent of Management of our Company.
- You are not 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 our Company.
- You or any other dependent member of your family not to accept Commission, a Share in Profits or other Payments, Loans (other than with established Banks or Financial Institutions), Services, Excessive entertainment and Travel or Gifts or more than nominal value from any individual or Organization doing or seeking to do business with the Company.

9. Code of Conduct

a) You shall in the course of your employment be required to adhere to and follow all applicable laws, and the Company's policies and instructions as applicable from time to time. Each of such policies will be deemed to be a part of this Agreement and constitute the understanding between the Company and the Employee governing the terms of the employment.

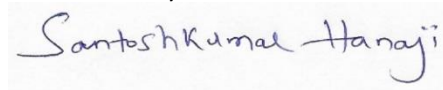
b) You shall be aware and acknowledge that the Company is committed to the promotion of an environment that values the diversity of the workforce and is free from discrimination on the basis of race, color, sex, sexual orientation, age, physical or mental disability, marital status, family responsibilities, pregnancy, religion, political opinion, national extraction or social origin. You shall be required to observe this policy at all times during the course of employment with the Company.

c) You shall display the highest standards of propriety and integrity in all your dealings with the Company, its clients, customers, consultants, employees and service providers.

10. Offer Acceptance and Validity

Please read this offer of employment carefully before you agree to its terms by signing it. The offer sets forth certain important benefits, terms and conditions related to your employment with Company. Please confirm your acceptance to this offer by signing the copy of this offer letter and returning to us by 20-Oct-2021.

Yours sincerely,



(Santoshkumar Hanaji)

COO – Nggawe Nirman Technologies Private Limited

DECLARATION

I, **Jeyapriya J** agree with all the above terms and conditions of employment with Nggawe Nirman Technologies Pvt. Ltd. I also confirm that I have read, understood and agree to comply with the Proprietary Information Agreement. I shall commence employment with effect from 25-Oct-21.

Date: _____

Signature: _____

Place: _____

APPENDIX

Compensation and Benefits

1. All entitlements given below are applicable after you have joined Company. The entitlements are subject to company policies / procedures / guidelines that may be issued / modified from time to time. All perquisites and benefits including reimbursements are subject to Income Tax provisions, which may be applicable, including taxation on perquisite value. You shall not discuss your compensation stated hereinabove with the other employees as the same is a personal matter between you and the Company.

2. These entitlements shall cease upon the termination of your employment with Company. These entitlements may also cease if you need to take long-termed personal leave of absence. You will need to check with your local HR team for details.

Compensation Structure:

Salary Components*	Per Annum (INR)
Basic	160,000
HRA	64,000
Leave Travel Allowance	13,333
Special Allowance	133,371
Gross Salary	370,704
Employer Contribution	
Employer's PF Contribution	21,600
Gratuity Contribution	7,696
Total Salary	400,000

- On successfully completing continuous twelve months with us, you would qualify for a One-time Retention Pay of INR 100,000 (One lakh only). This amount would be processed along with the paycheck of your anniversary month with the Company.

The Retention Pay amount shall not be payable by the company in case the employee resigns from the services of the company or is terminated for cause before completing continuous twelve months with the company.

* All statutory deduction applicable as per law.

3. The Company, at any time, reserves the right to review and restructure its Compensation Package.

4. House Rent Allowance

This is a part of your annual gross salary and paid as an allowance.

5. Provident Fund/ Employee Pension Scheme

You will be required to subscribe to the Provident Fund scheme as may be applicable to you. The company will contribute 12% of your Basic salary (or INR 21,600 pa whichever is higher) toward this fund/ scheme.

6. Gratuity

Gratuity will be payable in line with the statutory provisions, upon separation from the company, subject to completion of minimum of five years of employment with Company.

7. Meal Vouchers / Food Coupon

For Tax saving purposes you can opt for the Food Card/M meal Vouchers up to an amount of Rs. 26,400 per year. If opted for, this amount would be deducted from your Special Allowance and provided tax free as Food Card/M meal Vouchers.

The meal vouchers can also be used at any of the Vendor's affiliates for food and food related items only. Any unutilized meal vouchers can be carried forward to the subsequent months, subject to any applicable validity period.

8. Insurance Coverage

All employees, their spouse, dependent parents and up to two dependent children will be enrolled under the company group medical insurance scheme.

Employees are also covered under a Group Accidental Insurance and a Group Term Life Insurance details of which shall be shared by the Human Resources.

Insurance cover will begin after the insurance company accepts and processes all information provided by the employee after joining. To facilitate early enrolments employees are required to provide immediately on joining all information necessary for the group insurance policy. Claims will have to be submitted by the employee directly to the insurance company and will be subject to the policies of the insurance company.

9. Holidays

Company will provide 10 paid public holidays

10. Vacation / Paid Time Off

Company will provide 18 days of vacation pay. Maximum accrued vacation time cannot exceed 20 days. Once an employee exceeds this limit, accrual shall cease. Unused leaves lapse. This entitlement shall be calculated on a pro rata basis.

11. Sick Leave

Company will provide 12 days of sick leave. This entitlement shall be calculated on a pro rata basis.

12. Miscellaneous expenses

The Company shall also reimburse the Employee for any reasonable, documented out-of-pocket business expenses (i.e. business travel, entertainment expenses, telephone expenses used for official purposes and transportation expenses from home to office and back in case employee is required to attend late night calls at the office) incurred by the Employee for the purpose of and in connection with the performance of the duties and responsibilities pursuant to this Agreement. The Employee shall, however, only be entitled to such reimbursement upon his presentation to the Company of receipts or other statements itemizing and documenting such expenses in reasonable detail and to the satisfaction of the Company and being consistent with the Company's policies.

13. Maternity

100% daily wages averaged over 6 months of maternity leave, paid for 26 weeks. An extension of up to 1 month is allowed for medically certified reasons.

Joining Formalities:

At the time of your joining, you would be required to bring the originals and submit a copy each of the following testimonials (Soft copy preferred).

1. Educational Qualification

- a) SSC / Class X & HSC
- b) Graduation degree certificate and marks cards of all years / semesters
- c) Post Graduation degree certificate and marks cards of all years / semesters

2. Work Experience

- a) Experience & relieving certificates of all your previous employers.
- b) Latest pay slip, appointment letter of your current employer and Form. 16.

3. In addition, you would be required to submit a softcopy of your passport size photographs in color with white background.

Prompt receipt of the above testimonials along with the personal data form and the other enclosures duly filled in would help us to complete the joining formalities seamlessly. Your co-operation is solicited in complying with the above.

4. As part of background verification you are required to produce

- a) Identity proof (Passport, Driver's license, PAN card, Ration card, Voter ID card).
- b) Address proof in respect of residence where a person has stayed for the longest duration in last 7 years. (Any utility bill electricity, telephone, credit card)



NGGAWE NIRMAN TECHNOLOGIES

Nggawe Nirman Technologies Private Limited
Registered Office: Global Technology Park, Tower C, Marathahalli,
ORR, Devarabeesanahalli, Bellanduru Hobli, Bengaluru - 560 103
CIN:U72900KA2017PTC107990

Private and Confidential

Ref # NNT/HR/2021/1072

Date: 24-Sep-2021

Venkateswaran S

C/o Mr. Azarudeen A (Placement Officer)
Training Development and Placement Cell
KAMARAJ College of Engineering and Technology
K. Vellakulam, Madurai District

Dear Venkateswaran,

Offer of Internship

We are pleased to offer you (herein after also referred to as Intern) and Internship opportunity as an "Software Engineering Intern" with Nggawe Nirman Technologies Pvt. Ltd, for a period of 6 months effective 04-Oct-2021, herein after referred to also as Company.

1. Stipend

- a) The details regarding your internship stipend and any other benefits if any along with some conditions applicable are set out in Appendix.
- b) The Stipend will be paid into your bank account by the 5th day of each month.

2. Place of work

Your normal place of work will be at the Company's facility based out of Bangalore. The company reserves the right to change your place of work within India. Your services shall be transferrable to any of the branches of the Company, or associated companies or any other companies of Nggawe Nirman Technologies Pvt. Ltd. group.

4. Working Hours

- a) The normal working hours are 9:30 AM to 6:00 PM with 30 minutes lunch break Monday thru Friday. However due to business exigencies you may be required to work at different timings and on weekends/ holidays which may be prescribed by the manager from time to time.
- b) For the businesses that operate on a 24x7 basis, you may be required to work at different times including night. In all such cases, the actual working hours shall be as prescribed by manager.

5. Confirmation

This engagement is purely an internship opportunity and the company doesn't guarantee a full time employment on completion of the internship period. It is solely company's discretion whether to offer you a full time employment or not and it would depend upon your performance during the internship, an active relevant position in the company at that point in time and other business exigencies.

6. Termination

- a) Termination of internship by either party shall be 30 days' notice in writing or payment in lieu of notice. Such notice may not be offset by unused leave.
- b) If your actions at any time constitute a serious breach of Company's standards of behavior/ code of conduct Company may end this contract and terminate your internship immediately, without any compensation.

www.nirman.io

c) This internship letter is issued on the understanding that all the information given by you in the application/ employee data form / during the interview or data provided prior to and/ or at the time of joining is true. If it is found at any time that the information given by you is not correct or true or you have knowingly suppressed any information, the Company will have the right to terminate your internship with us anytime without any compensation.

d) Notwithstanding anything to the contrary contained herein, the Company may terminate your services at any time, with immediate effect by a notice in writing (without notice or stipend in lieu thereof as contemplated in clause 6.a above), for Cause. For purposes of this Agreement, "Cause" is defined as misconduct, including but not limited to the following conduct by you: (1) fraudulent, dishonest or undisciplined conduct, or breach of integrity; (2) misappropriation or misuse of Company property; (3) insubordination or failure to comply with the directions given by persons so authorized; (4) conviction for any offence involving moral turpitude; (5) breach of any terms of this Agreement or of any Company policy or other documents or directions of the Company or its authorized representative; (6) irregularity in attendance; (7) persistent unsatisfactory work performance, or neglect of duties; or (8) other conduct by you which is regarded by the Company as prejudicial to its own interests.

e) If you remain absent unauthorized for a period of three (3) or more consecutive working days or remains absent unauthorized for a period of three (3) working days beyond the period of leave originally granted or subsequently extended, the Company may at any time thereafter, give a notice to you at your last known address calling upon you to report back for work and seek an explanation in writing, for such absence within 5 (five) calendar days of the date of notice, and unless you report to duty within such time and give satisfactory explanation for your absence, you will be deemed to have voluntarily resigned / abandoned your internship. However, if you report for work and submit a satisfactory reply within the time stipulated, you may be permitted to resume duty without prejudice to the right of the Company to take suitable action.

7. Proprietary Information Agreement

You will be working with the Company in a capacity in which you will or may receive confidential information, which is of value to Company or its clients/customers. You therefore agree to abide by the following terms and conditions:

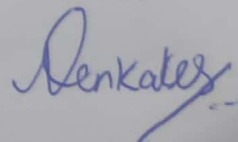
a) Your internship creates a relationship of confidence and trust between you and Company with respect to certain information of a confidential, proprietary or trade secret nature. For the purposes of this Agreement, all such confidential, proprietary or trade secret information will be referred to as "Proprietary Information".

b) Proprietary Information includes without limitation:

All software developed or licensed by or for Company or its Clients or licensed to Company by a third party, and any documentation or listing pertaining to such software; the term "software" as used in this paragraph refers to software in various stages of development or any product thereof and includes without limitation the literal elements of a program (source code, object code or otherwise), its audio-visual components (menus, screens, structure or organization), any human or machine readable form of the program, and any writing or medium in which the program or the information therein is stored, written or described, including without limitation, diagrams, flowcharts, designs, drawings, specification, models, data, bug reports and customer information.

Marketing and sales plans, product development plans, competitive analyses, benchmark test results, business and financial plans or forecasts, non-public financial information, agreements, and customer and employee lists of Company.

Any information or material not described above which relates to Company's inventions, technological developments, "know-how", purchasing, accounting, merchandising, or licensing.
Any information of the type described above which Company has a legal obligation to treat as confidential, or which Company treats as proprietary or designates as confidential, whether or not owned or developed by Company.



Proprietary Information shall not include information known publicly or generally employed in the trade, nor shall it include generic knowledge that you would have learned in the course of similar engagement / employment elsewhere.

c) At all times, both during and after your internship with Company, you will hold Proprietary Information in confidence. You will not use, transfer, publish, disclose, or report Proprietary Information directly or indirectly, except such disclosure to other Company employees or authorized third parties as may be necessary in the ordinary course of performing your duties for Company or otherwise as directed by Company.

d) You agree that you have not brought any proprietary information of a former employer to Company and that you will not use any proprietary information of a former employer in the performance of your work with Company unless you have written authorization from your former employer.

e) You will promptly disclose to Company all ideas, processes, inventions, modification, and improvements (collectively referred to as "Inventions") relating to any work or business carried on by Company, conceived by you alone or with others during the term of your internship, whether or not conceived during regular business hours.

f) All such Inventions shall be the sole and exclusive property of Company. You also agree to execute without receiving additional compensation: (a) any formal documents necessary to assign any Inventions to Company; and (b) all documents required to obtain a patent, register a copyright, or enforce Company's rights in such Inventions. These obligations shall continue beyond the termination of internship with respect to Inventions you conceive or make during the period of your internship.

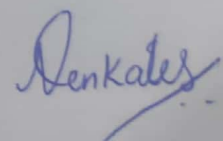
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h) You are liable to be transferred in such capacity as the Company may, from time to time, determine to any other location, department, establishment or part of Group of companies anywhere in the World, without any change in terms and conditions of internship at the sole discretion of the management. In such a case, you will be governed by the rules and service conditions applicable to new assignments and locations. Please note, your new employment will be subject to the terms of this Agreement until you sign another one with the new employing company. You may also be sent on training, deputation assignments to sister or associate companies or to third parties whether in India or abroad and you are expected to honor the decision of the Company.

You will be governed by the rules and regulations in these regards as may be applicable to you from time to time. You will have to execute Service / Confidentiality and Non-Disclosure Agreement, as may be required to protect the interest of the client(s) of our Company.

i) You shall upon termination of your internship with Company and upon Company's request reaffirm your recognition of the importance of maintaining the confidentiality of Company's Proprietary Information and reaffirm all of the obligations set forth in this Agreement.

j) You shall upon termination of your internship with Company return (and not retain) all property belonging to Company or relating to its business, including without limitation all Proprietary Information, documents, software, discs, diskettes, tapes, and any other form of media, all correspondence, specifications, formulae, books, cost data, market data, literature, drawings, client contacts, billing details, payment outstanding, effects or records etc. copies of any of the above, microcomputer systems, computer terminals, modems, other hardware, telephones, credit cards, and/or company automobile. You will, if so required by the Company, confirm in writing that you have complied with this obligation.



k) Company's proprietary rights and confidential information are amongst the Company's most important assets, and as a condition of your internship you are required to sign the Company's Proprietary Information Agreement. A breach of security or confidentiality is regarded very seriously and could lead to termination of internship.

l) You further agree that, notwithstanding the provisions of Section 19(4) of the Indian Copyright Act, 1957, the assignment in terms of this clause shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of 1 (one) year from the date of such assignment. You hereby agree that you will waive any right to and will not raise any objection or claims before the Copyright Board or any other appropriate authority with respect to the assignment, pursuant to Section 19A of the Indian Copyright Act, 1957 or the Canadian Copyright Act.

m) Conflict of Interest:

It is intended to avoid any conflict between your interests as an intern and the interest of the company in dealing with Suppliers, Customers and all other Organizations or Individuals doing or seeking to do business with the Company. Further, if any 'Conflict of Interest' does arise in future, you will promptly report the same to the Executive management immediately.

Noted below are few examples of Conflict of Interest:

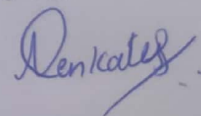
- You or any dependent member of your family not to have an interest in any organization, which has business dealings with our Company, where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held operations which are quoted and sold on Open market or the interest is not material.
- You or any dependent member of your family not to buy / sell or lease any kind of property, facilities or equipment from or to the Company or any affiliate or to any other Company, Firm, or Individual that is or is seeking to become a Contractor, Supplier or Customer, except with the knowledge and Consent of the Management.
- You are not to serve as an Officer, Director or in any other Management Capacity or as a Consultant to another Company or Organization doing or seeking to do Business with the Company or an affiliate except with the Knowledge and Consent of Management of our Company.
- You are not 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 our Company.
- You or any other dependent member of your family not to accept Commission, a Share in Profits or other Payments, Loans (other than with established Banks or Financial Institutions), Services, Excessive entertainment and Travel or Gifts or more than nominal value from any individual or Organization doing or seeking to do business with the Company.

9. Code of Conduct

a) You shall in the course of your internship be required to adhere to and follow all applicable laws, and the Company's policies and instructions as applicable from time to time. Each of such policies will be deemed to be a part of this Agreement and constitute the understanding between the Company and the intern governing the terms of the internship.

b) You shall be aware and acknowledge that the Company is committed to the promotion of an environment that values the diversity of the workforce and is free from discrimination on the basis of race, color, sex, sexual orientation, age, physical or mental disability, marital status, family responsibilities, pregnancy, religion, political opinion, national extraction or social origin. You shall be required to observe this policy at all times during the course of internship with the Company.

c) You shall display the highest standards of propriety and integrity in all your dealings with the Company, its clients, customers, consultants, employees and service providers.



10. Offer Acceptance and Validity

Please read this offer of internship carefully before you agree to its terms by signing it. The offer sets forth certain important benefits, terms and conditions related to your internship with Company. Please confirm your acceptance to this offer by signing the copy of this offer letter and returning to us by 28-Sep-2021.

Yours sincerely,

Santosh Kumar Hanaji.

(Santoshkumar Hanaji)

Director – Nggawe Nirman Technologies Private Limited

DECLARATION

I, **Venkateswaran S** agree with all the above terms and conditions of internship with Nggawe Nirman Technologies Pvt. Ltd. I also confirm that I have read, understood and agree to comply with the Proprietary Information Agreement. I shall commence internship with effect from 04-Oct-2021.

Date: 25/09/2021

Signature: *Venkates*

(S. VENKATESWARAN)

Place: Madurai.

APPENDIX

Compensation and Benefits

1. All entitlements given below are applicable after you have joined Company. The entitlements are subject to company policies / procedures / guidelines that may be issued / modified from time to time. All perquisites and benefits including reimbursements are subject to Income Tax provisions, which may be applicable, including taxation on perquisite value. You shall not discuss your compensation stated hereinabove with the other employees as the same is a personal matter between you and the Company.

2. These entitlements shall cease upon the termination of your internship with Company.

Compensation Details:

During your internship, you would be paid a fixed Stipend of **INR 20,000 pm (Rupees Twenty Thousand Only)***.

* All statutory deduction applicable as per law (eg. TDS).

Internship Duration: 6 months with effect from 04-Oct-2021

Medical Insurance

The Company would cover you under the company's Group Medical Insurance Policy. Only you would be covered under this policy.

Holidays

Company will provide 10 paid public holidays in a calendar year.

Benkates

Joining Formalities:

At the time of your joining, you would be required to bring the originals and submit a copy each of the following testimonials.

1. Educational Qualification

- a) SSC / Class X & HSC
- b) Graduation degree certificate and marks cards of all years / semesters
- c) Post Graduation degree certificate and marks cards of all years / semesters

2. Work Experience (If any)

- a) Experience & relieving certificates of all your previous employers.
- b) Latest pay slip, appointment letter of your current employer and Form. 16.

3. In addition, you would be required to submit 5 passport size photographs in color with white background.

Prompt receipt of the above testimonials along with the personal data form and the other enclosures duly filled in would help us to complete the joining formalities seamlessly. Your co-operation is solicited in complying with the above.

4. As part of background verification you are required to produce

- a) Identity proof (Passport, Driver's license, PAN card, Ration card, Voter ID card.
- b) Address proof in respect of residence where a person has stayed for the longest duration in last 7 years. (Any utility bill electricity, telephone, credit card)

Dankes

Private and Confidential

Ref # NNT/HR/2021/1070

Date: 24-Sep-2021

Nagashalini R

C/o Mr. Azarudeen A (Placement Officer)
Training Development and Placement Cell
KAMARAJ College of Engineering and Technology
K. Vellakulam, Madurai District

Dear Nagashalini,

Offer of Internship

We are pleased to offer you (herein after also referred to as Intern) and Internship opportunity as an "Software Engineering Intern" with Nggawe Nirman Technologies Pvt. Ltd, for a period of 6 months effective 04-Oct-2021, herein after referred to also as Company.

1. Stipend

- a) The details regarding your internship stipend and any other benefits if any along with some conditions applicable are set out in Appendix.
- b) The Stipend will be paid into your bank account by the 5th day of each month.

2. Place of work

Your normal place of work will be at the Company's facility based out of Bangalore. The company reserves the right to change your place of work within India. Your services shall be transferrable to any of the branches of the Company, or associated companies or any other companies of Nggawe Nirman Technologies Pvt. Ltd. group.

4. Working Hours

- a) The normal working hours are 9:30 AM to 6:00 PM with 30 minutes lunch break Monday thru Friday. However due to business exigencies you may be required to work at different timings and on weekends/ holidays which may be prescribed by the manager from time to time.
- b) For the businesses that operate on a 24x7 basis, you may be required to work at different times including night. In all such cases, the actual working hours shall be as prescribed by manager.

5. Confirmation

This engagement is purely an internship opportunity and the company doesn't guarantee a full time employment on completion of the internship period. It is solely company's discretion whether to offer you a full time employment or not and it would depend upon your performance during the internship, an active relevant position in the company at that point in time and other business exigencies.

6. Termination

- a) Termination of internship by either party shall be 30 days' notice in writing or payment in lieu of notice. Such notice may not be offset by unused leave.
- b) If your actions at any time constitute a serious breach of Company's standards of behavior/ code of conduct Company may end this contract and terminate your internship immediately, without any compensation.

c) This internship letter is issued on the understanding that all the information given by you in the application/ employee data form / during the interview or data provided prior to and/ or at the time of joining is true. If it is found at any time that the information given by you is not correct or true or you have knowingly suppressed any information, the Company will have the right to terminate your internship with us anytime without any compensation.

d) Notwithstanding anything to the contrary contained herein, the Company may terminate your services at any time, with immediate effect by a notice in writing (without notice or stipend in lieu thereof as contemplated in clause 6.a above), for Cause. For purposes of this Agreement, "Cause" is defined as misconduct, including but not limited to the following conduct by you: (1) fraudulent, dishonest or undisciplined conduct, or breach of integrity; (2) misappropriation or misuse of Company property; (3) insubordination or failure to comply with the directions given by persons so authorized; (4) conviction for any offence involving moral turpitude; (5) breach of any terms of this Agreement or of any Company policy or other documents or directions of the Company or its authorized representative; (6) irregularity in attendance; (7) persistent unsatisfactory work performance, or neglect of duties; or (8) other conduct by you which is regarded by the Company as prejudicial to its own interests.

e) If you remain absent unauthorized for a period of three (3) or more consecutive working days or remains absent unauthorized for a period of three (3) working days beyond the period of leave originally granted or subsequently extended, the Company may at any time thereafter, give a notice to you at your last known address calling upon you to report back for work and seek an explanation in writing, for such absence within 5 (five) calendar days of the date of notice, and unless you report to duty within such time and give satisfactory explanation for your absence, you will be deemed to have voluntarily resigned / abandoned your internship. However, if you report for work and submit a satisfactory reply within the time stipulated, you may be permitted to resume duty without prejudice to the right of the Company to take suitable action.

7. Proprietary Information Agreement

You will be working with the Company in a capacity in which you will or may receive confidential information, which is of value to Company or its clients/customers. You therefore agree to abide by the following terms and conditions:

a) Your internship creates a relationship of confidence and trust between you and Company with respect to certain information of a confidential, proprietary or trade secret nature. For the purposes of this Agreement, all such confidential, proprietary or trade secret information will be referred to as "Proprietary Information".

b) Proprietary Information includes without limitation:

All software developed or licensed by or for Company or its Clients or licensed to Company by a third party, and any documentation or listing pertaining to such software; the term "software" as used in this paragraph refers to software in various stages of development or any product thereof and includes without limitation the literal elements of a program (source code, object code or otherwise), its audio-visual components (menus, screens, structure or organization), any human or machine readable form of the program, and any writing or medium in which the program or the information therein is stored, written or described, including without limitation, diagrams, flowcharts, designs, drawings, specification, models, data, bug reports and customer information.

Marketing and sales plans, product development plans, competitive analyses, benchmark test results, business and financial plans or forecasts, non-public financial information, agreements, and customer and employee lists of Company.

Any information or material not described above which relates to Company's inventions, technological developments, "know-how", purchasing, accounting, merchandising, or licensing.

Any information of the type described above which Company has a legal obligation to treat as confidential, or which Company treats as proprietary or designates as confidential, whether or not owned or developed by Company.

Proprietary Information shall not include information known publicly or generally employed in the trade, nor shall it include generic knowledge that you would have learned in the course of similar engagement / employment elsewhere.

c) At all times, both during and after your internship with Company, you will hold Proprietary Information in confidence. You will not use, transfer, publish, disclose, or report Proprietary Information directly or indirectly, except such disclosure to other Company employees or authorized third parties as may be necessary in the ordinary course of performing your duties for Company or otherwise as directed by Company.

d) You agree that you have not brought any proprietary information of a former employer to Company and that you will not use any proprietary information of a former employer in the performance of your work with Company unless you have written authorization from your former employer.

e) You will promptly disclose to Company all ideas, processes, inventions, modification, and improvements (collectively referred to as "Inventions") relating to any work or business carried on by Company, conceived by you alone or with others during the term of your internship, whether or not conceived during regular business hours.

f) All such Inventions shall be the sole and exclusive property of Company. You also agree to execute without receiving additional compensation: (a) any formal documents necessary to assign any Inventions to Company; and (b) all documents required to obtain a patent, register a copyright, or enforce Company's rights in such Inventions. These obligations shall continue beyond the termination of internship with respect to Inventions you conceive or make during the period of your internship.

g) You will not recruit or hire any Company employee for six months after termination of your internship with Company without Company's explicit written consent.

h) You are liable to be transferred in such capacity as the Company may, from time to time, determine to any other location, department, establishment or part of Group of companies anywhere in the World, without any change in terms and conditions of internship at the sole discretion of the management. In such a case, you will be governed by the rules and service conditions applicable to new assignments and locations. Please note, your new employment will be subject to the terms of this Agreement until you sign another one with the new employing company. You may also be sent on training, deputation assignments to sister or associate companies or to third parties whether in India or abroad and you are expected to honor the decision of the Company.

You will be governed by the rules and regulations in these regards as may be applicable to you from time to time. You will have to execute Service / Confidentiality and Non-Disclosure Agreement, as may be required to protect the interest of the client(s) of our Company.

i) You shall upon termination of your internship with Company and upon Company's request reaffirm your recognition of the importance of maintaining the confidentiality of Company's Proprietary Information and reaffirm all of the obligations set forth in this Agreement.

j) You shall upon termination of your internship with Company return (and not retain) all property belonging to Company or relating to its business, including without limitation all Proprietary Information, documents, software, discs, diskettes, tapes, and any other form of media, all correspondence, specifications, formulae, books, cost data, market data, literature, drawings, client contacts, billing details, payment outstanding, effects or records etc. copies of any of the above, microcomputer systems, computer terminals, modems, other hardware, telephones, credit cards, and/or company automobile. You will, if so required by the Company, confirm in writing that you have complied with this obligation.

k) Company's proprietary rights and confidential information are amongst the Company's most important assets, and as a condition of your internship you are required to sign the Company's Proprietary Information Agreement. A breach of security or confidentiality is regarded very seriously and could lead to termination of internship.

l) You further agree that, notwithstanding the provisions of Section 19(4) of the Indian Copyright Act, 1957, the assignment in terms of this clause shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of 1 (one) year from the date of such assignment. You hereby agree that you will waive any right to and will not raise any objection or claims before the Copyright Board or any other appropriate authority with respect to the assignment, pursuant to Section 19A of the Indian Copyright Act, 1957 or the Canadian Copyright Act.

m) Conflict of Interest:

It is intended to avoid any conflict between your interests as an intern and the interest of the company in dealing with Suppliers, Customers and all other Organizations or Individuals doing or seeking to do business with the Company. Further, if any 'Conflict of Interest' does arise in future, you will promptly report the same to the Executive management immediately.

Noted below are few examples of Conflict of Interest:

- You or any dependent member of your family not to have an interest in any organization, which has business dealings with our 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 operations which are quoted and sold on Open market or the interest is not material.
- You or any dependent member of your family not to buy / sell or lease any kind of property, facilities or equipment from or to the Company or any affiliate or to any other Company, Firm, or Individual that is or is seeking to become a Contractor, Supplier or Customer, except with the knowledge and Consent of the Management.
- You are not to serve as an Officer, Director or in any other Management Capacity or as a Consultant to another Company or Organization doing or seeking to do Business with the Company or an affiliate except with the Knowledge and Consent of Management of our Company.
- You are not 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 our Company.
- You or any other dependent member of your family not to accept Commission, a Share in Profits or other Payments, Loans (other than with established Banks or Financial Institutions), Services, Excessive entertainment and Travel or Gifts or more than nominal value from any individual or Organization doing or seeking to do business with the Company.

9. Code of Conduct

a) You shall in the course of your internship be required to adhere to and follow all applicable laws, and the Company's policies and instructions as applicable from time to time. Each of such policies will be deemed to be a part of this Agreement and constitute the understanding between the Company and the intern governing the terms of the internship.

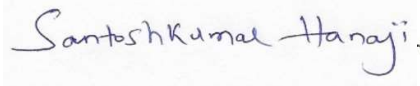
b) You shall be aware and acknowledge that the Company is committed to the promotion of an environment that values the diversity of the workforce and is free from discrimination on the basis of race, color, sex, sexual orientation, age, physical or mental disability, marital status, family responsibilities, pregnancy, religion, political opinion, national extraction or social origin. You shall be required to observe this policy at all times during the course of internship with the Company.

c) You shall display the highest standards of propriety and integrity in all your dealings with the Company, its clients, customers, consultants, employees and service providers.

10. Offer Acceptance and Validity

Please read this offer of internship carefully before you agree to its terms by signing it. The offer sets forth certain important benefits, terms and conditions related to your internship with Company. Please confirm your acceptance to this offer by signing the copy of this offer letter and returning to us by 28-Sep-2021.

Yours sincerely,



(Santoshkumar Hanaji)

Director – **Nggawe Nirman Technologies Private Limited**

DECLARATION

I, **Nagashalini R** agree with all the above terms and conditions of internship with Nggawe Nirman Technologies Pvt. Ltd. I also confirm that I have read, understood and agree to comply with the Proprietary Information Agreement. I shall commence internship with effect from 04-Oct-2021.

Date: _____

Signature: _____

Place: _____

APPENDIX

Compensation and Benefits

1. All entitlements given below are applicable after you have joined Company. The entitlements are subject to company policies / procedures / guidelines that may be issued / modified from time to time. All perquisites and benefits including reimbursements are subject to Income Tax provisions, which may be applicable, including taxation on perquisite value. You shall not discuss your compensation stated hereinabove with the other employees as the same is a personal matter between you and the Company.

2. These entitlements shall cease upon the termination of your internship with Company.

Compensation Details:

During your internship, you would be paid a fixed Stipend of **INR 20,000 pm (Rupees Twenty Thousand Only)***.

* All statutory deduction applicable as per law (eg. TDS).

Internship Duration: 6 months with effect from 04-Oct-2021

Medical Insurance

The Company would cover you under the company's Group Medical Insurance Policy. Only you would be covered under this policy.

Holidays

Company will provide 10 paid public holidays in a calendar year.

Joining Formalities:

At the time of your joining, you would be required to bring the originals and submit a copy each of the following testimonials.

1. Educational Qualification

- a) SSC / Class X & HSC
- b) Graduation degree certificate and marks cards of all years / semesters
- c) Post Graduation degree certificate and marks cards of all years / semesters

2. Work Experience (If any)

- a) Experience & relieving certificates of all your previous employers.
- b) Latest pay slip, appointment letter of your current employer and Form. 16.

3. In addition, you would be required to submit 5 passport size photographs in color with white background.

Prompt receipt of the above testimonials along with the personal data form and the other enclosures duly filled in would help us to complete the joining formalities seamlessly. Your co-operation is solicited in complying with the above.

4. As part of background verification you are required to produce

- a) Identity proof (Passport, Driver's license, PAN card, Ration card, Voter ID card).
- b) Address proof in respect of residence where a person has stayed for the longest duration in last 7 years.
(Any utility bill electricity, telephone, credit card)

Private and Confidential

Ref # NNT/HR/2021/1069

Date: 24-Sep-2021

Mathankumar V

C/o Mr. Azarudeen A (Placement Officer)
Training Development and Placement Cell
KAMARAJ College of Engineering and Technology
K. Vellakulam, Madurai District

Dear Mathankumar,

Offer of Internship

We are pleased to offer you (herein after also referred to as Intern) and Internship opportunity as an "Software Engineering Intern" with Nggawe Nirman Technologies Pvt. Ltd, for a period of 6 months effective 04-Oct-2021, herein after referred to also as Company.

1. Stipend

- a) The details regarding your internship stipend and any other benefits if any along with some conditions applicable are set out in Appendix.
- b) The Stipend will be paid into your bank account by the 5th day of each month.

2. Place of work

Your normal place of work will be at the Company's facility based out of Bangalore. The company reserves the right to change your place of work within India. Your services shall be transferrable to any of the branches of the Company, or associated companies or any other companies of Nggawe Nirman Technologies Pvt. Ltd. group.

4. Working Hours

- a) The normal working hours are 9:30 AM to 6:00 PM with 30 minutes lunch break Monday thru Friday. However due to business exigencies you may be required to work at different timings and on weekends/ holidays which may be prescribed by the manager from time to time.
- b) For the businesses that operate on a 24x7 basis, you may be required to work at different times including night. In all such cases, the actual working hours shall be as prescribed by manager.

5. Confirmation

This engagement is purely an internship opportunity and the company doesn't guarantee a full time employment on completion of the internship period. It is solely company's discretion whether to offer you a full time employment or not and it would depend upon your performance during the internship, an active relevant position in the company at that point in time and other business exigencies.

6. Termination

- a) Termination of internship by either party shall be 30 days' notice in writing or payment in lieu of notice. Such notice may not be offset by unused leave.
- b) If your actions at any time constitute a serious breach of Company's standards of behavior/ code of conduct Company may end this contract and terminate your internship immediately, without any compensation.

c) This internship letter is issued on the understanding that all the information given by you in the application/ employee data form / during the interview or data provided prior to and/ or at the time of joining is true. If it is found at any time that the information given by you is not correct or true or you have knowingly suppressed any information, the Company will have the right to terminate your internship with us anytime without any compensation.

d) Notwithstanding anything to the contrary contained herein, the Company may terminate your services at any time, with immediate effect by a notice in writing (without notice or stipend in lieu thereof as contemplated in clause 6.a above), for Cause. For purposes of this Agreement, "Cause" is defined as misconduct, including but not limited to the following conduct by you: (1) fraudulent, dishonest or undisciplined conduct, or breach of integrity; (2) misappropriation or misuse of Company property; (3) insubordination or failure to comply with the directions given by persons so authorized; (4) conviction for any offence involving moral turpitude; (5) breach of any terms of this Agreement or of any Company policy or other documents or directions of the Company or its authorized representative; (6) irregularity in attendance; (7) persistent unsatisfactory work performance, or neglect of duties; or (8) other conduct by you which is regarded by the Company as prejudicial to its own interests.

e) If you remain absent unauthorized for a period of three (3) or more consecutive working days or remains absent unauthorized for a period of three (3) working days beyond the period of leave originally granted or subsequently extended, the Company may at any time thereafter, give a notice to you at your last known address calling upon you to report back for work and seek an explanation in writing, for such absence within 5 (five) calendar days of the date of notice, and unless you report to duty within such time and give satisfactory explanation for your absence, you will be deemed to have voluntarily resigned / abandoned your internship. However, if you report for work and submit a satisfactory reply within the time stipulated, you may be permitted to resume duty without prejudice to the right of the Company to take suitable action.

7. Proprietary Information Agreement

You will be working with the Company in a capacity in which you will or may receive confidential information, which is of value to Company or its clients/customers. You therefore agree to abide by the following terms and conditions:

a) Your internship creates a relationship of confidence and trust between you and Company with respect to certain information of a confidential, proprietary or trade secret nature. For the purposes of this Agreement, all such confidential, proprietary or trade secret information will be referred to as "Proprietary Information".

b) Proprietary Information includes without limitation:

All software developed or licensed by or for Company or its Clients or licensed to Company by a third party, and any documentation or listing pertaining to such software; the term "software" as used in this paragraph refers to software in various stages of development or any product thereof and includes without limitation the literal elements of a program (source code, object code or otherwise), its audio-visual components (menus, screens, structure or organization), any human or machine readable form of the program, and any writing or medium in which the program or the information therein is stored, written or described, including without limitation, diagrams, flowcharts, designs, drawings, specification, models, data, bug reports and customer information.

Marketing and sales plans, product development plans, competitive analyses, benchmark test results, business and financial plans or forecasts, non-public financial information, agreements, and customer and employee lists of Company.

Any information or material not described above which relates to Company's inventions, technological developments, "know-how", purchasing, accounting, merchandising, or licensing.

Any information of the type described above which Company has a legal obligation to treat as confidential, or which Company treats as proprietary or designates as confidential, whether or not owned or developed by Company.

Proprietary Information shall not include information known publicly or generally employed in the trade, nor shall it include generic knowledge that you would have learned in the course of similar engagement / employment elsewhere.

c) At all times, both during and after your internship with Company, you will hold Proprietary Information in confidence. You will not use, transfer, publish, disclose, or report Proprietary Information directly or indirectly, except such disclosure to other Company employees or authorized third parties as may be necessary in the ordinary course of performing your duties for Company or otherwise as directed by Company.

d) You agree that you have not brought any proprietary information of a former employer to Company and that you will not use any proprietary information of a former employer in the performance of your work with Company unless you have written authorization from your former employer.

e) You will promptly disclose to Company all ideas, processes, inventions, modification, and improvements (collectively referred to as "Inventions") relating to any work or business carried on by Company, conceived by you alone or with others during the term of your internship, whether or not conceived during regular business hours.

f) All such Inventions shall be the sole and exclusive property of Company. You also agree to execute without receiving additional compensation: (a) any formal documents necessary to assign any Inventions to Company; and (b) all documents required to obtain a patent, register a copyright, or enforce Company's rights in such Inventions. These obligations shall continue beyond the termination of internship with respect to Inventions you conceive or make during the period of your internship.

g) You will not recruit or hire any Company employee for six months after termination of your internship with Company without Company's explicit written consent.

h) You are liable to be transferred in such capacity as the Company may, from time to time, determine to any other location, department, establishment or part of Group of companies anywhere in the World, without any change in terms and conditions of internship at the sole discretion of the management. In such a case, you will be governed by the rules and service conditions applicable to new assignments and locations. Please note, your new employment will be subject to the terms of this Agreement until you sign another one with the new employing company. You may also be sent on training, deputation assignments to sister or associate companies or to third parties whether in India or abroad and you are expected to honor the decision of the Company.

You will be governed by the rules and regulations in these regards as may be applicable to you from time to time. You will have to execute Service / Confidentiality and Non-Disclosure Agreement, as may be required to protect the interest of the client(s) of our Company.

i) You shall upon termination of your internship with Company and upon Company's request reaffirm your recognition of the importance of maintaining the confidentiality of Company's Proprietary Information and reaffirm all of the obligations set forth in this Agreement.

j) You shall upon termination of your internship with Company return (and not retain) all property belonging to Company or relating to its business, including without limitation all Proprietary Information, documents, software, discs, diskettes, tapes, and any other form of media, all correspondence, specifications, formulae, books, cost data, market data, literature, drawings, client contacts, billing details, payment outstanding, effects or records etc. copies of any of the above, microcomputer systems, computer terminals, modems, other hardware, telephones, credit cards, and/or company automobile. You will, if so required by the Company, confirm in writing that you have complied with this obligation.

k) Company's proprietary rights and confidential information are amongst the Company's most important assets, and as a condition of your internship you are required to sign the Company's Proprietary Information Agreement. A breach of security or confidentiality is regarded very seriously and could lead to termination of internship.

l) You further agree that, notwithstanding the provisions of Section 19(4) of the Indian Copyright Act, 1957, the assignment in terms of this clause shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of 1 (one) year from the date of such assignment. You hereby agree that you will waive any right to and will not raise any objection or claims before the Copyright Board or any other appropriate authority with respect to the assignment, pursuant to Section 19A of the Indian Copyright Act, 1957 or the Canadian Copyright Act.

m) Conflict of Interest:

It is intended to avoid any conflict between your interests as an intern and the interest of the company in dealing with Suppliers, Customers and all other Organizations or Individuals doing or seeking to do business with the Company. Further, if any 'Conflict of Interest' does arise in future, you will promptly report the same to the Executive management immediately.

Noted below are few examples of Conflict of Interest:

- You or any dependent member of your family not to have an interest in any organization, which has business dealings with our 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 operations which are quoted and sold on Open market or the interest is not material.
- You or any dependent member of your family not to buy / sell or lease any kind of property, facilities or equipment from or to the Company or any affiliate or to any other Company, Firm, or Individual that is or is seeking to become a Contractor, Supplier or Customer, except with the knowledge and Consent of the Management.
- You are not to serve as an Officer, Director or in any other Management Capacity or as a Consultant to another Company or Organization doing or seeking to do Business with the Company or an affiliate except with the Knowledge and Consent of Management of our Company.
- You are not 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 our Company.
- You or any other dependent member of your family not to accept Commission, a Share in Profits or other Payments, Loans (other than with established Banks or Financial Institutions), Services, Excessive entertainment and Travel or Gifts or more than nominal value from any individual or Organization doing or seeking to do business with the Company.

9. Code of Conduct

a) You shall in the course of your internship be required to adhere to and follow all applicable laws, and the Company's policies and instructions as applicable from time to time. Each of such policies will be deemed to be a part of this Agreement and constitute the understanding between the Company and the intern governing the terms of the internship.

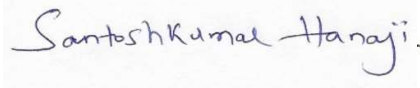
b) You shall be aware and acknowledge that the Company is committed to the promotion of an environment that values the diversity of the workforce and is free from discrimination on the basis of race, color, sex, sexual orientation, age, physical or mental disability, marital status, family responsibilities, pregnancy, religion, political opinion, national extraction or social origin. You shall be required to observe this policy at all times during the course of internship with the Company.

c) You shall display the highest standards of propriety and integrity in all your dealings with the Company, its clients, customers, consultants, employees and service providers.

10. Offer Acceptance and Validity

Please read this offer of internship carefully before you agree to its terms by signing it. The offer sets forth certain important benefits, terms and conditions related to your internship with Company. Please confirm your acceptance to this offer by signing the copy of this offer letter and returning to us by 28-Sep-2021.

Yours sincerely,



(Santoshkumar Hanaji)

Director – **Nggawe Nirman Technologies Private Limited**

DECLARATION

I, **Mathankumar V** agree with all the above terms and conditions of internship with Nggawe Nirman Technologies Pvt. Ltd. I also confirm that I have read, understood and agree to comply with the Proprietary Information Agreement. I shall commence internship with effect from 04-Oct-2021.

Date: _____

Signature: _____

Place: _____

APPENDIX

Compensation and Benefits

1. All entitlements given below are applicable after you have joined Company. The entitlements are subject to company policies / procedures / guidelines that may be issued / modified from time to time. All perquisites and benefits including reimbursements are subject to Income Tax provisions, which may be applicable, including taxation on perquisite value. You shall not discuss your compensation stated hereinabove with the other employees as the same is a personal matter between you and the Company.

2. These entitlements shall cease upon the termination of your internship with Company.

Compensation Details:

During your internship, you would be paid a fixed Stipend of **INR 20,000 pm (Rupees Twenty Thousand Only)***.

* All statutory deduction applicable as per law (eg. TDS).

Internship Duration: 6 months with effect from 04-Oct-2021

Medical Insurance

The Company would cover you under the company's Group Medical Insurance Policy. Only you would be covered under this policy.

Holidays

Company will provide 10 paid public holidays in a calendar year.

Joining Formalities:

At the time of your joining, you would be required to bring the originals and submit a copy each of the following testimonials.

1. Educational Qualification

- a) SSC / Class X & HSC
- b) Graduation degree certificate and marks cards of all years / semesters
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- a) Identity proof (Passport, Driver's license, PAN card, Ration card, Voter ID card).
- b) Address proof in respect of residence where a person has stayed for the longest duration in last 7 years.
(Any utility bill electricity, telephone, credit card)

Private and Confidential

Ref # NNT/HR/2021/1066

Date: 24-Sep-2021

Aravindasundar A

C/o Mr. Azarudeen A (Placement Officer)
Training Development and Placement Cell
KAMARAJ College of Engineering and Technology
K. Vellakulam, Madurai District

Dear Aravindasundar,

Offer of Internship

We are pleased to offer you (herein after also referred to as Intern) and Internship opportunity as an "Software Engineering Intern" with Nggawe Nirman Technologies Pvt. Ltd, for a period of 6 months effective 04-Oct-2021, herein after referred to also as Company.

1. Stipend

- a) The details regarding your internship stipend and any other benefits if any along with some conditions applicable are set out in Appendix.
- b) The Stipend will be paid into your bank account by the 5th day of each month.

2. Place of work

Your normal place of work will be at the Company's facility based out of Bangalore. The company reserves the right to change your place of work within India. Your services shall be transferrable to any of the branches of the Company, or associated companies or any other companies of Nggawe Nirman Technologies Pvt. Ltd. group.

4. Working Hours

- a) The normal working hours are 9:30 AM to 6:00 PM with 30 minutes lunch break Monday thru Friday. However due to business exigencies you may be required to work at different timings and on weekends/ holidays which may be prescribed by the manager from time to time.
- b) For the businesses that operate on a 24x7 basis, you may be required to work at different times including night. In all such cases, the actual working hours shall be as prescribed by manager.

5. Confirmation

This engagement is purely an internship opportunity and the company doesn't guarantee a full time employment on completion of the internship period. It is solely company's discretion whether to offer you a full time employment or not and it would depend upon your performance during the internship, an active relevant position in the company at that point in time and other business exigencies.

6. Termination

- a) Termination of internship by either party shall be 30 days' notice in writing or payment in lieu of notice. Such notice may not be offset by unused leave.
- b) If your actions at any time constitute a serious breach of Company's standards of behavior/ code of conduct Company may end this contract and terminate your internship immediately, without any compensation.

c) This internship letter is issued on the understanding that all the information given by you in the application/ employee data form / during the interview or data provided prior to and/ or at the time of joining is true. If it is found at any time that the information given by you is not correct or true or you have knowingly suppressed any information, the Company will have the right to terminate your internship with us anytime without any compensation.

d) Notwithstanding anything to the contrary contained herein, the Company may terminate your services at any time, with immediate effect by a notice in writing (without notice or stipend in lieu thereof as contemplated in clause 6.a above), for Cause. For purposes of this Agreement, "Cause" is defined as misconduct, including but not limited to the following conduct by you: (1) fraudulent, dishonest or undisciplined conduct, or breach of integrity; (2) misappropriation or misuse of Company property; (3) insubordination or failure to comply with the directions given by persons so authorized; (4) conviction for any offence involving moral turpitude; (5) breach of any terms of this Agreement or of any Company policy or other documents or directions of the Company or its authorized representative; (6) irregularity in attendance; (7) persistent unsatisfactory work performance, or neglect of duties; or (8) other conduct by you which is regarded by the Company as prejudicial to its own interests.

e) If you remain absent unauthorized for a period of three (3) or more consecutive working days or remains absent unauthorized for a period of three (3) working days beyond the period of leave originally granted or subsequently extended, the Company may at any time thereafter, give a notice to you at your last known address calling upon you to report back for work and seek an explanation in writing, for such absence within 5 (five) calendar days of the date of notice, and unless you report to duty within such time and give satisfactory explanation for your absence, you will be deemed to have voluntarily resigned / abandoned your internship. However, if you report for work and submit a satisfactory reply within the time stipulated, you may be permitted to resume duty without prejudice to the right of the Company to take suitable action.

7. Proprietary Information Agreement

You will be working with the Company in a capacity in which you will or may receive confidential information, which is of value to Company or its clients/customers. You therefore agree to abide by the following terms and conditions:

a) Your internship creates a relationship of confidence and trust between you and Company with respect to certain information of a confidential, proprietary or trade secret nature. For the purposes of this Agreement, all such confidential, proprietary or trade secret information will be referred to as "Proprietary Information".

b) Proprietary Information includes without limitation:

All software developed or licensed by or for Company or its Clients or licensed to Company by a third party, and any documentation or listing pertaining to such software; the term "software" as used in this paragraph refers to software in various stages of development or any product thereof and includes without limitation the literal elements of a program (source code, object code or otherwise), its audio-visual components (menus, screens, structure or organization), any human or machine readable form of the program, and any writing or medium in which the program or the information therein is stored, written or described, including without limitation, diagrams, flowcharts, designs, drawings, specification, models, data, bug reports and customer information.

Marketing and sales plans, product development plans, competitive analyses, benchmark test results, business and financial plans or forecasts, non-public financial information, agreements, and customer and employee lists of Company.

Any information or material not described above which relates to Company's inventions, technological developments, "know-how", purchasing, accounting, merchandising, or licensing.

Any information of the type described above which Company has a legal obligation to treat as confidential, or which Company treats as proprietary or designates as confidential, whether or not owned or developed by Company.

Proprietary Information shall not include information known publicly or generally employed in the trade, nor shall it include generic knowledge that you would have learned in the course of similar engagement / employment elsewhere.

c) At all times, both during and after your internship with Company, you will hold Proprietary Information in confidence. You will not use, transfer, publish, disclose, or report Proprietary Information directly or indirectly, except such disclosure to other Company employees or authorized third parties as may be necessary in the ordinary course of performing your duties for Company or otherwise as directed by Company.

d) You agree that you have not brought any proprietary information of a former employer to Company and that you will not use any proprietary information of a former employer in the performance of your work with Company unless you have written authorization from your former employer.

e) You will promptly disclose to Company all ideas, processes, inventions, modification, and improvements (collectively referred to as "Inventions") relating to any work or business carried on by Company, conceived by you alone or with others during the term of your internship, whether or not conceived during regular business hours.

f) All such Inventions shall be the sole and exclusive property of Company. You also agree to execute without receiving additional compensation: (a) any formal documents necessary to assign any Inventions to Company; and (b) all documents required to obtain a patent, register a copyright, or enforce Company's rights in such Inventions. These obligations shall continue beyond the termination of internship with respect to Inventions you conceive or make during the period of your internship.

g) You will not recruit or hire any Company employee for six months after termination of your internship with Company without Company's explicit written consent.

h) You are liable to be transferred in such capacity as the Company may, from time to time, determine to any other location, department, establishment or part of Group of companies anywhere in the World, without any change in terms and conditions of internship at the sole discretion of the management. In such a case, you will be governed by the rules and service conditions applicable to new assignments and locations. Please note, your new employment will be subject to the terms of this Agreement until you sign another one with the new employing company. You may also be sent on training, deputation assignments to sister or associate companies or to third parties whether in India or abroad and you are expected to honor the decision of the Company.

You will be governed by the rules and regulations in these regards as may be applicable to you from time to time. You will have to execute Service / Confidentiality and Non-Disclosure Agreement, as may be required to protect the interest of the client(s) of our Company.

i) You shall upon termination of your internship with Company and upon Company's request reaffirm your recognition of the importance of maintaining the confidentiality of Company's Proprietary Information and reaffirm all of the obligations set forth in this Agreement.

j) You shall upon termination of your internship with Company return (and not retain) all property belonging to Company or relating to its business, including without limitation all Proprietary Information, documents, software, discs, diskettes, tapes, and any other form of media, all correspondence, specifications, formulae, books, cost data, market data, literature, drawings, client contacts, billing details, payment outstanding, effects or records etc. copies of any of the above, microcomputer systems, computer terminals, modems, other hardware, telephones, credit cards, and/or company automobile. You will, if so required by the Company, confirm in writing that you have complied with this obligation.

k) Company's proprietary rights and confidential information are amongst the Company's most important assets, and as a condition of your internship you are required to sign the Company's Proprietary Information Agreement. A breach of security or confidentiality is regarded very seriously and could lead to termination of internship.

l) You further agree that, notwithstanding the provisions of Section 19(4) of the Indian Copyright Act, 1957, the assignment in terms of this clause shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of 1 (one) year from the date of such assignment. You hereby agree that you will waive any right to and will not raise any objection or claims before the Copyright Board or any other appropriate authority with respect to the assignment, pursuant to Section 19A of the Indian Copyright Act, 1957 or the Canadian Copyright Act.

m) Conflict of Interest:

It is intended to avoid any conflict between your interests as an intern and the interest of the company in dealing with Suppliers, Customers and all other Organizations or Individuals doing or seeking to do business with the Company. Further, if any 'Conflict of Interest' does arise in future, you will promptly report the same to the Executive management immediately.

Noted below are few examples of Conflict of Interest:

- You or any dependent member of your family not to have an interest in any organization, which has business dealings with our 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 operations which are quoted and sold on Open market or the interest is not material.
- You or any dependent member of your family not to buy / sell or lease any kind of property, facilities or equipment from or to the Company or any affiliate or to any other Company, Firm, or Individual that is or is seeking to become a Contractor, Supplier or Customer, except with the knowledge and Consent of the Management.
- You are not to serve as an Officer, Director or in any other Management Capacity or as a Consultant to another Company or Organization doing or seeking to do Business with the Company or an affiliate except with the Knowledge and Consent of Management of our Company.
- You are not 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 our Company.
- You or any other dependent member of your family not to accept Commission, a Share in Profits or other Payments, Loans (other than with established Banks or Financial Institutions), Services, Excessive entertainment and Travel or Gifts or more than nominal value from any individual or Organization doing or seeking to do business with the Company.

9. Code of Conduct

a) You shall in the course of your internship be required to adhere to and follow all applicable laws, and the Company's policies and instructions as applicable from time to time. Each of such policies will be deemed to be a part of this Agreement and constitute the understanding between the Company and the intern governing the terms of the internship.

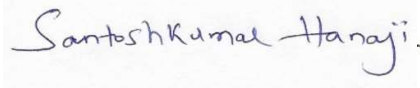
b) You shall be aware and acknowledge that the Company is committed to the promotion of an environment that values the diversity of the workforce and is free from discrimination on the basis of race, color, sex, sexual orientation, age, physical or mental disability, marital status, family responsibilities, pregnancy, religion, political opinion, national extraction or social origin. You shall be required to observe this policy at all times during the course of internship with the Company.

c) You shall display the highest standards of propriety and integrity in all your dealings with the Company, its clients, customers, consultants, employees and service providers.

10. Offer Acceptance and Validity

Please read this offer of internship carefully before you agree to its terms by signing it. The offer sets forth certain important benefits, terms and conditions related to your internship with Company. Please confirm your acceptance to this offer by signing the copy of this offer letter and returning to us by 28-Sep-2021.

Yours sincerely,



(Santoshkumar Hanaji)

Director – **Nggawe Nirman Technologies Private Limited**

DECLARATION

I, **Aravindasundar A** agree with all the above terms and conditions of internship with Nggawe Nirman Technologies Pvt. Ltd. I also confirm that I have read, understood and agree to comply with the Proprietary Information Agreement. I shall commence internship with effect from 04-Oct-2021.

Date: _____

Signature: _____

Place: _____

APPENDIX

Compensation and Benefits

1. All entitlements given below are applicable after you have joined Company. The entitlements are subject to company policies / procedures / guidelines that may be issued / modified from time to time. All perquisites and benefits including reimbursements are subject to Income Tax provisions, which may be applicable, including taxation on perquisite value. You shall not discuss your compensation stated hereinabove with the other employees as the same is a personal matter between you and the Company.

2. These entitlements shall cease upon the termination of your internship with Company.

Compensation Details:

During your internship, you would be paid a fixed Stipend of **INR 20,000 pm (Rupees Twenty Thousand Only)***.

* All statutory deduction applicable as per law (eg. TDS).

Internship Duration: 6 months with effect from 04-Oct-2021

Medical Insurance

The Company would cover you under the company's Group Medical Insurance Policy. Only you would be covered under this policy.

Holidays

Company will provide 10 paid public holidays in a calendar year.

Joining Formalities:

At the time of your joining, you would be required to bring the originals and submit a copy each of the following testimonials.

1. Educational Qualification

- a) SSC / Class X & HSC
- b) Graduation degree certificate and marks cards of all years / semesters
- c) Post Graduation degree certificate and marks cards of all years / semesters

2. Work Experience (If any)

- a) Experience & relieving certificates of all your previous employers.
- b) Latest pay slip, appointment letter of your current employer and Form. 16.

3. In addition, you would be required to submit 5 passport size photographs in color with white background.

Prompt receipt of the above testimonials along with the personal data form and the other enclosures duly filled in would help us to complete the joining formalities seamlessly. Your co-operation is solicited in complying with the above.

4. As part of background verification you are required to produce

- a) Identity proof (Passport, Driver's license, PAN card, Ration card, Voter ID card).
- b) Address proof in respect of residence where a person has stayed for the longest duration in last 7 years.
(Any utility bill electricity, telephone, credit card)



Private and Confidential

Ref # NNT/HR/2021/1185

Date: 18-Oct-2021

Sabari S

Dear Sabari S,

Offer of Employment

We are pleased to offer you (herein after also referred to as Employee) full-time employment in the position of **Software Engineer – IC1** with Nggawe Nirman Technologies Pvt. Ltd, effective 25-Oct-2021, herein after referred to also as Company.

1. Remuneration

- a) The break-up of your annual gross salary and benefits details along with some conditions applicable are set out in Appendix.
- b) Salary will be paid into your salary account by the 5th day of each month.

2. Salary Revision

Your remuneration will be subject to annual review, or at such times as may be appropriate. Review dates are set by Corporate Headquarters. The result of any remuneration review will take your performance into account.

3. Place of work

Your normal place of work will be at the Company's facility at Miller's Road in Bangalore. The company reserves the right to change your place of work within India. Your services shall be transferrable to any of the branches of the Company, or associated companies or any other companies of Nggawe Nirman Technologies Pvt. Ltd. group. You may be required to travel within and outside India

4. Working Hours

- a) The normal working hours are 9:30 AM to 6:00 PM with 30 minutes lunch break Monday thru Friday. However due to business exigencies employees may be required to work at different timings and on weekends/ holidays which may be prescribed by the manager from time to time.
- b) For the businesses that operate on a 24x7 basis, employees may be required to work at different times including night. In all such cases, the actual working hours shall be as prescribed by manager.

5. Probation Period

The first six (6) months of your employment shall be considered a probationary period. This period can be extended for a further period of one (1) month at the election of the Company, and you would not be deemed to be confirmed unless a confirmation letter is given to you in writing. During the probation, or its extension, either party may terminate this relationship with one (1) month notice.

6. Termination

a) Termination of employment by either party shall be two (2) months' notice in writing or payment in lieu of notice. Such notice may not be offset by unused leave.

b) If your actions at any time constitute a serious breach of Company's standards of behavior/ code of conduct Company may end this contract and terminate your employment immediately, without any compensation.

c) This appointment letter is issued on the understanding that all the information given by you in the application/ employee data form / during the interview or data provided prior to and/ or at the time of joining is true. If it is found at any time that the information given by you is not correct or true or you have knowingly suppressed any information, the Company will have the right to terminate your appointment with us anytime without any compensation.

d) Notwithstanding anything to the contrary contained herein, the Company may terminate your services at any time, with immediate effect by a notice in writing (without notice or Base Salary in lieu thereof as contemplated in clause 6.a above), for Cause. For purposes of this Agreement, "Cause" is defined as misconduct, including but not limited to the following conduct by you: (1) fraudulent, dishonest or undisciplined conduct, or breach of integrity; (2) misappropriation or misuse of Company property; (3) insubordination or failure to comply with the directions given by persons so authorized; (4) conviction for any offence involving moral turpitude; (5) breach of any terms of this Agreement or of any Company policy or other documents or directions of the Company or its authorized representative; (6) irregularity in attendance; (7) persistent unsatisfactory work performance, or neglect of duties; or (8) other conduct by you which is regarded by the Company as prejudicial to its own interests.

e) If you remain absent unauthorized for a period of three (3) or more consecutive working days or remains absent unauthorized for a period of three (3) working days beyond the period of leave originally granted or subsequently extended, the Company may at any time thereafter, give a notice to you at your last known address calling upon you to report back for work and seek an explanation in writing, for such absence within 5 (five) calendar days of the date of notice, and unless you report to duty within such time and give satisfactory explanation for your absence, you will be deemed to have voluntarily resigned / abandoned your employment. However, if you report for work and submit a satisfactory reply within the time stipulated, you may be permitted to resume duty without prejudice to the right of the Company to take suitable action.

f) The Company reserves the right to require you not to attend to work and/or not to undertake all or any of your duties of employment during any period of notice (whether given by the you or the Company), provided that the Company shall, in the circumstances contemplated in Clause 6.a herein, continue to pay you your Base Salary and applicable benefits for the duration of the notice subject to the terms of the governing benefits plans. You agree that your obligations of confidentiality, good faith, loyalty and fidelity shall continue to remain in force notwithstanding any such period of granted leave or notice period.

g) The notice or Base Salary in lieu thereof, if any, made pursuant to the clauses of this Section 6 will be full and adequate compensation to you with respect to the termination of the your employment and this agreement notwithstanding any factor in the relationship between the Company and you, including without limitation the your length of service, age, position, prospects of re-employment, loss of benefits, or the timing or manner of termination, and you waive any right that you may now or hereafter have to claim further compensation of any kind from the Company in an action for wrongful dismissal or otherwise.

7. Verification

a) This appointment is based on the details provided by you in the company application form/ employment data form/ during the interview/ data provided prior to or at the time of joining.

b) The offer is made based on the Indian laws and subject to no adverse information being obtained during reference checking with previous employers, validation of educational qualifications or background checks,

and approval of your employment/ immigration pass application (wherever applicable). For audit purposes, you are also expected to provide an original copy of your last pay slip to the Human Resources Department.

8. Proprietary Information Agreement

You will be employed by Company in a capacity in which you will or may receive confidential information, which is of value to Company or its clients/customers. You therefore agree to abide by the following terms and conditions:

a) Your employment creates a relationship of confidence and trust between you and Company with respect to certain information of a confidential, proprietary or trade secret nature. For the purposes of this Agreement, all such confidential, proprietary or trade secret information will be referred to as "Proprietary Information".

b) Proprietary Information includes without limitation:

All software developed or licensed by or for Company or its Clients or licensed to Company by a third party, and any documentation or listing pertaining to such software; the term "software" as used in this paragraph refers to software in various stages of development or any product thereof and includes without limitation the literal elements of a program (source code, object code or otherwise), its audio-visual components (menus, screens, structure or organization), any human or machine readable form of the program, and any writing or medium in which the program or the information therein is stored, written or described, including without limitation, diagrams, flowcharts, designs, drawings, specification, models, data, bug reports and customer information.

Marketing and sales plans, product development plans, competitive analyses, benchmark test results, business and financial plans or forecasts, non-public financial information, agreements, and customer and employee lists of Company.

Any information or material not described above which relates to Company's inventions, technological developments, "know-how", purchasing, accounting, merchandising, or licensing.

Any information of the type described above which Company has a legal obligation to treat as confidential, or which Company treats as proprietary or designates as confidential, whether or not owned or developed by Company.

Proprietary Information shall not include information known publicly or generally employed in the trade, nor shall it include generic knowledge that you would have learned in the course of similar employment elsewhere.

c) At all times, both during and after your employment with Company, you will hold Proprietary Information in confidence. You will not use, transfer, publish, disclose, or report Proprietary Information directly or indirectly, except such disclosure to other Company employees or authorized third parties as may be necessary in the ordinary course of performing your duties for Company or otherwise as directed by Company.

d) You agree that you have not brought any proprietary information of a former employer to Company and that you will not use any proprietary information of a former employer in the performance of your work with Company unless you have written authorization from your former employer.

e) You will promptly disclose to Company all ideas, processes, inventions, modification, and improvements (collectively referred to as "Inventions") relating to any work or business carried on by Company, conceived by you alone or with others during the term of your employment, whether or not conceived during regular business hours.

f) All such Inventions shall be the sole and exclusive property of Company. You also agree to execute without receiving additional compensation: (a) any formal documents necessary to assign any Inventions to Company; and (b) all documents required to obtain a patent, register a copyright, or enforce Company's

rights in such Inventions. These obligations shall continue beyond the termination of employment with respect to Inventions you conceive or make during the period of your employment.

g) You will not recruit or hire any Company employee for six months after termination of your employment with Company without Company's explicit written consent.

h) You are liable to be transferred in such capacity as the Company may, from time to time, determine to any other location, department, establishment or part of Group of companies anywhere in the World, without any change in terms and conditions of employment at the sole discretion of the management. In such a case, you will be governed by the rules and service conditions applicable to new assignments and locations. Please note, your new employment will be subject to the terms of this Agreement until you sign another one with the new employing company. You may also be sent on training, deputation assignments to sister or associate companies or to third parties whether in India or abroad and you are expected to honor the decision of the Company.

You will be governed by the rules and regulations in these regards as may be applicable to you from time to time. You will have to execute Service / Confidentiality and Non-Disclosure Agreement, as may be required to protect the interest of the client(s) of our Company.

i) You shall upon termination of your employment with Company and upon Company's request reaffirm your recognition of the importance of maintaining the confidentiality of Company's Proprietary Information and reaffirm all of the obligations set forth in this Agreement.

j) You shall upon termination of your employment with Company return (and not retain) all property belonging to Company or relating to its business, including without limitation all Proprietary Information, documents, software, discs, diskettes, tapes, and any other form of media, all correspondence, specifications, formulae, books, cost data, market data, literature, drawings, client contacts, billing details, payment outstanding, effects or records etc. copies of any of the above, microcomputer systems, computer terminals, modems, other hardware, telephones, credit cards, and/or company automobile. You will, if so required by the Company, confirm in writing that you have complied with this obligation.

k) Company's proprietary rights and confidential information are amongst the Company's most important assets, and as a condition of your employment you are required to sign the Company's Proprietary Information Agreement. A breach of security or confidentiality is regarded very seriously and could lead to termination of employment.

l) You further agree that, notwithstanding the provisions of Section 19(4) of the Indian Copyright Act, 1957, the assignment in terms of this clause shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of 1 (one) year from the date of such assignment. You hereby agree that you will waive any right to and will not raise any objection or claims before the Copyright Board or any other appropriate authority with respect to the assignment, pursuant to Section 19A of the Indian Copyright Act, 1957 or the Canadian Copyright Act.

m) Conflict of Interest:

It is intended to avoid any conflict between your interests as an employee and the interest of the company in dealing with Suppliers, Customers and all other Organizations or Individuals doing or seeking to do business with the Company. Further, if any 'Conflict of Interest' does arise in future, you will promptly report the same to the Executive management immediately.

Noted below are few examples of Conflict of Interest:

- You or any dependent member of your family not to have an interest in any organization, which has business dealings with our 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 operations which are quoted and sold on Open market or the interest is not material.
- You or any dependent member of your family not to buy / sell or lease any kind of property, facilities or equipment from or to the Company or any affiliate or to any other Company, Firm, or Individual that is

or is seeking to become a Contractor, Supplier or Customer, except with the knowledge and Consent of the Management.

- You are not to serve as an Officer, Director or in any other Management Capacity or as a Consultant to another Company or Organization doing or seeking to do Business with the Company or an affiliate except with the Knowledge and Consent of Management of our Company.
- You are not 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 our Company.
- You or any other dependent member of your family not to accept Commission, a Share in Profits or other Payments, Loans (other than with established Banks or Financial Institutions), Services, Excessive entertainment and Travel or Gifts or more than nominal value from any individual or Organization doing or seeking to do business with the Company.

9. Code of Conduct

a) You shall in the course of your employment be required to adhere to and follow all applicable laws, and the Company's policies and instructions as applicable from time to time. Each of such policies will be deemed to be a part of this Agreement and constitute the understanding between the Company and the Employee governing the terms of the employment.

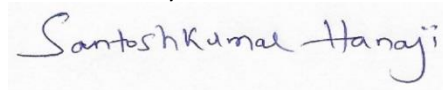
b) You shall be aware and acknowledge that the Company is committed to the promotion of an environment that values the diversity of the workforce and is free from discrimination on the basis of race, color, sex, sexual orientation, age, physical or mental disability, marital status, family responsibilities, pregnancy, religion, political opinion, national extraction or social origin. You shall be required to observe this policy at all times during the course of employment with the Company.

c) You shall display the highest standards of propriety and integrity in all your dealings with the Company, its clients, customers, consultants, employees and service providers.

10. Offer Acceptance and Validity

Please read this offer of employment carefully before you agree to its terms by signing it. The offer sets forth certain important benefits, terms and conditions related to your employment with Company. Please confirm your acceptance to this offer by signing the copy of this offer letter and returning to us by 20-Oct-2021.

Yours sincerely,



(Santoshkumar Hanaji)

COO – Nggawe Nirman Technologies Private Limited

DECLARATION

I, **Sabari S** agree with all the above terms and conditions of employment with Nggawe Nirman Technologies Pvt. Ltd. I also confirm that I have read, understood and agree to comply with the Proprietary Information Agreement. I shall commence employment with effect from 25-Oct-21.

Date: _____

Signature: _____

Place: _____

APPENDIX

Compensation and Benefits

1. All entitlements given below are applicable after you have joined Company. The entitlements are subject to company policies / procedures / guidelines that may be issued / modified from time to time. All perquisites and benefits including reimbursements are subject to Income Tax provisions, which may be applicable, including taxation on perquisite value. You shall not discuss your compensation stated hereinabove with the other employees as the same is a personal matter between you and the Company.

2. These entitlements shall cease upon the termination of your employment with Company. These entitlements may also cease if you need to take long-termed personal leave of absence. You will need to check with your local HR team for details.

Compensation Structure:

Salary Components*	Per Annum (INR)
Basic	160,000
HRA	64,000
Leave Travel Allowance	13,333
Special Allowance	133,371
Gross Salary	370,704
Employer Contribution	
Employer's PF Contribution	21,600
Gratuity Contribution	7,696
Total Salary	400,000

- On successfully completing continuous twelve months with us, you would qualify for a One-time Retention Pay of INR 100,000 (One lakh only). This amount would be processed along with the paycheck of your anniversary month with the Company.

The Retention Pay amount shall not be payable by the company in case the employee resigns from the services of the company or is terminated for cause before completing continuous twelve months with the company.

* All statutory deduction applicable as per law.

3. The Company, at any time, reserves the right to review and restructure its Compensation Package.

4. House Rent Allowance

This is a part of your annual gross salary and paid as an allowance.

5. Provident Fund/ Employee Pension Scheme

You will be required to subscribe to the Provident Fund scheme as may be applicable to you. The company will contribute 12% of your Basic salary (or INR 21,600 pa whichever is higher) toward this fund/ scheme.

6. Gratuity

Gratuity will be payable in line with the statutory provisions, upon separation from the company, subject to completion of minimum of five years of employment with Company.

7. Meal Vouchers / Food Coupon

For Tax saving purposes you can opt for the Food Card/M meal Vouchers up to an amount of Rs. 26,400 per year. If opted for, this amount would be deducted from your Special Allowance and provided tax free as Food Card/M meal Vouchers.

The meal vouchers can also be used at any of the Vendor's affiliates for food and food related items only. Any unutilized meal vouchers can be carried forward to the subsequent months, subject to any applicable validity period.

8. Insurance Coverage

All employees, their spouse, dependent parents and up to two dependent children will be enrolled under the company group medical insurance scheme.

Employees are also covered under a Group Accidental Insurance and a Group Term Life Insurance details of which shall be shared by the Human Resources.

Insurance cover will begin after the insurance company accepts and processes all information provided by the employee after joining. To facilitate early enrolments employees are required to provide immediately on joining all information necessary for the group insurance policy. Claims will have to be submitted by the employee directly to the insurance company and will be subject to the policies of the insurance company.

9. Holidays

Company will provide 10 paid public holidays

10. Vacation / Paid Time Off

Company will provide 18 days of vacation pay. Maximum accrued vacation time cannot exceed 20 days. Once an employee exceeds this limit, accrual shall cease. Unused leaves lapse. This entitlement shall be calculated on a pro rata basis.

11. Sick Leave

Company will provide 12 days of sick leave. This entitlement shall be calculated on a pro rata basis.

12. Miscellaneous expenses

The Company shall also reimburse the Employee for any reasonable, documented out-of-pocket business expenses (i.e. business travel, entertainment expenses, telephone expenses used for official purposes and transportation expenses from home to office and back in case employee is required to attend late night calls at the office) incurred by the Employee for the purpose of and in connection with the performance of the duties and responsibilities pursuant to this Agreement. The Employee shall, however, only be entitled to such reimbursement upon his presentation to the Company of receipts or other statements itemizing and documenting such expenses in reasonable detail and to the satisfaction of the Company and being consistent with the Company's policies.

13. Maternity

100% daily wages averaged over 6 months of maternity leave, paid for 26 weeks. An extension of up to 1 month is allowed for medically certified reasons.

Joining Formalities:

At the time of your joining, you would be required to bring the originals and submit a copy each of the following testimonials (Soft copy preferred).

1. Educational Qualification

- a) SSC / Class X & HSC
- b) Graduation degree certificate and marks cards of all years / semesters
- c) Post Graduation degree certificate and marks cards of all years / semesters

2. Work Experience

- a) Experience & relieving certificates of all your previous employers.
- b) Latest pay slip, appointment letter of your current employer and Form. 16.

3. In addition, you would be required to submit a softcopy of your passport size photographs in color with white background.

Prompt receipt of the above testimonials along with the personal data form and the other enclosures duly filled in would help us to complete the joining formalities seamlessly. Your co-operation is solicited in complying with the above.

4. As part of background verification you are required to produce

- a) Identity proof (Passport, Driver's license, PAN card, Ration card, Voter ID card).
- b) Address proof in respect of residence where a person has stayed for the longest duration in last 7 years. (Any utility bill electricity, telephone, credit card)

SmartDV Technologies India Private Limited

ASIC Design And Verification Research Labs

To,

September 24th 2021
Bangalore

A.harshana
36, Raja Nadar Street,
Kamuthi- 623603,
Ramnad District.

Dear A.harshana,

I am pleased to offer you employment with SmartDV Technologies India Private Limited ("the Company") as **Verification Engineer Trainee** at our development office located in Bangalore, India on the following terms and conditions:

1. Your appointment will be effective from the date of your joining the Company.
2. This offer is valid only after you signing **3 Years** Bond with SmartDV Technologies India Private Limited ("the Company")
3. Pursuant to this appointment, you will carry out all the work and services that will be entrusted to you by the Company and shall devote your entire time and effort to the same. You will not be entitled to render any work or services to any others, unless so requested by the Company.
4. Your position is subject to your commitment of service for **3 Years** during which your performance and suitability for employment will be evaluated. Employment may be terminated at any time in this period without notice or pay in lieu of such notice.
5. Your appointment will continue unless terminated by company by one month written notice, once your completion of **3 Years** of bond period should you desire to resign from the Company you shall provide the company with a prior written notice of three months after your completion of such resignation or payment in lieu. Thereof compensation equal to the consideration then payable to you for a period of three months. However, in case any disciplinary proceedings are either contemplated or pending against you, the company shall have the right not to accept your resignation.
6. Company will not provide relieving or experience letter until you serve the company for **3 Years** as per your commitment.
7. Compensation:
 - a) During first 6 months of training, you will be paid **CTC Rupees. 18700/-** per month and later based on your performance your CTC will be revised.
 - b) Your Salary structure will be as shown in "**Annexure**".
8. You will be entitled for leaves and other employee benefits as per the rules framed by the Company from time to time and the policies of the Company.
9. In consideration of your appointment as aforesaid and the consideration paid to you, you agree, that all rights, title and interested in any intellectual property whatsoever, pertaining to any matters, made, created, developed, written or conceived by you during the term of your appointment with this Company, whether within or outside the Company's office premises or your normal working hours, will belong to the

Harshana. A

SmartDV Technologies India Private Limited

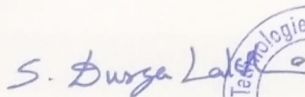
ASIC Design And Verification Research Labs

Company and, to the extent it does not or cannot so below to the Company, is hereby assigned by you in the Company's favor. Your further agree, that you will keep completely confidential all information pertaining to the Company, its directors, employees and clients and its and their respective business, activities, income, accounts etc. and shall not disclose the same to any person except those legitimately concerned with Company and who have a need to know the same for the business of the Company. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc. shall be executed by you. You will also keep us informed if you are bound by any confidentiality agreements with any other of you previous employers, you hereby indemnify us and shall keep us fully indemnified and harmless against any breach by you of such agreements.

10. You will abide by rules and regulations of the Company, which are in force from time to time and breach by you of any terms and conditions contained herein will result in termination of your employment without notice or compensation in lieu thereof.
11. In case any information furnished by you during the selection process if found to be incorrect or false, and / or it is found that you have suppressed any information in respect of your qualifications and past experience, the Company reserves the right to terminate your services at any time without notice or compensation in lieu thereof.

We take great pleasure in welcoming you to SmartDV Technologies and we feel that your skills and experience will be a valuable asset to our technical team.

Sincerely,


Durga Lakshmi Tala
Managing Director

SmartDV Technologies India Private Limited

I agree to accept employment on the aforementioned terms and conditions and I will report for work on _____

A.Harshana

SmartDV Technologies India Private Limited

ASIC Design And Verification Research Labs

Annexure

Salary Particular (Break-up)	Salary Per Month (in Rupees)	Remarks
Basic + Variable Dearness Allowance	8000	Taxable
House Rent Allowance	3200	Taxable/Non Taxable
Transport Allowance	0	Taxable/Non Taxable
Profit Sharing Allowance	1280	Taxable
LTA	0	
Special Allowance	0	Taxable
Medical	0	
Other Allowance	5520	
Take Home Salary	18000	

Additional benefits		
Employer Contribution to Provident Fund	0	Non-Taxable
PT	200	Non-Taxable
Medical Insurance (GMC & GPA)	500	Non-Taxable
Total additional benefits	700	
Cost To the Company (CTC)	18700	

Sincerely,


Durga Lakshmi Tala
Managing Director
SmartDV Technologies India Private Limited



SmartDV



Akila.B

Emp. No. 521

B+ve

Offer Letter

Date: July 7, 2021 | 2:32 AM EDT

Name: David Stephen Raj
Email: davidstephenraj03@gmail.com
Ph No: 9789743232

Dear David Stephen Raj

Further to your application and interview with **Revature**, we accept your application as Trainee in our Organization.

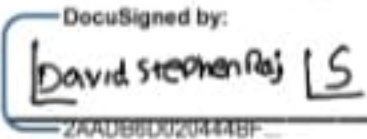
Given hereunder are the terms & conditions of service applicable to you, if you choose to accept this offer. Please convey your acceptance by counter-signing the duplicate of this letter at the spaces indicated and return the same to us.

Training Period: Your training is scheduled to start Jul 12, 2021 for a period of three (3) months. During this period, you will receive a stipend of Rs.5,000/- (Rupees Five Thousand Only) per month. Revature expends considerable amount of money for this training. Upon successful completion of your 12-week training and client assessment, at the sole discretion of client and Revature and in accordance with the terms in Training Agreement, you will be offered an employment as "**Software Engineer**" by the Client with the CTC of **INR 5 LPA**.

Signing of Training Agreement & Training NDA is mandatory along with this.

Yours Sincerely,
For Revature Consultancy Services Private limited

Authorized Signatory

I,  herein, accept and agree to the above terms and conditions.



GF: 002/3 & 003/1, Tidel Park Coimbatore Ltd, ELCOSEZ, Coimbatore.

Tel: 0422-4021200 URL: www.infognana.com

OFFER LETTER

02-Dec-2021

Dear Abinaya P,

Congratulations!

With reference to your application and the subsequent interviews and discussions with us, we are pleased to keep you informed that you have been provisionally selected as **Trainee - Process Associate - E-Commerce** commencing no later than **06-Dec-2021** or earlier.

On joining, your annual CTC will be **INR 133,260/- (Rupees One Lakh Thirty Three Thousand Two Hundred and Sixty Only)**. Please refer **Annexure I** for the breakdown of your salary; this is subject to deduction of tax and other statutory payments as may be applicable.

You will be on probation for a period of three months. On successful completion of your probation, based on your performance review thereof; your employment will be confirmed with the organization.

The detailed appointment letter will be issued to you on your date of joining. Kindly submit the documents mentioned in **Annexure II** at the time of joining.

Kindly sign and return the duplicate copy of this letter as a token of your acceptance of the offer.

This letter cannot be used to solicit other offers and will be null and void if so used.

We wish you all the best!

For SRJ INFO JNANA SYSTEM PRIVATE LIMITED

A handwritten signature in black ink, appearing to be 'Devi SD', with a small dot at the end.

Devi SD

Manager - Human Resource

I accept the offer as outlined above.

(Signature)

Name:

Date:

This is a system generated offer letter hence signature is not required from company

Date: 13th October 2021

Dharshana.M,
31/B, Sivan Kovil Street,
Virudhunagar.

Dear **Dharshana,,** Congratulations!

Subject : Provisional Offer Letter

With reference to your application and subsequent interview with us for a career in our organization, we are pleased to inform you that you have been selected for employment in our organization as **Software Engineer - Trainee**. Your annual cost to the company will be **INR 2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only). CTC includes statutory deductions, TDS & Professional tax.

Your appointment will be effective on your joining date i.e **8th November 2021**. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

Your employment contract will be governed by the following terms and conditions:

1. The Employee's employment shall continue for a period of **2 years**, beginning on the effective date of this agreement and ending on **7th November 2023**. In the event of employee wishing to cease the agreement the employee will be liable to pay a sum of Rs.1,50,000/- (Rupees one lakh Fifty Thousand only) towards the training cost.
2. Employee will be on probation during the first 6 months. The employee will be given comprehensive training in technology which will be utilized in the product implementation. An assessment at the end of 3rd month or thereafter will be conducted to calibrate the knowledge and the proficiency level of the employee on those technologies. Based on the evaluation they will be confirmed as a permanent employee. Associates failing to make the grade will be separated.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

We take this opportunity to thank & appreciate your decision to join SimpleSolve Technologies. You are requested to join us on or before **8th November 2021**.

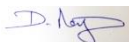
You are requested to report on the joining date at 10:30 a.m. Please note that it is important to be on time to complete the joining formalities. If you arrive late, you will not be allowed to join and must reschedule your joining date. You would be required to furnish photocopies of the original documents and other listed information in Annexure B. Please note that the submission of all the documents is mandatory to facilitate joining, background verification / validation and appointment process at SimpleSolve Technologies. .

As confirmation of your acceptance, please sign the duplicate copy of this Offer Letter and Annexure and submit the same within 7 days to at the address given below. The offer stands withdrawn if the confirmation is not received within the said date.

HR Manager
SimpleSolve Technologies Pvt Ltd
Plot No. 3, ATC Road, 86E, 2nd Main Rd,
Ambattur Industrial Estate, Chennai,
Tamil Nadu 600058, India

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

For SimpleSolve Technologies Private Limited,



Rajesh.D
Chief Operating Officer

I accept the offer and related terms and conditions. I will join by _____

Signature:

Date:

ANNEXURE A

At the time of joining, you are requested to bring the following documents in original, along with a copy of each. Please forward the softcopies of the document.

Address:

1. Certificates supporting your educational qualifications along with mark sheets.
 - a) Xth Certificate & mark sheets.
 - b) XIIth Certificate & mark sheets.
 - c) Degree Certificate & Semester/year-wise Mark sheets.
 - d) Master's Certificate & Semester/year-wise Mark sheets.
 - e) Diploma/PG Diploma Certificate & Transcripts.
2. Any other Certificates with supporting documents - if any
3. 2 Passport size photos
7. Pan Card copy
8. Aadhaar Card copy
9. Ration Card Copy
10. Driving License Copy
11. Passport copy
12. Bank account details with branch name and IFSC code.
13. **Vaccination Certificate.**

Please note that any deviation/discrepancy found in the veracity of the above mentioned documents will deem the employment null and void.

PAR/HRE/TEM/APL/02/5038
06-Dec-2021

Ms..Jasmine Bala B
No: 19/6, PKS Street,
Virudhunagar,
Sivakasi-626123.
Tamil Nadu.

Dear Jasmine Bala B,

Sub: Appointment Letter

With reference to your application and the subsequent interview you had with us, we are very pleased to appoint you as an employee of **Paragon Digital Services Pvt Ltd** (or such other successor name that the company is known by) (the "**Company**") in the position of **Process Executive - Creative Auditing** at Grade **1a**, in accordance with the following terms and conditions. You will be reporting to such officers or executives of the Company as specified by the Company Management ("**Management**"), from time to time. The terms of our appointment and the benefits currently provided by the Company, in addition to those provided in the **Paragon Digital Services Pvt Ltd** Company Policies, which may be amended from time to time at the sole discretion of the Management ("**Company Policies**"), a copy of which is available for your perusal at our premises, are outlined hereunder.

At the time of reporting to duty you shall provide the Company, all the copy of the documents listed in the offer letter dated **02-12-2021**

1. Our Value, System and Culture:

As communicated to you during our discussions, we value competence, performance, discipline, and integrity above everything else and that constitutes the foundation of this contract. We believe strongly in delivering highest quality to our customers, dealing fairly with mutual respect and on strict merit with our employees. We work in an atmosphere of trust & transparency and go beyond our area of responsibility. You are accountable first to yourself and then to your superiors.

2. Duties

You shall serve the Company in the capacity of an **Process Executive - Creative Auditing** at Grade **1a** and shall carry out such duties as the Management may from time to time direct.

You will devote your full time, skill and attention to the work and business of the Company, and shall work faithfully, sincerely, diligently, efficiently and to the best of your ability to promote, continue and develop the interests of the Company.

Head Office: Tyche Tower, 1st, 2nd and 7th Floor,
Block 1, S.No. 14/1A, Perungudi Bye Pass Road
MGR Main Road, Perungudi, Chennai - 600 096, Tamil Nadu, India.
T: +91 044 6600 8696 E: accounts@paragondigitalservices.com

CIN: U74300TN2008PTC066021

www.paragondigitalservices.com



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You will accept, support and work within the [*management, financial, personnel, internal control and reporting systems, policies, practices and procedures*] as determined by the Management, from time to time.

The Company shall be at liberty to appoint any other person on a similar job title of the Company, jointly with you, and to assign to him duties and responsibilities identical or similar to those placed upon you under this offer.

3. Commencement

Your employment with **Paragon Digital Services Pvt Ltd** will commence on **06-Dec-2021**, and is subject to termination by either party as provided below.

4. Probationary Period

This appointment is subject to a Sixteen (16) months probationary period. During your probationary period, you have the opportunity to assess the nature of the work in this position and the Company would have the opportunity to assess your suitability for the position.

Subject to satisfactory performance as per the Company's assessment system, your appointment will be confirmed in writing.

During the probation period, the Company can terminate the appointment by giving the employee a notice of Thirty (30) days. In case of an employee-initiated termination of contract, the employee should submit the written notice of resignation to the Manager/HR at least Thirty (30) days in advance.

After Confirmation of an employee either party (i.e. the Company or the employee) may terminate the appointment giving Thirty (30) days' notice or salary in lieu of.

5. Hours of Work

You may be required to work staggered timings/shifts, the timings for which may be altered from time to time. Any such work outside the working hours would not entitle the employee to any additional remuneration by way of overtime allowance, however over time will be recognized and rewarded periodically based on the performance as per the Company's assessment system. You will not, during your period of employment with the Company, directly or indirectly, own, manage, operate, consult or be employee in any other business, whether on a part-time or full-time basis, without the express written consent of the Management of the Company.

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6. Remuneration

Your total remuneration package per annum will consist of a gross amount on cost to the Company basis of **RS 251604/- per annum (In words Two Lakhs Fifty One Thousand Six Hundred Four Only)**. The food and shift allowances shall be earned based on the attendance and shift allocated

You will also be eligible to participate in regular, bonus and other employee benefit plans established by the Company for its employees from time to time. The break-up of your package, including employee benefits, as approved by the Human Resources Department is provided in the Annexure to this Agreement.

7. Tax Deducted at Source (TDS)

All statutory requirements of tax to be deducted at source by the Company under the provisions of Income Tax Act of Government of India from time to time and all funds paid to you will be after all such appropriate deductions have been made there from.

8. Provident Fund

The provident fund will be deducted as the rules and regulations framed by time to time under the provisions of The Employee's Provident Fund & Miscellaneous Act, 1952. The company will contribute an equivalent amount every month as the rules and regulations framed by time to time under the provisions of The Employee's Provident Fund & Miscellaneous Act, 1952.

9. Method of Payment

In accordance with the usual practice of the Company, your salary will be directly credited to your bank account. Salaries and wages will be paid monthly on or before the 7th of each month in arrears. The Company reserves its right to vary this procedure at its option. However, such variance will be communicated to you in due course.

10. Review of Salary

Your increments/promotion and demotions will depend at the sole discretion of the management depending upon your efficiency, intelligence, regular attendance, sense of discipline, loyalty and good behavior and also subject to the prosperity of the Company.

11. Annual Leave

You will be entitled to leaves as stipulated in the Company HR Policies.

12. Unauthorized Leave

That should you remain absent from your work, without any information or prior written sanction of leave, and/or without any satisfactory explanation for more than 03 consecutive days, including absence when leave though applied for but not granted, or overstaying your sanctioned leave for more than 3 consecutive days without written sanction of extension of leave by the Management; it will be presumed

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that you are no longer working for the Company and that you have abandoned service of your service of your own accord, thereby terminating yourself from your employment. In such a case, you will not be liable to receive any statutory compensation

13. Transfer

Based on business contingencies you may be assigned to an overseas office associated with the Company either temporarily or for a longer term. You are also liable for transfer to any Company office in India or elsewhere in the world, at the sole discretion of the Management.

14. Confidentiality

As an employee of the Company, you will have access to and be entrusted with certain Confidential Information of the Company its customers, business associates and others, including in respect of their business, dealings, transactions and affairs, all which information is or may be confidential.

It is a condition of your employment that you will not, except as authorized by the Company, or as required by your duties, use for your own benefit or gain or divulge to any persons, firm, company or other organization whatsoever any Confidential Information belonging to the Company its customers, business associates and others, or relating to their affairs or dealings which may come to your knowledge during your employment.

This restriction shall cease to apply to any information or knowledge, which may subsequently come into the public domain other than by way of unauthorized disclosure.

All confidential records, documents and other paper together with any copies or extracts thereof made or required by you in the course of your employment shall be the property of the Company and must be returned on the termination of your employment.

"Confidential information" shall include all trade secrets, all information which has been specifically designated as confidential by the Company, any information which relates to the commercial and financial activities of the Company or any such confidential information concerning any other company any of its or their suppliers, agents, distributors or customers, the unauthorized disclosure of which may embarrass, harm or prejudice the Company. It does not extend to information already in the public domain unless such information has arrived there through unauthorized means. All notes and memoranda of any Confidential Information which shall be acquired, received or made by you during the course of your employment shall be the property of the Company and shall be surrendered by you to someone duly authorized in that behalf at the termination of your employment or at the request of the Management at any time during the course of your employment.

To protect the interests of the Company, in furtherance of the provisions herein with regard to "Discoveries and Inventions" and "Confidentiality", you will need to sign the Company's standard "Code

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of Practice" as a condition of your employment, a copy of which is attached hereto as **Schedule A**. We wish to impress upon you that we do not want you to bring with you any confidential or proprietary material of any former employer or to violate any other obligations you may have to any former employer.

15. Mandatory Period of Work

You will, from time to time, participate in various training or educational or knowledge transfer activities as a result of which the Company will incur significant costs and expenses, which may include costs and expenses for travel, boarding, lodging, food and taxes. In consideration for the Expenses borne on your behalf by the Company, you will be bound to work for the Company for a minimum period of one year unless the Company otherwise terminates your services before such term. In the event the amount payable to you by the Company is less than the amount reimbursable by you, the Company shall have the right to recover the outstanding amounts directly from you.

16. Veracity of Information

That it is understood by you that this employment is being offered to you on the basis of the particulars/credentials furnished by you in/with your application for employment. If, at any time, should it emerge that the particulars/credentials as furnished by you are false/incorrect, or if any material information has been suppressed, this appointment shall automatically be rendered void and shall be liable to termination forthwith without any notice or compensation.

Further, the remuneration in any kind paid to you during your employment with **Paragon Digital Services Pvt Ltd** will be recovered from you by means of appropriate organisational or legal actions.

17. Termination

Your employment may be terminated at any time by yourself, or by the Company, with or without cause, upon providing sixty (60) day's written notice to the other party or salary in lieu of. In the case of the Company, termination may be effected by payment of salary equal to your notice period not worked as payment in lieu of notice.

The Company may dismiss you from employment without notice or any payment [or salary equal to notice period / in lieu of notice], if you:

- i. Any incorrect information furnished by you or on suppression of any material information;
- ii. Any act, which in the opinion of the management is an act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty or riotous behavior of the pressor incompetence in the discharge of duty on your

part or the breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part of any of the company's rules;

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- iii. Withhold any information from the Company that ought to have been brought to the notice of the Company;
- iv. Commit a serious or persistent breach or non-observance of any condition of your employment; are convicted of an indictable offence;
- v. Knowingly or repeatedly act (i) in excess of your powers; or (ii) in contravention of the instructions of the Management;
- vi. Knowingly or repeatedly fail to perform your duties as set out herein; act with gross or repeated incompetence or negligence to the material detriment of the Company, the Company or their affairs; or
- vii. Grossly or repeatedly contravene the provisions of the Non-Competition Clause or the Confidentiality Clause hereof.
- viii. Non-competition
You further covenant with the Company that you will not, for the period of Twenty-four (24) months after ceasing to be employed under this agreement either alone or jointly with or as manager, agent, consultant or employee of any person, firm or company directly or indirectly carry on or be engaged in any activity or business which shall be in competition with the business of the Company.
- ix. Post separation of your services with the Company, you shall not use any confidential information defined in the Confidentiality Clause hereof for 24 months from the date of relieving; Such usage/utilization shall attract a legal action by the company.
- x. As per the policy of **Paragon Digital Services Pvt Ltd**, the BGV (Background Verification) process should be completed within 30 days from the date of your joining. It is your sole responsibility to coordinate with your previous employer (if there is any delay) and complete the BGV process within the aforesaid timeline. Failure of completing the BGV process on time will result in termination of your employment.

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18. Confidentiality of Terms of this Agreement

This offer of employment is made to you in confidence, and its terms must not be disclosed by you to anyone outside your immediate family.

19. Conflict of Interest

Attached hereto as **Schedule B** is our standard Conflict of Interest Policy and you are expected to comply with the same at all times during your employment with the Company.

20. Information Security and Usage Policy

Attached hereto as **Schedule C** is our standard Information security and usage policy and you are expected to comply with the same at all times during your employment with the Company.

21. Miscellaneous

- i. You shall not without prior permission of the Company in writing, which will not be unreasonably withheld, publish any book or brochure or article or twitting on social network concerning any matter, which related to any activity of the Company.
- ii. You shall be responsible for the safe keeping and returning in good order of all the properties which may be in your possession, custody, care or charge. The management shall have the right to deduct the money value of such thing from your salary/dues and take such other action as it deems fit in the event of your failure to account for such properties whether during the course of service or otherwise.
- iii. This agreement is governed by and shall be construed in accordance with the laws of India and the parties to this agreement submit to the exclusive jurisdiction of the courts of Chennai, India.
- iv. This agreement contains the entire understanding between you and the Company and supersedes all previous agreements and arrangements (if any) relating to your employment by the Company (which shall be deemed to have been terminated by mutual consent). There are no collective agreements, which directly affect the terms and conditions of your employment with the Company.
- v. On termination of this agreement the Company may deduct any sums then owing from it to you by way of salary or otherwise any sums owing from you to it.
- vi. Company may modify, amend or alter the terms and conditions of employment mentioned herein, at any point of time in accordance with Company policy subsisting from time to time

Head Office: Tyche Tower, 1st, 2nd and 7th Floor,
Block 1, S.No. 14/1A, Perungudi Bye Pass Road
MGR Main Road, Perungudi, Chennai - 600 096, Tamil Nadu, India.
T: +91 044 6600 8696 E: accounts@paragondigitalservices.com

CIN: U74300TN2008PTC066021

www.paragondigitalservices.com



An ISO 27001 : 2013 Certified Company
An ISO 9001 : 2015 Certified Company

Company is excited about the prospective future growth of its business and the opportunities that it creates for both its employees and the Company.

The Company reserves the right to conduct background investigations and/or reference checks on all of its potential employees. This offer, therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any. If you have any information to divulge, including the existence of any bonds / agreements signed with your previous employer that may have an adverse impact on your accepting this offer of employment, we urge you to bring the same to the notice of the Company immediately. Failure to do so would result in instant termination in accordance with the provisions of the "Termination" clause herein.

If you are agreeable to the above terms and conditions of appointment, then kindly confirm your acceptance of appointment by signing and returning to us the attached copy of this letter.

In your best interests, we strongly urge you to peruse the Company Policies prior to accepting this offer of appointment

We look forward to having you with us and offer you an interesting and rewarding career with Paragon Digital Services Private Limited.

Head Office: Tyche Tower, 1st, 2nd and 7th Floor,
Block 1, S.No. 14/1A, Perungudi Bye Pass Road
MGR Main Road, Perungudi, Chennai - 600 096, Tamil Nadu, India.
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Compensation Structure		
Name	Jasmine Bala B	
Designation	Process Executive - Creative Auditing	
	Monthly (Rs)	Annual (Rs)
<u>A Salary - Components</u>		
Basic Salary	9,900/-	118,800/-
HRA	3,275/-	39,300/-
Special Allowance	/-	/-
Statutory Bonus	825/-	9,900/-
Sub Total A	14,000/-	168,000/-
<u>B Retirals & Benefits</u>		
EPF - Employer's Contribution	1,287/-	15,444/-
ESI - Employer's Contribution	455/-	5,460/-
Gratuity	483/-	5,800/-
Group Health Insurance	/-	/-
Group Term Life Insurance	42/-	500/-
Sub Total B	2,267/-	27,204/-
<u>Deductions</u>		
EPF - Employee Contribution	1,287/-	
ESI - Employee Contribution	105/-	
Net Take Home without TDS	12,608/-	
<u>C Variable Pay</u>		
Shift Allowance*	4000/-	48000/-
Food Allowance*	700/-	8400/-
Based on the Annual Performance Review scores		
Sub Total C	4700/-	56400/-
Cost to Company (A+B+C)	20,967/-	251,604/-

- a. Food and shift allowances will be based on your attendance and the allocation of the shift*

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T: +91 044 6600 8696 E: accounts@paragondigitalservices.com

CIN: U74300TN2008PTC066021

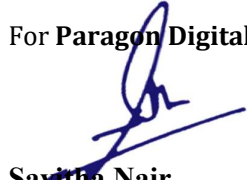
www.paragondigitalservices.com



An ISO 27001 : 2013 Certified Company
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- b. Employee will be eligible for Bonus according to the policy of Paragon
- c. Coverage of Insurance will also be applicable according to the Employee Benefit policy of Paragon
- d. The above compensation is subject to complying with the requirements of company policy and law applicable from time to time.
- e. Company reserves the right to modify/amend the structure in part or full without any notice or assigning any reasons.
- f. Tax deductions applicable according to the state/central Act

For **Paragon Digital Services Pvt Ltd**

A handwritten signature in blue ink, appearing to read "Savitha Nair", written over a horizontal line.

Savitha Nair
Sr Vice President - Human Resources

I acknowledge and accept the terms & conditions mentioned in the offer.

Head Office: Tyche Tower, 1st, 2nd and 7th Floor,
Block 1, S.No. 14/1A, Perungudi Bye Pass Road
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CIN: U74300TN2008PTC066021

www.paragondigitalservices.com



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An ISO 9001 : 2015 Certified Company



Phone: +91 452-2341899
Cell: +91 93848 33829
Website: www.mookambikainfo.com
email: hr@mookambikainfo.com

Sri Mookambika Infosolutions (P) Ltd

DATE: 23.11.2021

Dear Sivasankari Ramamoorthy,

We are pleased to offer you a position as **EDI - Trainee** in our Company. We are sure that **SMI** can provide you a very satisfying and challenging work environment along with a very successful growth path.

Your starting Annual CTC will be **Rs. 1,65,000.00**. Annexure-1 provides a break-up of the compensation package.

Your first day of employment would be on or before **November 23rd, 2021**. Offer not accepted within 7 days of receipt is liable to lapse at the discretion of the Company.

You will be on probation for a period of 6 months. The company may waive, reduce or extend your probation period at its discretion. You will be eligible for biannual appraisal after successful completion of your probation period.

By signing below, you not only accept the terms and conditions of this offer, but also represent to the Company that you are under no obligation or agreement that would legally prevent you from becoming an employee of SMI or adversely impact your ability to perform the expected services. Three Months prior notice is needed for reliving or truncation from the service. We look forward for a long and successful association together towards success

In case of any further queries regarding this offer, please feel free to contact me on 8220044383.

For Sri Mookambika Infosolutions Private Limited

M. Abinaya Devi

Abinaya Devi M
AVP - Human Resources

Agreed and Accepted: I accept your offer as outlined in this letter, including any subsequent revisions and I will be available to begin work at SMI. I understand that this offer is contingent upon successful completion of reference checks and a background check if required.

Name: SIVASANKARI R
Signature: *R. Sivasankari*
Date: 1/12/2021



SMI/HR/OFFL/231121/082



NASSCOM
Partner



Corporate Office: 31, 3rd Floor, Town Hall Road, Madurai - 625 001, Tamilnadu. India.
Branch Office: 1/469-1, 3rd St., 64, Poriayar Nagar, Thirumalpuram (P.O.), Madurai-14, Tamilnadu. India.



27 JULY 2021

R/NO; 08/21/ESTB../008

APPOINTMENT LETTER

To,
Shanmuga Perumal,

Congratulations,

I am delighted & excited to welcome you to Impactional Games P(L) as a **Backend Engineer**. At Impactional Games, we believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of the Company and wish you the most enjoyable, learning, networking-packed, and truly meaningful job experience with Impactional Games.

Your appointment will be governed by the terms and conditions presented in the **Employment Agreement**.

Annual CTC; 3,00,000/- INR
Department; **Technical**
Unit; **Backend Engineer (Games & DSS)**
Joining Date; **04-08-2021**

Once again Congratulation and All the best for future endeavors

THIS ISSUES WITH THE APPROVAL OF COMPETENT AUTHORITY

Best Regards,
Impactional Games
Founder & Chief Executive Officer

IMPACTIONAL.GAMES



Garuda Aerospace (P) Ltd

ISO9001:2015 Certified & AS9100:2016 (Rev D) Compliance Company | CIN: U74900 TN2015 PTC102474 | GSTIN: 33AAGCG1621A1ZG

OFFER LETTER

28/09/2021
Chennai

Dear Mr Venkateshvaran G,

Congratulations! We are thrilled to inform that you have been selected for the position of a **Drone Co-Pilot**. Your salary for a month has been fixed as 15,000 INR as per the company standards for the designation and skill set. Incentives for excellence in performance will be provided and your growth in our company is guaranteed. Attached are the specific terms and conditions of our offer — please read it carefully as important details are included.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e. 04/10/2021. Please contact us immediately if you require an alternative joining date. If not accepted within 48 hours, we will be unable to set an alternative date and it will be construed that you are not interested in this employment and this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to;

- Respond via email to hr@garuda-aerospace.com to communicate acceptance of the offer and to confirm your joining date. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.

- Any change in joining date must be sent to hr@garuda-aerospace.com at least 2 days before your original joining date. The new joining date must be a Monday, Wednesday, or Thursday and should not be more than 5 days from the joining date specified above.

- Report to Garuda Aerospace Ops Centre at Agni College of Technology, Old Mahabalipuram Road, Thalambur, Chennai, Tamil Nadu 600130 on the joining date at 09:30 a.m. Please note that it is important to be on time to complete the joining formalities. If you arrive late, you will not be allowed to join and must reschedule your joining date.

On your joining date, please bring

- The original and 1 photocopy of this letter duly signed and dated by you
- 3 passport-sized color photos with a white background,
- The originals and 2 sets of photocopies of the following documents:

Date: 26/07/2021

To,

Divya M,
No.4/119,Rammuni Nagar, T.Kallupatti,
Madurai DT- 625 702

Sub: Letter of Engagement

Dear **Divya M,**

We are pleased to appoint you in our organization as **Software Engineer** & you will be based in our office.

You will be paid gross emoluments as detailed in Annexure-A.

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure-B.

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

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

Yours truly,


HR Manager
Authorized Signatory



Encl.: As above

Salary structures can be bifurcated as under(Probation period)

Particulars	Per Month	Per Annum
A. Salary		
Basic	8000	96000
HRA	3200	38400
Special Allowance	7840	94080
PF(Company's Contribution)	960	11520
Total	20000	240000
C. Variable Pay	-	-
Performance Bonus	-	-
CTC		240000

Salary Structure after probation period

Particulars	Per Month	Per Annum
A. Salary		
Basic	10000	120000
HRA	4000	48000
Special Allowance	9800	117600
PF(Company's Contribution)	1200	14400
Total	25000	300000
C. Variable Pay	-	-
Performance Bonus	-	-
CTC		300000

Signature: _____



Date of Joining: _____

Annexure – B

1. Position

1. Your reporting/start date will be on/before: **26th July, 2021 (Monday) at 9.30 to 9.45 A.M**
2. Your employment is **Full Time**
3. Office Timings – **9.00 A.M to 6 P.M (General Shift)**

2. Nature of Work:

You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.

3. Probation

A probation period will apply for the first three months of your employment. During this time we will assess your progress and performance in the position.

During the probation period you or the Employer may end your employment by providing notice in accordance with the table in clause 7.1 below.

4. Assignment, Transfer and Deputation:

Though you have been engaged to a specific position, the company reserves the right to send you on deputation/transfer/assignment to any of the company's branch offices in India or abroad, whether existing at the time of your appointment or to be set up in the future.

5. Training:

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. Kindly note that refusal to participate in a training program without any extraneous circumstances would lead to automatic termination of your employment.



6. Secrecy/Confidentiality:

- 6.1 By accepting this letter of offer, you acknowledge and agree that you will not, during the course of your employment or thereafter, except with the consent of the Employer, as required by law or in the performance of your duties, use or disclose confidential information relating to the business of the Employer, including but not limited to present or prospective client lists and details, trade secrets, any information in respect of which the Employer is bound by an obligation of confidentiality to a third party, marketing strategies and plans, any invention, technical data, know-how of the Employer and their clients and suppliers, pricing structures, any intellectual property arising in the course of an Employee's duties and any other information made available to the Employee which is identified to him as being of a confidential nature.
- 6.2 You shall promptly, whenever requested by the Employer, and in any event upon termination of your employment, deliver up to the Employer all lists of clients, customers, correspondence and all other documents, source code, relevant libraries, records, papers and all other property that has come into your possession, custody or control in the course of your employment, and you shall not be entitled to retain any copies of them in any form. Title to such material and copyright in all such material created solely or in part by you shall vest in the Employer.

7. Termination of Service:

- i. Either party can terminate this employment by serving a notice of **three** months on the other, save and accept that the company may at its option pay salary in lieu of the notice period to terminate employment with immediate effect.
- ii. Unauthorized absence or absence without permission from duty for a continuous period of 7 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.
- iii. You will be governed by the laid down code of conduct of the company and if there is any breach of the same or non conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.



8. Standing Orders:

You will abide by the Standing Orders, rules & regulations and service conditions that may be in force or application to the organization or are framed from time to time by the company.

9. Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

10. Intellectual Property

Every trade secret, invention, design, know how, process, method scheme, product or product design (each of which is hereinafter called “an invention”) whether patentable or not, and every design note, idea, algorithm, source code, graphic, artwork, picture or like material, and any other matter which is the subject of copyright or is otherwise capable of protection through intellectual property rights, which is made, developed, perfected, devised, conceived or first reduced to practice by you either solely or in collaboration with others during your employment with the Employer, whether or not during regular working hours, relating in any way to the business, products or activities of the Employer or which is capable of use in relation thereto shall be the sole and exclusive property of the Employer.



July 31st 2021

Jegadeeswari G
Chennai
India

Sub: Letter of offer of Employment

Dear Jegadeeswari,

Following our recent discussions, we are delighted to offer you the position of **Junior Software Developer** with Gennext Technology Solutions. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

Title : Junior Software Developer

Start date : 1st August 2021

Salary : 20,000 INR / Monthly

Reporting relationship: Reports to the Team Lead

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,



Sankar P
General Manager

With the signature below, I accept this offer for employment.

Name

Date



Development Centre
Plot No.6, ELCOT SEZ,
Illandhaikulam,
Pandi Kovil Ring Road,
Madurai - 625 020.
Tel : +91 452 4262 000
Fax: +91 452 4262 100

Dated:22-09-2021

To
Ms. Pirthous A.
No.558, Avvai Nagar,
Melur Road,
Sivagangai.

Dear Ms. Pirthous,

Sub: Letter of offer to join the services of Chella Software Private Limited

We are very happy to release our offer of employment. You are offered the position of Software Trainee based in Madurai. Your consolidated salary will be Rs. 21,500 /- per month (Rupees Twenty One Thousand Five hundred Only)

You are requested to report for duty on 23-September-2021 at Madurai office. The company reserves the right to transfer you to any of our branches / sister companies anywhere in India/Overseas.

You are requested to submit the following at the time of joining.

1. A medical fitness certificate along with the blood group, from your family physician
2. Signed photocopies of all your experience/service certificates as applicable, education certificates, and all mark sheets or provisional certificates up to the highest degree attained (photocopies should include both front and backsides of certificate). Please bring the originals for verification.
3. Relieving letter in original from your previous employer and last salary slip / certificate, if applicable.
4. Two stamp size & two passport size color photographs, with your signature on one of passport size photographs.
5. Any of the following proofs of identity that also has your photograph – this could be a driving license, passport or your income tax PAN card
6. Copy of your ration card, if available
7. Please carry your passport details with you and also a photocopy of your passport. If you do not have a passport, kindly apply for a passport and carry the acknowledgement on the day of your joining.

Chella Software Private Limited SEZ Unit

<http://www.chelsoft.com>

Regd. Office :
Plot No.62, K.K.Nagar,
Madurai - 625 020.


Development Centre
Plot No.6, ELCOT SEZ,
Illandhaikulam,
Pandi Kovil Ring Road,
Madurai - 625 020.
Tel : +91 452 4262 000
Fax: +91 452 4262 100

8. It is required that you be immunized against Yellow Fever and against Polio, and obtain certificates for these, stating your passport number in these certificates. In case you have just applied for your passport, you are required to complete the immunization process once your passport is received.

You will be on probation for a period of 3 months. The probation can be extended of this company you need to give a written notice & serve for three months. The other standard terms of employment will be handed over to you at the time of joining the Organization.

Thanking You.

For Chella Software Pvt., Ltd.,



Kathir Kamanathan A
Chief Executive Officer.



OFFER OF EMPLOYMENT

December 28, 2021

QI-HR763400/2020

**Mr.Dharma Raj,
5-24-60/2,V.S.P Nagar,
Ceylon Colony East,
Palayampatti,Aruppukottai-626101**

Dear Dharma,

Further to our discussions, the Management is pleased to appoint you as **Trainee Engineer** of QuEST Global Engineering Services Private Limited. ("QuEST"), on the following terms and conditions:

1. Designation

Trainee Engineer

2. Band

1E

3. Reporting Structure

You will be reporting to the **Assistant Manager**.

4. Emoluments & Leave

Your annual Total Gross Salary (TGS) would be **INR 300000/- (Rupees Three Lakh Only)**. The details of your remuneration are as detailed in Annexure – I. Your annual emolument will be inclusive of Employer's Contribution to Provident Fund. The above emolument may, however, be split up into Basic Salary, and other allowances later, without adversely affecting your total consolidated emoluments. QuEST will deduct from your total emoluments such amounts as are required to be deducted at source under the Income Tax Act or any other applicable law for the time being in force in India

Leave

As per the rules of QuEST in force from time to time.

5. Medical Benefits

You will be entitled to medical insurance coverage as per the rules of QuEST, in force from time to time.

QuEST Global Engineering Services Private Limited

Reg. off. Address: AEQUS Special Economic Zone, No.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum KA 591245 IN CIN: U74900KA2014PTC076219

Communication address: QuEST Towers, Plot No. 73 and 74, Technopark campus, Thiruvanthapuram,Kerala- 695581

Ph: +91-80-67090000; Fax: +91-80-67093200; Email: info@quest-global.com

www.quest-global.com



6. Duties

You shall perform such duties and conform to such directions and instructions as may be assigned to you by QuEST or by such officers who are placed in authority over you. The Management will be within its rights to allot you additional jobs within your department or in any other department. You will be responsible in developing a team and the business too.

7. Transfer

You will initially be posted at Trivandrum. However, you may be transferred at any time from one job to another, from one post to another, from one Department/Section to another, from one Establishment to another, owned, operated or managed by QuEST, or any of its associated Companies in India or abroad. On such transfer you will be governed by the terms and conditions of service applicable to your category of employees in the Establishment to which you are transferred.

8. Exclusiveness

You will be in the exclusive employment of QuEST and will not engage yourself alone or in company with any other person in any work or business similar to, or directly in conflict with, the interests of QuEST in any manner.

9. Address for Communication

You have stated your residential address to be:

5-24-60/2,V.S.P Nagar,Ceylon Colony East,Palayampatti,Aruppukottai-626101

In the event of a change in the address or contact details given by you, you shall immediately and in writing, inform the Management of the Establishment where you are posted of such change. Any communication or notice required to be forwarded to you by QuEST shall, if such communication or notice is forwarded by post to your last residential address as per QuEST's records and notwithstanding the return thereof by the postal authorities for any reason whatsoever, be deemed to be complete compliance by QuEST of the requirement, if any, of so forwarding to you the said communication or notice.

10. Duty Hours

You would be required to work in shifts as advised by the Management from time to time.

11. Superannuation

Unless terminated earlier for any reason, you will retire from the services of QuEST on attaining 58 years of age and for this purpose the official record, of your date of birth, available with QuEST will be treated as conclusive proof of your age.

12. Transport Service

You can choose to avail transport facility provided by QuEST based on the availability of seats and the standard routes that have been fixed. The transport cost and the routes would be as per QuEST's policy.

QuEST Global Engineering Services Private Limited

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Communication address: QuEST Towers, Plot No. 73 and 74, Technopark campus, Thiruvanthapuram,Kerala- 695581

Ph: +91-80-67090000; Fax: +91-80-67093200; Email: info@quest-global.com

www.quest-global.com



13. Probation and Confirmation

You will be on probation for a period of Six (6) months from the actual date of your joining QuEST and will continue to be so unless and until you are expressly confirmed in the regular service of the Company in writing. The Company reserves the right to curtail or extend the probationary period at its sole discretion. Continuance of your service on the permanent rolls of QuEST is contingent upon successful completion of your graduation, submission of degree certificates on or before the end of 6 months from the date of joining and successful completion of training and other formalities as per the company policy. Probation confirmation shall not automatically entitle you to an increase in your remuneration.

14. Termination of Service

During your probation, your service can be terminated without assigning any reasons whatsoever by serving one (1) month notice or one month Basic salary thereof, on either side. After confirmation you will be required to serve three (3) months' prior notice or pay three months Basic Salary in lieu thereof, in case you decide to leave the services of the company. In the event of incomplete assignment, QuEST reserves the right to mandate serving of complete notice period. Similarly the company can terminate your services by serving three months' notice or Basic salary thereof, without assigning any reason. QuEST reserves the right, however to terminate your employment for disciplinary reasons at any time without notice or payment in lieu thereof.

15. Service Conditions

You will be assigned with training for initial two months on QuEST prescribed curriculum. This offer of employment is contingent upon you successfully completing the training curriculum. If you withdraw or fail to complete the training curriculum as prescribed, by meeting the minimum criteria set by the company, the offer shall be rescinded without any further notice.

At all times, you shall be governed by such service conditions of QuEST Global Engineering Services Private Limited, as may be in force from time to time. You will also carry out and abide by QuEST'S code of conduct and any instructions, house rules, office orders and policies & processes issued by the Management from time to time and the same will be deemed to be a part of your employment service conditions.

Your continuation in service will also be subject to

- Satisfactory background verification of your credentials, testimonials, etc and the details given by you in your application form as per the declaration solemnly affirmed by you therein.
- Successful completion of the qualifying academic program (Diploma,NTTF, BE/BTech, Mtech/ MS as applicable) with the required level of % or GPA as defined in the organization policy

Your services shall be terminated without notice if at any time you have been found to have concealed any material information or to have furnished any false details to QuEST.

If you are absent from duties for 10 or more working days continuously without leave/authorization from QuEST and/or without sufficient reason, it will be presumed that you have voluntarily given up the employment in QuEST and your name stands removed from the payrolls / other records of QuEST from the start date of your absence.

QuEST Global Engineering Services Private Limited

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Communication address: QuEST Towers, Plot No. 73 and 74, Technopark campus, Thiruvanthapuram,Kerala- 695581

Ph: +91-80-67090000; Fax: +91-80-67093200; Email: info@quest-global.com

www.quest-global.com



Upon joining us, you are required to sign QuEST's standard agreements including Non-competition and Non-disclosure agreement, along with 2 Years' Service Agreement. Employee(s), whose spouse(s)/partner(s) or immediate family member(s) is/are part of competitor companies, with QuEST, shall have more obligations to maintain QuEST information in Confidence since they are privy to some highly sensitive business information that shouldn't be shared with competitors. The employee is obligated to keep QuEST informed about the company in which his/her spouse/partner/immediate family member (Parents/Siblings/Children) is/are working, when there is prima facie conflict of interest, by writing to HR-Policy@quest-global.com.

While reporting for duty, you must produce the originals along with certified copies of the following:

- a) Educational certificates/mark sheets* (X, XII, Diploma, Degree, post-Graduation)
- b) Passport photo copy
- c) Three passport size latest photographs
- d) Service Certificate, if any.
- e) Relieving letter from your present employer.
- f) Pan card & Aadhar submission is mandatory
- g) ID proof containing your signature viz., Driving License, Passport, PAN Card etc.

*In the case of candidates joining the organization before the publication of the results of their qualifying academic program, the required certificates must be submitted within 3 months of the joining date.

In the event of issues found in Background Verification Check or non-obtaining the level of % mentioned hereinabove during final results of relevant specific program, QuEST shall be at liberty revoke this Offer of employment with immediate effect.

If the above conditions are acceptable to you, please note that this offer is effective from **January 3, 2022**. Kindly confirm acceptance by signing and returning the duplicate of this letter.

This offer to join QuEST will expire if offer acceptance is not confirmed in writing within two (2) working days of offer release and/or in case of not reporting on the offer effective date.

We extend our warm welcome and look forward to a long and successful association between you and QuEST Global Engineering Services Private Limited.

For QuEST Global Engineering Services Private Limited,

Jagadish Kadagatti
Deputy Manager - Talent Acquisition

I confirm and accept the above terms and conditions.

Name :

Place :

Signature :

QuEST Global Engineering Services Private Limited

Reg. off. Address: AEQUS Special Economic Zone, No.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum KA 591245 IN CIN: U74900KA2014PTC076219

Communication address: QuEST Towers, Plot No. 73 and 74, Technopark campus, Thiruvanthapuram, Kerala- 695581

Ph: +91-80-67090000; Fax: +91-80-67093200; Email: info@quest-global.com

www.quest-global.com

Annexure - I
Compensation & Benefit Details

Employee Name : Dharma Raj

Salary Components	Monthly (INR)	Annual (INR)
(A) Basic Salary (BS)	15000	180000
(B) House Rent Allowance (HRA)	2250	27000
(C) Conveyance Allowance (CA)	0	0
(D) Leave Travel Allowance (LTA)	0	0
(E) Food Coupon	0	0
(F) Telephone / Internet Allowance	0	0
(G) Other Allowance	3155	37860
(H) GROSS SALARY(I=A+B+C+D+E+F+G+H)	20405	244860
(I) Employer Contribution to Provident Fund (PF)	1800	21600
(J) Employer Contribution to Gratuity	722	8664
(K) RETIREMENT BENEFITS : (K=I+J)	2522	30264
(L) Employer Contribution to Medical Insurance Premium *	673	8076
(M) Bonus / Ex-Gratia	1400	16800
(N) FIXED GROSS SALARY(FGS):(N= H+K+L+M)	25000	300000
TOTAL COST TO COMPANY (TCC) :		300000

A one-time joining bonus of INR 25,000 shall be paid upon successful completion of one year service with QuEST.

QuEST Global Engineering Services Private Limited

Reg. off. Address: AEQUS Special Economic Zone, No.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum KA
591245 IN CIN: U74900KA2014PTC076219

Communication address: QuEST Towers, Plot No. 73 and 74, Technopark campus, Thiruvanthapuram,Kerala- 695581

Ph: +91-80-67090000; Fax: +91-80-67093200; Email: info@quest-global.com

www.quest-global.com



* Other Allowance includes optional contributions towards NPS and Car Lease.

The tax exemption aspects of sodexo vouchers or food coupons fall under the ambit of Income Tax Act. These coupons are usable only for meal or snacks or non-alcoholic beverages during working hours at office or business premises or only at the eating joints. Sodexo coupons are not transferrable.

**Total Variable Pay includes components aligned to QuEST's performance, Unit or Department performance and Individual Performance. This is governed by the variable pay policy for the year.

***Shift Allowance will be paid as per the applicable policy. The amount mentioned above is the allowance paid for working in morning shift. For other shifts, the difference will be governed by the applicable policy.

Your monthly deduction from salary towards Medical Insurance premium would be INR **625**. This is as per your current Band, the amount will change accordingly in case of Band change.

-Onsite & Shift Allowance will be paid as per the applicable policy.

You are eligible for benefits coverage as per QuEST Band. For your current Band the coverages shall be:

- Group Medical Insurance cover of INR **300000/-**
- Group Personal Accident Insurance cover of INR **2000000/-**
- Group Term Life Insurance cover of INR **2500000/-**
- Employee Deposit Linked Insurance covers as per statutory requirements

Note: Income tax liability of allowances / reimbursements will be considered in light of the existing tax laws. In case any tax has to be recovered for any allowances / reimbursements, either because of changes made to the law by the Govt. of India or pursuant to an order by an Income Tax Officer or any responsible officer of the Income Tax Department, then the same will be recovered from employee's salary, either with retrospective or prospective effect, as the case may be.

Declaration: All aspects of QuEST policies provided in this document are intended to provide indicative details. For Policy details, please refer to QuEST QMS on intranet. The ownership and right for implementation of these policies rests with QuEST alone. QuEST reserves the right to amend/modify the policies, including but not limited to withdrawal of the same, from time to time with or without prior notice.

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www.quest-global.com



Annexure

We are excited to welcome you to QuEST fraternity where a bundle of opportunities are waiting for you.

As you are identified for our elite customer, we wish to inform you that completing Background Verification is a mandatory pre-requisite for us to onboard you at QuEST.

Listed below are some simple actions which can expedite your joining at QuEST:

- Check your inbox or spam folder if you have not received any email in your inbox from one of our authorized background screening vendors.
- Login to their portal and follow the guidelines to provide all information & documents, within 1 working day.
- Make sure all information is accurate and up-to-date (Past-employment period, CTC, etc.)
- Do ensure that details filled in the background verification form is matching with the documents submitted, else it is likely that the application for the verification will be rejected.
- Contact details provided for every check should be correct and active (past employer/reference check/address check)
- Inform all the referee's to be prepared for a verification call/email/visit from the BGC vendor.
- If any additional information is required by the screening vendor, please provide the same within 1 working day.
- The offer letter should be accepted in the iTracQ tool within seven (7) working days upon receipt of the letter, failing which the offer stands cancelled.

Above mentioned screening process has to be completed within 15 working days of offer release. Delay in uploading documents, may delay your joining at QuEST.

Your support in completing the background verification is highly appreciated!

Looking forward to welcoming you soon to QuEST Global!

QuEST Global Engineering Services Private Limited

Reg. off. Address: AEQUS Special Economic Zone, No.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum KA 591245 IN CIN: U74900KA2014PTC076219

Communication address: QuEST Towers, Plot No. 73 and 74, Technopark campus, Thiruvanthapuram, Kerala- 695581

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www.quest-global.com

HR/RBS/2021-22/013
13 December 2021

To,
 Ms. Gunapriya.A
 6/55, Kothamangalam, Alangudi Taluk
 Pudukkottai, Pincode- 614624.
 Tamilnadu, India.

Sub: Offer of Employment

Dear Ms. Gunapriya. A,

We are pleased to offer you a position in our organization **Regenxgen Biosolutions Private Limited** as **Executive Design & Development** with a start date of **03 January 2022**.

The position we are offering shall be at a gross monthly salary of **Rs. 13,600** with an annual Cost to Company of **Rs. 1,80,254**. The break-up of the salary structure is as below:

Description	Monthly CTC	Yearly CTC
Basic Salary	8,160	97,920
House Rent Allowance	3,400	40,800
Conveyance Allowance	680	8,160
Special Allowance	1,360	16,320
Gross Salary	13,600	1,63,200
Company's PF Contribution	979	11,750
Company's Contribution for ESI	442	5,304
Company's Total Contribution	1,421	17,054
Total CTC	15,021	1,80,254

You will be reporting to **Mr. Hari Kishore. S – Chief Executive Officer**. Your working hours shall be from 09:00hrs – 17:30hrs from Monday – Saturday.

The benefits of the position include:

- 12 days of Casual Leave during one Financial Year.
- Employee Provident Fund & Employee State Insurance (ESIC) coverage.

You shall be on probation for a period of 3 months from date of joining. You shall not be eligible for paid leave during this period. You shall receive a detailed description of your roles & responsibilities upon your joining our organization.

Please sign and send back a scanned copy of this letter as a sign of acceptance of the offer on or before **14th December 2021**.

We welcome you to our organisation and are confident you will be able to make a significant contribution to the growth and success of our organization.

With Regards,
For Regenxgen Biosolutions Private Limited

I accept the aforesaid terms & conditions
 and this offer of employment.


HARI KISHORE SRIDHARAN
 CEO



SIGNATURE

DATE



Hatsun Agro Product Ltd.
Registered Office:
Domaine, Door No: 1/20A,
Rajiv Gandhi Salai (OMR),
Karapakkam, Chennai - 97, India.
P: +91 44 2450 1622
F: +91 44 2450 1422
E: info@hap.in | www.hap.in
CIN: 5499TN1986PLC012747

19/10/2021

Mr. Marimuthu S
1/106, Weststreet., Padanthal,
Sattur
Virudhunagar-626203

Dear **Mr. Marimuthu S**,

Welcome to **HAP!!!**

Pursuant to your acceptance of Offer of Appointment extended by us, we are pleased to confirm your appointment as **Food Technology Trainee** in the **C/A** department w.e.f. **09/10/2021**. Your work place will be at **Walaja Plant** and you may be required to travel anywhere in India based on exigencies of work.

1. REMUNERATION

The details of salary and other benefits applicable to you are incorporated in Annexure – 1 which forms an integral part of this appointment order.

2. ROLE AND RESPONSIBILITY

A detailed Job Description Sheet furnishing complete details of your role and responsibilities together with other terms relating to your job performance and discharge of functions will be issued to you in due course of time. The issue of such Job Description shall not limit your responsibility in any way and you shall be expected to perform other duties as may be assigned by the Management, from time to time, befitting your qualification and experience.

3. REPORTING

You will report to Assistant Manager - Process LAB. You are required to develop adequate Management Information System and submit the MIS reports to your Reporting Officer on regular intervals as may be required by the nature of the MIS. However, the Management reserves the right to change your reporting to any other person based on requirement from time to time.

4. WORKING HOURS

The Company has prescribed working hours on which you shall abide by.

5. VALIDITY OF INFORMATION

This Appointment Order is based on the information furnished in your application for employment. If at any time in the future it comes to the notice of the Management that any of this information is incorrect or that any relevant information has been withheld or manipulated, then your employment is liable to be terminated without notice. We need the copies of your certificates relating to education, employment and proof of your last drawn compensation from your previous employer. The Management reserves their right to verify all the such documents given by you as and when required to do so.

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CIN: 5499TN1986PLC012747

6. TRAINING PERIOD

You will be in Trainee Level for a period of Six Months from the date of your joining the service which can be extended at the discretion of the Management for further period / periods as deemed fit by the Management. The Management may also exercise its option to dispense with a part of the Training period or of the extended period, if so deemed fit at the sole discretion of the Management. The Management is entitled to terminate your services during the Training Period at any point of time, without issuing any notice in case of any misconduct by you or any of your activities which prejudices the interest of the company.

7. PROBATION

After successful completion of Training with extension if any, your training period will be completed and you shall be under probation period for Six Months at the sole discretion of the Management and the fact of the Training completion will be communicated to you in writing. Until you receive such communication in writing, you shall be deemed to continue on Training period. Completion of Training period and the confirmation subsequent to probation period of six months is for the purpose of regularizing the services only.

8. CONFIRMATION

After successful completion of Probation with extension if any, your services may be confirmed at the sole discretion of the Management and the fact of the confirmation will be communicated to you in writing. Until you receive such communication in writing, you shall be deemed to continue on Probation. Completion of Probation and the confirmation is for the purpose of regularizing the services only.

9. TERMINATION / RESIGNATION

- a) If you wish to resign from the services during Training/probationary/confirmation period or during the extended period of Training/ probation or after completion of Training/ probationary / period, you shall give 30 days advance notice in writing or, in lieu, pay 30 days basic salary to the Company.
- b) During the currency of the notice period, the Company, however, reserves the right to relieve you either immediately on submission of your resignation or before the expiry of the notice period, without any pay for the remaining period.
- c) The option of "Pay in lieu of the notice period" shall not be claimed as a matter of right. The Company reserves its own discretion in the matter of acceptance of such an option of yours. The Company also reserves the right to ask you and you possess the obligation to continue to serve the Company for 30 working days from the date of resignation letter instead of accepting the salary in lieu of the notice period.
- d) Leave during the notice period should be avoided. However, the HOD is empowered to approve after assessing the reasons.
- e) If you are absent for more than 10 consecutive working days without prior permission or proceed on leave when leave has been refused or overstay your leave beyond the days originally granted to you, your appointment will be terminated automatically without assigning any reason thereof and without any pay in lieu thereof.

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f) Your services can be terminated without any notice or compensation and without assigning any reason for any act subversive of discipline, which in the opinion of the Management is seriously detrimental to the interest of the organization and warrants your termination, including any of your issues with your former employer(s).

10. RETIREMENT

If you are confirmed in the post after the probationary period, you will retire from the services on your completion of 58 years of age unless the Management, at their discretion, permits you, in writing, to continue thereafter for any specific period, subject to your record of work and your being found medically fit.

11. TRANSFER

- a) You are liable to be shifted from one assignment to another, befitting your qualification and experience, in the view and at the discretion of the Management.
- b) Consequently or independently, your services are liable to be transferred, in Company's existing as well as future interests, to other department / division / station, with or without change in designation or pay, as may be decided by the Management. You will also be liable to be transferred to any of our group companies or associate companies whenever required. You will be required to carry out relieving work as and when desired by the Management. You will then be governed by the rules and regulations of that establishment / division / section.
- c) You will receive and accept any such order of transfer / deputation without any conditions. Failure to receive any such orders or failure to report for work at the transferred / deputed place of work in the prescribed time will be deemed as an act of misconduct.

12. TRAINING

- a) The Company may impart any type of general / special training as and when required and as may be decided by the Management in order to perform the assignments as may be entrusted from time to time.
- b) If such training is provided to you, you will also be governed by the specific training rules and regulations of the Company in force from time to time with regard to training and employment.

13. LEAVE

You will be governed by the leave rules of the Company in force from time to time.

14. SECRECY

You will maintain strict secrecy and shall not divulge anybody the particulars / details of the Company's business, technical know-how, security arrangements, administration and Company matters which may be your personal privilege to know by virtue of your





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being an employee of the Company. In case you will do so, you will be guilty of moral turpitude and mis-conduct during and after your tenure in this Company. As part of employment with the Company, you shall execute a Confidentiality Agreement with HAP and shall abide by the terms and conditions of such agreement. In case your employment with HAP terminates for any reason, you shall undertake to handover all information data stored in any medium or in your possession and shall undertake not to disclose to any third parties such information which are known to you. You will be given proper relieving order only when the HR department certifies that all such confidential information in your possession or storage in any media is satisfactorily handed over to the Manager.

15. ASSIGNMENT OF ANY INTELLECTUAL PROPERTY RIGHTS

In the event any intellectual property is created or added / modified to existing IPR/ Know how, the Employee unconditionally undertakes to assign, in consideration of his/her employment, all such IPR in favour of M/s Hatsun Agro Product Ltd and the Company alone shall have right to own and file any application for registration or protecting the ownership of such IPR.

16. MEDIA COMMUNICATION

Barring the exchange of information with business partners, as required for the course of business; in the event of any information about the Company being sought by an external agency (e.g. media), you would direct the agency to the official spokesperson of the Company and unless specifically authorized, you would refrain from directly interacting with the agencies or media on any information related to the Company.

17. MEDICAL EXAMINATION

- a) Your appointment and the continuance are subject to yourself remaining medically fit.
- b) The Management can request you to undertake at any time any medical examination or tests by the medical officer nominated by the Management and take such decision based on the medical report as deemed fit by the Management.

18. RULES / REGULATIONS FOR EMPLOYMENT

- a) You will be governed by the rules and regulations of the Company that will be made applicable from time to time to employees of your category and / or standing orders of the Company.
- b) During the tenure of your employment in the Company, you are expected to devote your whole time and attention to your duties and you shall not engage yourself in any other business or occupation (part time or otherwise) without written permission of the Company.
- c) You will not disclose to any person, firm or Company any information or knowledge that you may acquire of this Company's affairs, business, technology or any particulars thereof. You will bring to the notice of your immediate superior any errors or mistakes committed by you in the process of your working or any mistakes / errors / defaults committed by other employees and which has come to your notice / knowledge.
- d) You will have to carry out duties and responsibilities assigned to you with utmost efficiency and promptness and you will also have to carry out such other additional duties as may be entrusted to you from time to time.
- e) You shall report to the designated authority, as may be decided by the Management from time to time.
- f) You will have to abide by the conditions of service as in force and the office orders which may be issued from time to time.

M. Marimuthu

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g) The conditions specified herein will be in addition to the terms and conditions of service specified in service rules and standing orders as applicable at present or as may be adopted or amended in future.

h) This offer of appointment is subject to your being found fit for employment medically.

i) In addition to this offer of appointment, you may be issued a separate job description and / or assignments as may be decided by the Management from time to time.

j) 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 case, you will be liable for removal from the service at any point of time without any notice or enquiry or compensation whatsoever.

k) In case of any of your part in any of legal or such proceedings or action or any repercussions thereof relating to any of your activities or relationship with your previous employer directly or indirectly, you expressly indemnify this Company, by virtue of your acceptance of this Appointment Order against any lien on your employment with this Company or any other interest of this Company or its Management or employees, whatsoever. You also hereby undertake that you shall handle such issues yourself without any recourse or disturbance to your assignments in this Company.

l) The Management reserves the rights to make any modification to any of the clauses mentioned in the current appointment order as it deems fit from time to time and communicate the same to you. Such amendments will form an integral part to the current appointment order.

19. TRAVEL

You will be governed by the relevant rules and regulations / travel norms as framed from time to time in regard to traveling on Company's work.

As a token of your acceptance, please return the duplicate copy of this appointment order duly signed by you.

Wish you all the best,

Yours truly,
For Hatsun Agro Product Limited,

Kesavan.P
Joint General Manager - HR

I, S. Marimuthu, hereby accept and agree to abide by all the terms and conditions of the Appointment Order dated 19/10/2021.

S. Marimuthu
(Signature of Employee)

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Annexure to Appointment Letter Dated 19/10/2021

Name : Marimuthu S

E Code : 20609

S. No	Salary Component	Monthly Salary	Annual Salary
1	Basic Pay	7,840	94,080
2	House Rent Allowance	3,920	47,040
3	Special Allowance	7,840	94,080
Subtotal - (A)		19,600	235,200
Statutory Benefits			
4	Provident Fund	1,800	21,600
5	Gratuity	377	4,524
6	Bonus	1,400	16,800
7	ESI	637	7,644
Subtotal - (B)		4,214	50,568
Cost to Company (A + B)		23,814	285,768

Note: The salary structure, both monthly and annual is subject to change. However, the total CTC will remain the same. Further to the above, you and your family will be covered under Group Mediclaim & Group Personal Accident policy as per company norms.

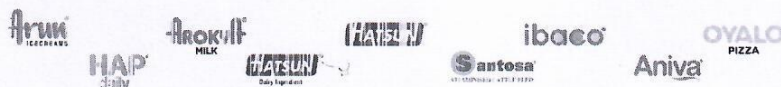
For Hatsun Agro Product

Kesavan P
Joint General Manager

Acceptance

As a token of acceptance, please sign copy of this letter and return the same to us accepting the same.

Signature of the Employee



MATE/HR/LOI/48/2020

30/08/2021

Mr. Sureshbabu M
S/O. Mr. Manayandi
15/5 south naidu street,
Thalavaipuram,
Rajapalayam, Tamil Nadu, India, 626188.

Dear Sureshbabu,

Sub: Letter of Intent

This has reference to your application and subsequent discussion with us. We are pleased to offer you a position of "Graduate Engineer Trainee" (Grade S2) in our organisation on the terms and conditions mutually discussed and agreed up on.

This offer is valid on your being found medically fit in the Pre-Recruitment Medical Examination done at company's expense at Company's nominated hospital.

You are requested to join your duties at the earliest but not later than **10/09/2021** otherwise our offer would automatically stand cancelled and withdrawn. At the time of joining, you are requested to bring the following documents:-

1. Six passport size photographs.
2. Testimonials in original.
3. Resignation Acceptance & Relieving letter from last employment (if any).
4. Copy of PAN card.
5. Copy of Aadhar card.
6. Last 3 Months Payslip.
7. Employment contract with current and previous employer.
8. Evidence of receipt other amount such as bonus, Variable pay etc., in the same contemporary pay cycle.

A formal Appointment letter shall be given to you on your joining. Please sign the duplicate copy of this letter as a token of your acceptance of our offer.

Thanking you,

For **Mother'son Automotive Technologies & Engineering**
(A Division of Mother'son Sumi Systems Limited)

A handwritten signature in blue ink, appearing to be "Rajesh", written over a horizontal line.

Authorised Signatory

A handwritten signature in blue ink, appearing to be "A. S.", written over a horizontal line.

Mother'son Automotive Technologies & Engineering (A Division of Mother'son Sumi Systems Ltd.,)

Chengalpattu - Sriperumbudur Road, Pandur Village & Post, Near Sriperumbudur, Kancheepuram (Dist)-602 105, Tamil Nadu, India. Phone : 044 - 47102800 Tele. Fax 044 - 47102801
Regd. Office Unit -705, C Wing, ONE BKC G Block, Bandra Kurla Complex, Bandra East, Mumbai - 400 051, Maharashtra (India) Ph : 022-6135 4800, Fax No. : 022 - 6135 4801 CIN NO - L34300MH1986PLC284510



**JAPAN POLYMER ANALYTICAL AND RESEARCH LABORATORY
INDIA PRIVATE LIMITED**

(A Subsidiary of Higashi Kagaku Co.Ltd., Japan)

An ISO/IEC 17025 - NABL Accredited Testing Laboratory

An ISO 9001:2015 Certified Laboratory

Email : japanlab@gmail.com



Certificate No.TC-5593
Chemical / Mechanical

Date: 7th October 2021

Dear Mr.S.Thivakar,

Offer Letter for Employment

This letter confirms our offer to you for a position with **Japan Polymer Analytical And Research Laboratory India Private Limited** (the "Company"). We are pleased to inform you that you can join us as full-time employee on 7th October 2021.

You will be employed by the Company in the function of **Trainee – Polymer Technologist** reporting to the Executive Director or designate(s), as applicable.

You will receive a gross annual compensation package as illustrated in Annexure "A" to this letter ("Compensation Package"). The Compensation Package will be subject to the usual deductions for tax and other applicable statutory deductions normally withheld by an employer in India. All reasonable business expenses incurred by you, in carrying out your duties shall upon submission to the Company of written evidence of such expenses to the satisfaction of the Company, be paid or reimbursed by the Company to you on a monthly basis.

Please note that you will initially be on probation for a period of three months from the actual date of your joining the Company except as may be mutually agreed between you and the Company during such period.

During the probationary period, the Company may terminate your employment at any time, without any notice or assigning any reason thereof and at the sole discretion of the Company and without any further payment. Thereafter, your employment with the Company may be terminated at any time by you or the Company in accordance with the provisions of the Employment Agreement.

Your employment with the Company will be governed by the Employment Agreement signed thereof.

We trust that you are pleased with our offer, and we look forward to having you join our team. We are greatly impressed by your caliber and special skills, and we are confident that your addition to our team will help us build a successful enterprise, while developing an excellent career for yourself.

You are requested to sign the duplicate copy of this letter as a token of your having accepted the offer. If you have any questions, please do not hesitate to contact me or the HR Department.

For
Japan Polymer Analytical and Research
Laboratory India Private Limited

**C.ANBUCHELVAN
EXECUTIVE DIRECTOR**