



CHILDREN'S EDUCATION SOCIETY (Regd.)

Administrative Office:

1st Phase, JP Nagar, Bengaluru – 560 078

☎: 080-61754501 – 502 Fax: 080-2654 8658

THE OXFORD COLLEGE OF ENGINEERING

(Recognized by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi,
Approved by A.I.C.T.E. New Delhi & Recognized by UGC Under Section 2(f),

Accredited by NBA, New Delhi, NAAC 'A' Grade with score of 3.24 & Diamond Rating by QS I Gauge)

Bommanahalli, Hosur Road, Bangalore – 560068. ☎: 080 -61754601/602

E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

SUMMARY

This is to certify that the following file is added with the number of students placed, list of students placed and their offer letters for academic year 2023-2024.

The total of 430 students placed in various companies.


PRINCIPAL

PRINCIPAL
The Oxford College of Engineering
Bommanahalli, Hosur Road
Bengaluru-560 068



CHILDREN'S EDUCATION SOCIETY (Regd.)

Administrative Office:

1st Phase, JP Nagar, Bengaluru – 560 078

☎: 080-61754501 – 502 Fax: 080-2654 8658

THE OXFORD COLLEGE OF ENGINEERING

(Recognized by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi,

Approved by A.I.C.T.E. New Delhi & Recognized by UGC Under Section 2(f),

Accredited by NBA, New Delhi, NAAC 'A' Grade with score of 3.24 & Diamond Rating by QS I Guage)

Bommanahalli, Hosur Road, Bangalore – 560068. ☎: 080 -61754601/602

E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

Year		CSE	ISE	ECE	EEE	ME
2024	No of outgoing students placed	101	69	47	15	6
	Total number of final year students	155	96	77	28	16

BT	MT	CV	AU	MCA	MBA	TOTAL	% PER YEAR
23	10	6	5	46	102	430	62.41%
34	27	15	6	119	116	689	



CHILDREN'S EDUCATION SOCIETY (Regd.)

Administrative Office:

1st Phase, JP Nagar, Bengaluru – 560 078

☎: 080-61754501 – 502 Fax: 080-2654 8658

THE OXFORD COLLEGE OF ENGINEERING

(Recognized by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi,

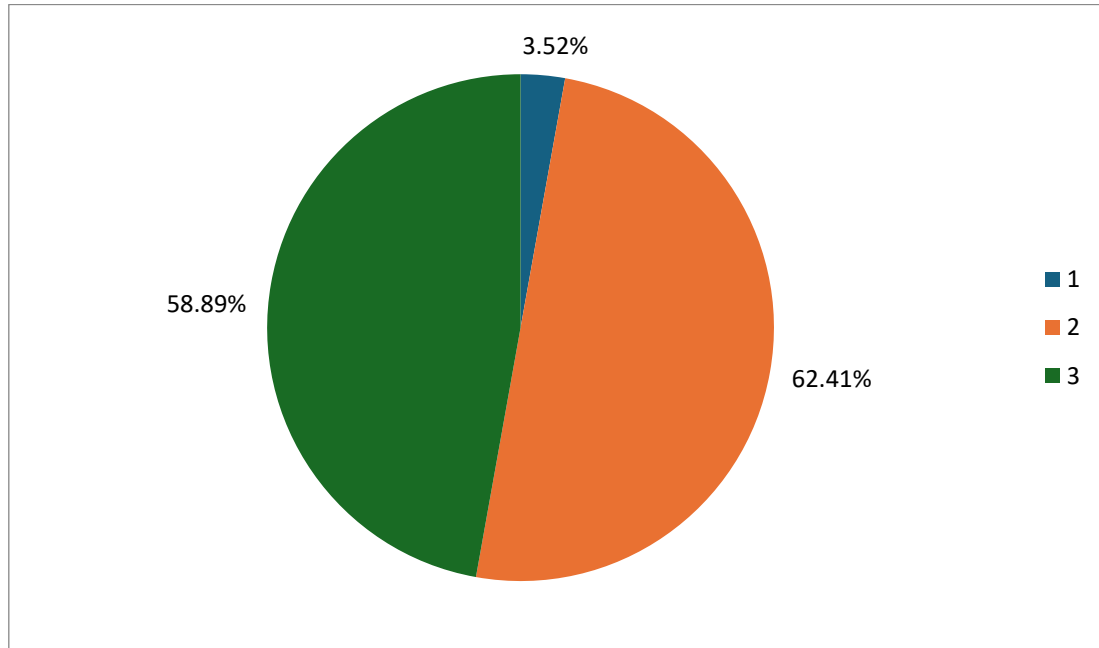
Approved by A.I.C.T.E. New Delhi & Recognized by UGC Under Section 2(f),

Accredited by NBA, New Delhi, NAAC 'A' Grade with score of 3.24 & Diamond Rating by QS I Guage)

Bommanahalli, Hosur Road, Bangalore – 560068. ☎: 080 -61754601/602

E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

Placement and Higher Education



1. Number of students perusing higher education
2. Number of students placed
3. Others



CHILDREN'S EDUCATION SOCIETY (Regd.)

Administrative Office:

1st Phase, JP Nagar, Bengaluru – 560 078

☎: 080-61754501 – 502 Fax: 080-2654 8658

THE OXFORD COLLEGE OF ENGINEERING

(Recognized by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi,

Approved by A.I.C.T.E. New Delhi & Recognized by UGC Under Section 2(f),

Accredited by NBA, New Delhi, NAAC 'A' Grade with score of 3.24 & Diamond Rating by QS I Guage)

Bommanahalli, Hosur Road, Bangalore –560068. ☎: 080 -61754601/602

E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

List of placed students is as follows:

S.NO	Year	Name of student placed and contact details	Program graduated from	Name of the employer with contact details	Pay package at appointment (In INR per annum)
1	2024	NITIN.S	Auto	Jaismon Emmanuel,ITC Infotech Ph:08022988331	4.25
2	2024	Sowmya P	Auto	Jaismon Emmanuel,ITC Infotech Ph:08022988331	4.25
3	2024	Udbhav S R	Auto	Jaismon Emmanuel,ITC Infotech Ph:08022988331	4.25
4	2024	CHANDAN K P	ECE	Jaismon Emmanuel,ITC Infotech Ph:08022988331	4.25
5	2024	MADHAN K V	MCA	Jaismon Emmanuel,ITC Infotech Ph:08022988331	4.25
6	2024	DHANA VENDRA KUMAR PANDEY	MCA	Jaismon Emmanuel,ITC Infotech Ph:08022988331	4.25
7	2024	Lingeshwaran A	Civil	M. Elan Thendral,ACC Cement Ph: 9500947214	3.6
8	2024	Prajwal AH	Civil	M. Elan Thendral,ACC Cement Ph: 9500947214	3.6
9	2024	Sudeep JT	Civil	M. Elan Thendral,ACC Cement Ph: 9500947214	3.6
10	2024	Sureshkumar Choudhary	Civil	M. Elan Thendral,ACC Cement Ph: 9500947214	3.6
11	2024	Bharath Yadav J	Civil	M. Elan Thendral,ACC Cement Ph: 9500947214	3.6
12	2024	HARSHITHA V	MCA	Recruitment Manager, Alshaya India	4.5
13	2024	Akanksha	ISE	Recruitment Manager, Alshaya India	4.5
14	2024	Mohammed Danish Suhail	ISE	Recruitment Manager, Alshaya India	4.5
15	2024	SUPRITHA M	MCA	Recruitment Manager, Alshaya India	4.5
16	2024	HARISHA.J	ISE	Recruitment Manager, Alshaya India	4.5



CHILDREN'S EDUCATION SOCIETY (Regd.)

Administrative Office:

1st Phase, JP Nagar, Bengaluru – 560 078

☎: 080-61754501 – 502 Fax: 080-2654 8658

THE OXFORD COLLEGE OF ENGINEERING

(Recognized by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi,

Approved by A.I.C.T.E. New Delhi & Recognized by UGC Under Section 2(f),

Accredited by NBA, New Delhi, NAAC 'A' Grade with score of 3.24 & Diamond Rating by QS I Guage)

Bommanahalli, Hosur Road, Bangalore –560068. ☎: 080 -61754601/602

E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

17	2024	DEEPA DEVARAJ NAGATHAN	MCA	Recruitment Manager Alshaya India	4.5
18	2024	Dhanushkumar G	ISE	Recruitment Manager Alshaya India	4.5
19	2024	Supradha N	BT	R, Aiyappa, Amazon	3.43
20	2024	Abhinav Kumar Singh	CSE	R, Aiyappa, Amazon	3.43
21	2024	Meharunissa	CSE	R, Aiyappa, Amazon	3.43
22	2024	Nandish Patel L	BT	R, Aiyappa, Amazon	3.43
23	2024	Poojashree S	MBA	Anns Mariya Charlin, Axix Mutual Fund Ph:9968335255	6.35
24	2024	Nishanthi.M	MBA	Anns Mariya Charlin, Axix Mutual Fund Ph:9968335255	6.35
25	2024	Keerthi B T	ECE	Sanjeeta Kanungo, Brigosha Technologies Ph: 9538946543	4.5
26	2024	IMPAN K G	MCA	Sanjeeta Kanungo, Brigosha Technologies Ph: 9538946543	4.5
27	2024	Sneha v	CSE	Parikshit Kochhar, Byjus Ph:8586900187	3.2
28	2024	Spoorthy K	CSE	Parikshit Kochhar, Byjus Ph:8586900187	3.2
29	2024	Tarun S	CSE	Parikshit Kochhar, Byjus Ph:8586900187	3.2
30	2024	AISHWARYA V	ECE	Parikshit Kochhar, Byjus Ph:8586900187	3.2
31	2024	Shreya N U	ECE	Parikshit Kochhar, Byjus Ph:8586900187	3.2
32	2024	Sandeep.s	EEE	Parikshit Kochhar, Byjus Ph:8586900187	3.2
33	2024	Darshan S	ISE	Parikshit Kochhar, Byjus Ph:8586900187	3.2
34	2024	Vinod Kumar S	MBA	Parikshit Kochhar, Byjus Ph:8586900187	3.2
35	2024	Anand N	MBA	Parikshit Kochhar, Byjus Ph:8586900187	3.2
36	2024	Kaviarasu T	MBA	Parikshit Kochhar, Byjus Ph:8586900187	3.2



CHILDREN'S EDUCATION SOCIETY (Regd.)

Administrative Office:

1st Phase, JP Nagar, Bengaluru – 560 078

☎: 080-61754501 – 502 Fax: 080-2654 8658

THE OXFORD COLLEGE OF ENGINEERING

(Recognized by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi,

Approved by A.I.C.T.E. New Delhi & Recognized by UGC Under Section 2(f),

Accredited by NBA, New Delhi, NAAC 'A' Grade with score of 3.24 & Diamond Rating by QS I Guage)

Bommanahalli, Hosur Road, Bangalore –560068. ☎: 080 -61754601/602

E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

37	2024	Mohan L	MBA	Parikshit Kochhar,Byjus Ph:8586900187	3.2
38	2024	NIKHIL R	Mectronics	Parikshit Kochhar,Byjus Ph:8586900187	3.2
39	2024	Siddarath s j	Mectronics	Parikshit Kochhar,Byjus Ph:8586900187	3.2
40	2024	Iqra akhtar banu	MBA	HR Team,ceasefire	5.21
41	2024	Niveditha L	MBA	HR Team,ceasefire	5.21
42	2024	Archana L	MBA	Neha Sharma,Cincooni Ph: 7291000951	5
43	2024	Chethan k g	MBA	Neha Sharma,Cincooni Ph: 7291000951	5
44	2024	Priyanka kanaje	MBA	Neha Sharma,Cincooni Ph: 7291000951	5
45	2024	Sahana A	MBA	Neha Sharma,Cincooni Ph: 7291000951	5
46	2024	C HARATHI	MBA	Neha Sharma,Cincooni Ph: 7291000951	5
47	2024	Girish K V	MBA	Neha Sharma,Cincooni Ph: 7291000951	5
48	2024	Meganathan S	MBA	Neha Sharma,Cincooni Ph: 7291000951	5
49	2024	N S Shravana kumar	MBA	Neha Sharma,Cincooni Ph: 7291000951	5
50	2024	Sanketh H U	MBA	Neha Sharma,Cincooni Ph: 7291000951	5
51	2024	Shravani N	MBA	Neha Sharma,Cincooni Ph: 7291000951	5
52	2024	NEHA FARHEEN	CSE	Aishwarya Naik,Codeyoung	7.36
53	2024	Anvitha M A	BT	Aishwarya Naik,Codeyoung	7.36
54	2024	KANNAN	MBA	HR Team,Corizo	6.5
55	2024	Monika s	MBA	HR Team,Corizo	6.5
56	2024	Rathnavel S	MBA	HR Team,Corizo	6.5
57	2024	Chandrakanth S	MBA	HR Team,Corizo	6.5
58	2024	GOKUL PRASATH P	MBA	HR Team,Corizo	6.5
59	2024	Rakshith.N	MBA	HR Team,Corizo	6.5
60	2024	Vennila	MBA	HR Team,Corizo	6.5



CHILDREN'S EDUCATION SOCIETY (Regd.)

Administrative Office:

1st Phase, JP Nagar, Bengaluru – 560 078

☎: 080-61754501 – 502 Fax: 080-2654 8658

THE OXFORD COLLEGE OF ENGINEERING

(Recognized by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi,

Approved by A.I.C.T.E. New Delhi & Recognized by UGC Under Section 2(f),

Accredited by NBA, New Delhi, NAAC 'A' Grade with score of 3.24 & Diamond Rating by QS I Guage)

Bommanahalli, Hosur Road, Bangalore –560068. ☎: 080 -61754601/602

E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

61	2024	Waseema Firdous	MBA	HR Team, Corizo	6.5
62	2024	Ajay A	CSE	Ashwini Mahendra, Doppio Group Ph: 9632164164	8
63	2024	Ruchi Bharti	CSE	Ashwini Mahendra, Doppio Group Ph: 9632164164	8
64	2024	Sayan Majumdar	CSE	Ashwini Mahendra, Doppio Group Ph: 9632164164	8
65	2024	Manthan A Jadav	Mectronics	Digvijay Singh Tomar, Dover	7.5
66	2024	Harini S	MBA	Raj Aryan, Educon Ph: 7380304674	5
67	2024	Akshay Darshan M R	MBA	Raj Aryan, Educon Ph: 7380304674	5
68	2024	Chandru.G	MBA	Raj Aryan, Educon Ph: 7380304674	5
69	2024	Liyakath Basha A	MBA	Raj Aryan, Educon Ph: 7380304674	5
70	2024	Robert Reji	MBA	Raj Aryan, Educon Ph: 7380304674	5
71	2024	Kanak massy	CSE	Sivasubramanian Harisudhan, Ellucian	8.7
72	2024	Liya Pramod	CSE	Sivasubramanian Harisudhan, Ellucian	8.7
73	2024	Saichatura	CSE	Sivasubramanian Harisudhan, Ellucian	8.7
74	2024	Subham Kumar	CSE	Sivasubramanian Harisudhan, Ellucian	8.7
75	2024	Shruthi R	ISE	Sivasubramanian Harisudhan, Ellucian	8.7
76	2024	Akhil Gajannavara	CSE	Mr. Ram Tavva, Excelr Ph: 9632156700	3
77	2024	AKSHAY K A	CSE	Mr. Ram Tavva, Excelr Ph: 9632156700	3
78	2024	Maitri Mahadeva Naika	CSE	Mr. Ram Tavva, Excelr Ph: 9632156700	3
79	2024	Mohammed Suhail	CSE	Mr. Ram Tavva, Excelr Ph: 9632156700	3
80	2024	Piyush Ranjan	CSE	Mr. Ram Tavva, Excelr Ph: 9632156700	3
81	2024	Sandhya G	CSE	Mr. Ram Tavva, Excelr Ph: 9632156700	3
82	2024	Shree Lakshmi	CSE	Mr. Ram Tavva, Excelr Ph: 9632156700	3



CHILDREN'S EDUCATION SOCIETY (Regd.)

Administrative Office:

1st Phase, JP Nagar, Bengaluru – 560 078

☎: 080-61754501 – 502 Fax: 080-2654 8658

THE OXFORD COLLEGE OF ENGINEERING

(Recognized by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi,

Approved by A.I.C.T.E. New Delhi & Recognized by UGC Under Section 2(f),

Accredited by NBA, New Delhi, NAAC 'A' Grade with score of 3.24 & Diamond Rating by QS I Guage)

Bommanahalli, Hosur Road, Bangalore –560068. ☎: 080 -61754601/602

E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

83	2024	Vaibhavi M	CSE	Mr. Ram Tavva, Excelr Ph: 9632156700	3
84	2024	Venkatachalam G	CSE	Mr. Ram Tavva, Excelr Ph: 9632156700	3
85	2024	Aishwarya Harish	ISE	Mr. Ram Tavva, Excelr Ph: 9632156700	3
86	2024	Nagashirisha M Srinivasa	ISE	Mr. Ram Tavva, Excelr Ph: 9632156700	3
87	2024	Aarya Shambhavi	CSE	Chinmay Hegde, Fortrea Drug Development Ph: 0867706775	4.5
88	2024	Avanishri PB	CSE	Chinmay Hegde, Fortrea Drug Development Ph: 0867706776	4.5
89	2024	Harsha M V	CSE	Chinmay Hegde, Fortrea Drug Development Ph: 0867706777	4.5
90	2024	Sumaiya Fathima	CSE	Chinmay Hegde, Fortrea Drug Development Ph: 0867706778	4.5
91	2024	Sunny Kumar Pal	CSE	Chinmay Hegde, Fortrea Drug Development Ph: 0867706779	4.5
92	2024	Veena P	CSE	Chinmay Hegde, Fortrea Drug Development Ph: 0867706780	4.5
93	2024	Chethan R	MBA	Hameeda Lalani, Found it	4
94	2024	Rakshitha k	EEE	Rajeev Subudhi, GyanSys Ph: 08041305344	4.5
95	2024	Harsha Vardhini V	ISE	Rajeev Subudhi, GyanSys Ph: 08041305344	4.5
96	2024	DIVYA A N	MCA	Rajeev Subudhi, GyanSys Ph: 08041305344	4.5
97	2024	NANDIHALLI MANJUNATHA	MCA	Rajeev Subudhi, GyanSys Ph: 08041305344	4.5
98	2024	NAYAN V	MCA	Rajeev Subudhi, GyanSys Ph: 08041305344	4.5
99	2024	ADARSH KUMAR TG	MCA	Rajeev Subudhi, GyanSys Ph: 08041305344	4.5
100	2024	B Indrasena Reddy	ECE	Rajeev Subudhi, GyanSys Ph: 08041305344	4.5



CHILDREN'S EDUCATION SOCIETY (Regd.)

Administrative Office:

1st Phase, JP Nagar, Bengaluru – 560 078

☎: 080-61754501 – 502 Fax: 080-2654 8658

THE OXFORD COLLEGE OF ENGINEERING

(Recognized by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi,

Approved by A.I.C.T.E. New Delhi & Recognized by UGC Under Section 2(f),

Accredited by NBA, New Delhi, NAAC 'A' Grade with score of 3.24 & Diamond Rating by QS I Guage)

Bommanahalli, Hosur Road, Bangalore –560068. ☎: 080 -61754601/602

E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

101	2024	Prajwalkumar Sadanand Mutnale	Mechanical	Rajeev Subudhi, GyanSys Ph: 08041305344	4.5
102	2024	Arun ms Aradhyamatt	Auto	Amrita Das, HCL Ph: +91 1204024700	3.5
103	2024	Chandana M	BT	Amrita Das, HCL Ph: +91 1204024700	3.5
104	2024	Husain	CSE	Amrita Das, HCL Ph: +91 1204024700	3.5
105	2024	Lakshmi N	CSE	Amrita Das, HCL Ph: +91 1204024700	3.5
106	2024	Arpita Sinha	CSE	Amrita Das, HCL Ph: +91 1204024700	3.5
107	2024	E Likitha Devi	CSE	Amrita Das, HCL Ph: +91 1204024700	3.5
108	2024	Mahesha S N	MCA	Amrita Das, HCL Ph: +91 1204024700	3.5
109	2024	Akshay Kumar S	Mectronics	Amrita Das, HCL Ph: +91 1204024700	3.5
110	2024	Geethanjali N	MBA	Sushil Chander, HDFC Life Ph: +91 2267516666	4.75
111	2024	Akash Gowda M Patil	MBA	Sushil Chander, HDFC Life Ph: +91 2267516666	4.75
112	2024	Karthik C M	MBA	Sushil Chander, HDFC Life Ph: +91 2267516666	4.75
113	2024	Kiran Gokanvi	MBA	Sushil Chander, HDFC Life Ph: +91 2267516666	4.75
114	2024	Nithin D Gani	MBA	Sushil Chander, HDFC Life Ph: +91 2267516666	4.75
115	2024	S N CHANDANA	MBA	Sushil Chander, HDFC Life Ph: +91 2267516666	4.75
116	2024	Shruthi S	MBA	Sushil Chander, HDFC Life Ph: +91 2267516666	4.75
117	2024	Sirisha V	MBA	Sushil Chander, HDFC Life Ph: +91 2267516666	4.75
118	2024	Arika V	MBA	Sushil Chander, HDFC Life Ph: +91 2267516666	4.75
119	2024	BASKAR B	MBA	Sushil Chander, HDFC Life Ph: +91 2267516666	4.75
120	2024	Meghana N	MBA	Sushil Chander, HDFC Life Ph: +91 2267516666	4.75



CHILDREN'S EDUCATION SOCIETY (Regd.)

Administrative Office:

1st Phase, JP Nagar, Bengaluru – 560 078

☎: 080-61754501 – 502 Fax: 080-2654 8658

THE OXFORD COLLEGE OF ENGINEERING

(Recognized by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi,

Approved by A.I.C.T.E. New Delhi & Recognized by UGC Under Section 2(f),

Accredited by NBA, New Delhi, NAAC 'A' Grade with score of 3.24 & Diamond Rating by QS I Guage)

Bommanahalli, Hosur Road, Bangalore –560068. ☎: 080 -61754601/602

E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

121	2024	Rakshitha G	MBA	Sushil Chander, HDFC Life Ph: +912267516666	4.75
122	2024	Vijay kumar b s	MBA	Sushil Chander, HDFC Life Ph: +912267516666	4.75
123	2024	Ankitha S Revankar	CSE	Sudipta Gupta, Hiveminds Ph: 080 4126 1060	3
124	2024	Bhuvanesh P Acharya	CSE	Sudipta Gupta, Hiveminds Ph: 080 4126 1061	3
125	2024	Druva Kumar M	CSE	Sudipta Gupta, Hiveminds Ph: 080 4126 1062	3
126	2024	Nandini M	CSE	Sudipta Gupta, Hiveminds Ph: 080 4126 1063	3
127	2024	Nihal H	CSE	Sudipta Gupta, Hiveminds Ph: 080 4126 1064	3
128	2024	Arpita Mailapur	BT	Arpita Mailapur, HPE Ph: 91 80 61354320	4
129	2024	Sandhya	BT	Arpita Mailapur, HPE Ph: 91 80 61354321	4
130	2024	Saichatura	CSE	Arpita Mailapur, HPE Ph: 91 80 61354322	4
131	2024	Daphne Priya Cutinho	CSE	Arpita Mailapur, HPE Ph: 91 80 61354323	4
132	2024	Nazim khan	EEE	Arpita Mailapur, HPE Ph: 91 80 61354324	4.5
133	2024	P Navya	ISE	Arpita Mailapur, HPE Ph: 91 80 61354325	4
134	2024	Kappala Jyothi	ISE	Arpita Mailapur, HPE Ph: 91 80 61354326	4
135	2024	Anima Kumari	ISE	Arpita Mailapur, HPE Ph: 91 80 61354327	4.5
136	2024	Meghana J	ISE	Arpita Mailapur, HPE Ph: 91 80 61354328	4.5
137	2024	Mohammed Umaiz N	ISE	Arpita Mailapur, HPE Ph: 91 80 61354329	4.5
138	2024	Mohammad Hussain	Mechanical	Arpita Mailapur, HPE Ph: 91 80 61354330	4.5
139	2024	Aaron	CSE	Prakash Naik, Hunter Goal	3



CHILDREN'S EDUCATION SOCIETY (Regd.)

Administrative Office:

1st Phase, JP Nagar, Bengaluru – 560 078

☎: 080-61754501 – 502 Fax: 080-2654 8658

THE OXFORD COLLEGE OF ENGINEERING

(Recognized by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi,

Approved by A.I.C.T.E. New Delhi & Recognized by UGC Under Section 2(f),

Accredited by NBA, New Delhi, NAAC 'A' Grade with score of 3.24 & Diamond Rating by QS I Guage)

Bommanahalli, Hosur Road, Bangalore –560068. ☎: 080 -61754601/602

E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

140	2024	Anjali.K.V	CSE	Prakash Naik, Hunter Goal	3
141	2024	Murali R S	MBA	Ms. Khushbu Rani, IndiaMart Ph: 9696969696	4.3
142	2024	RACHITA PALAKSHAPPA	MCA	RACHITA PALAKSHAPPA, Infinite computer solutions Ph: 8041930000	4.5
143	2024	Kiran p r	Mechanical	RACHITA PALAKSHAPPA, Infinite computer solutions Ph: 8041930000	4.5
144	2024	Nidhi Narendra	CSE	Tusha.A, Influencer Labs Ph: 7676825251	3
145	2024	Siddhant Kumar Prajapati	CSE	Tusha.A, Influencer Labs Ph: 7676825251	3
146	2024	Vaibhav Raghuvanshi	CSE	Tusha.A, Influencer Labs Ph: 7676825251	3
147	2024	Amoghavarsha C Karandi	ECE	Tusha.A, Influencer Labs Ph: 7676825251	3
148	2024	Shashikumar Raju urs H.G	EEE	Tusha.A, Influencer Labs Ph: 7676825251	3
149	2024	Navyashree C	MBA	Harsimran Ahuja, Jodo Pay	5
150	2024	Sai Sushma	MBA	Harsimran Ahuja, Jodo Pay	5
151	2024	Sangeetha B	MBA	Harsimran Ahuja, Jodo Pay	5
152	2024	Harini S	MBA	Knowledge Sqaure	4
153	2024	KANNAN	MBA	HR Team, Kotak Life Ph: +912266057777	6.5
154	2024	Darshan Mahesh gowdar	MBA	HR Team, Kotak Life Ph: +912266057777	6.5
155	2024	Maruthi prasad H H	MBA	HR Team, Kotak Life Ph: +912266057777	6.5
156	2024	Puli Mounika	MBA	HR Team, Kotak Life Ph: +912266057777	6.5
157	2024	Vinod Kumar S	MBA	HR Team, Kotak Life Ph: +912266057777	6.5
158	2024	Sahana H M	MBA	HR Team, Kotak Life Ph: +912266057777	6.5
159	2024	Deepa CN	CSE	Yongjoo Yoo, LG Soft Ph: 080-6615 5020	3



CHILDREN'S EDUCATION SOCIETY (Regd.)

Administrative Office:

1st Phase, JP Nagar, Bengaluru – 560 078

☎: 080-61754501 – 502 Fax: 080-2654 8658

THE OXFORD COLLEGE OF ENGINEERING

(Recognized by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi,

Approved by A.I.C.T.E. New Delhi & Recognized by UGC Under Section 2(f),

Accredited by NBA, New Delhi, NAAC 'A' Grade with score of 3.24 & Diamond Rating by QS I Guage)

Bommanahalli, Hosur Road, Bangalore –560068. ☎: 080 -61754601/602

E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

160	2024	Brahmi C Shetty	ISE	Yongjoo Yoo, LG Soft Ph:080-6615 5021	3
161	2024	Harshitha K S	ISE	Yongjoo Yoo, LG Soft Ph:080-6615 5022	3
162	2024	Shreya indoria	ISE	Yongjoo Yoo, LG Soft Ph:080-6615 5023	3
163	2024	Nithya K G	CSE	Manish Menon, Madsion World Ph:02266401500	4.5
164	2024	Piyush Ranjan	CSE	Uttam Kumar Sanghi, Micro Focus	5
165	2024	Sumaiya Fathima	CSE	Uttam Kumar Sanghi, Micro Focus	5
166	2024	Ujwal B N	ECE	Uttam Kumar Sanghi, Micro Focus	5
167	2024	Bhuvaneshwari V	ECE	Uttam Kumar Sanghi, Micro Focus	5
168	2024	Danny Johnson p	EEE	Uttam Kumar Sanghi, Micro Focus	5
169	2024	Sowmya R	ISE	Uttam Kumar Sanghi, Micro Focus	5
170	2024	ALISHA VERMA	MCA	Uttam Kumar Sanghi, Micro Focus	5
171	2024	GANAVI P	MCA	Uttam Kumar Sanghi, Micro Focus	5
172	2024	Mohammed Suhail R	CSE	Pankaj Khanna, Mindtree Ph: 80 6706 4000	3.5
173	2024	Nandish Reddy k	CSE	Pankaj Khanna, Mindtree Ph: 80 6706 4001	3.5
174	2024	Apoorva N	CSE	Pankaj Khanna, Mindtree Ph: 80 6706 4002	3.5
175	2024	Ranjith Kumar K	ECE	Pankaj Khanna, Mindtree Ph: 80 6706 4003	3.5
176	2024	Nikitha M	ISE	Pankaj Khanna, Mindtree Ph: 80 6706 4004	3.5
177	2024	Sathya Narayan L	ISE	Pankaj Khanna, Mindtree Ph: 80 6706 4005	3.5
178	2024	Padmini M	CSE	Prabhakaran M, MU Sigma Ph:8056617726	5
179	2024	Noorain Fathima	ISE	Prabhakaran M, MU Sigma Ph:8056617726	5



CHILDREN'S EDUCATION SOCIETY (Regd.)

Administrative Office:

1st Phase, JP Nagar, Bengaluru – 560 078

☎: 080-61754501 – 502 Fax: 080-2654 8658

THE OXFORD COLLEGE OF ENGINEERING

(Recognized by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi,

Approved by A.I.C.T.E. New Delhi & Recognized by UGC Under Section 2(f),

Accredited by NBA, New Delhi, NAAC 'A' Grade with score of 3.24 & Diamond Rating by QS I Guage)

Bommanahalli, Hosur Road, Bangalore –560068. ☎: 080 -61754601/602

E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

180	2024	Ashitha k	BT	Amit Kumar, No Broker Ph: 924170000	5.16
181	2024	Rajat soodan	CSE	Amit Kumar, No Broker Ph: 924170001	5.16
182	2024	K M BINDU SHREE	CSE	Amit Kumar, No Broker Ph: 924170002	5.16
183	2024	Debayan Ghosh	CSE	Amit Kumar, No Broker Ph: 924170003	5.16
184	2024	POTTIPATI PAVAN KUMAR REDDY	CSE	Amit Kumar, No Broker Ph: 924170004	5.16
185	2024	Raghav Agarwal	ECE	Amit Kumar, No Broker Ph: 924170005	5.16
186	2024	Spoorthi B	ECE	Amit Kumar, No Broker Ph: 924170006	5.16
187	2024	Asvitha S	ECE	Amit Kumar, No Broker Ph: 924170007	5.16
188	2024	Muhammed Zain Jambagi	ISE	Amit Kumar, No Broker Ph: 924170008	5.16
189	2024	Vishnumurthy Hegde	ISE	Amit Kumar, No Broker Ph: 924170009	5.16
190	2024	RAKSHITHA S	EEE	URMIMALA SARKAR, NTT Data Service Ph: +91.80.3342.6000	3.5
191	2024	Neha R	ISE	URMIMALA SARKAR, NTT Data Service Ph: +91.80.3342.6001	3.5
192	2024	Nithya R	ISE	URMIMALA SARKAR, NTT Data Service Ph: +91.80.3342.6002	3.5
193	2024	BhanuPrasad	Mectronics	URMIMALA SARKAR, NTT Data Service Ph: +91.80.3342.6003	3.5
194	2024	Sindhu K Reddy	ECE	Mr. Manik Kinra, Pinclick	4.8
195	2024	Bhavana k	ECE	Mr. Manik Kinra, Pinclick	4.8
196	2024	MS Prasanth	ECE	Mr. Manik Kinra, Pinclick	4.8
197	2024	Shreya N.U	ECE	Mr. Manik Kinra, Pinclick	4.8
198	2024	Shubha P	ECE	Mr. Manik Kinra, Pinclick	4.8
199	2024	Anuj	ISE	Mr. Manik Kinra, Pinclick	4.8
200	2024	Mahitha B Reddy	ISE	Mr. Manik Kinra, Pinclick	4.8



CHILDREN'S EDUCATION SOCIETY (Regd.)

Administrative Office:

1st Phase, JP Nagar, Bengaluru – 560 078

☎: 080-61754501 – 502 Fax: 080-2654 8658

THE OXFORD COLLEGE OF ENGINEERING

(Recognized by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi,

Approved by A.I.C.T.E. New Delhi & Recognized by UGC Under Section 2(f),

Accredited by NBA, New Delhi, NAAC 'A' Grade with score of 3.24 & Diamond Rating by QS I Guage)

Bommanahalli, Hosur Road, Bangalore –560068. ☎: 080 -61754601/602

E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

201	2024	Bhumika Jadhav R	ISE	Mr.Manik Kinra,Pinclick	4.8
202	2024	Vignesh G	MCA	Mr.Manik Kinra,Pinclick	4.8
203	2024	Debanjan Pal	CSE	Mahwish Khanam, PlanetSpark	7.1
204	2024	Sumeet kour	EEE	Mahwish Khanam, PlanetSpark	7.1
205	2024	Varsha Arun Kumar	ISE	Mahwish Khanam, PlanetSpark	7.1
206	2024	Beri Jahnavi	CSE	Ritesh Ranjan,SkyfiLabs Ph: 18001237177	4
207	2024	MANOJ C	CSE	Ritesh Ranjan,SkyfiLabs Ph: 18001237177	4
208	2024	Rashmi K	CSE	Ritesh Ranjan,SkyfiLabs Ph: 18001237177	4
209	2024	Manjunath C Ammannavar	CSE	Ritesh Ranjan,SkyfiLabs Ph: 18001237177	4
210	2024	Devati swarup	ECE	Ritesh Ranjan,SkyfiLabs Ph: 18001237177	4
211	2024	Raghav Agarwal	ECE	Ritesh Ranjan,SkyfiLabs Ph: 18001237177	4
212	2024	Rashmi M	EEE	Ritesh Ranjan,SkyfiLabs Ph: 18001237177	4
213	2024	Chandana A R	ISE	Ritesh Ranjan,SkyfiLabs Ph: 18001237177	4
214	2024	K N Bindu	ISE	Ritesh Ranjan,SkyfiLabs Ph: 18001237177	4
215	2024	Ruchi Bharti	CSE	Human Capital,PWC	4.5
216	2024	Anjali K V	CSE	Human Capital,PWC	4.5
217	2024	LIKHITHA L D	Mectronics	Human Capital,PWC	4.5
218	2024	Likith k	Mectronics	Human Capital,PWC	4.5
219	2024	HEMASHREE S	MBA	Placements Team,Rinex Technologies Ph:91488 01460	5.2
220	2024	Annapoorna R	MBA	Placements Team,Rinex Technologies Ph:91488 01461	5.2
221	2024	AKANKSHA A KULKARNI	MCA	Placements Team,Rinex Technologies Ph:91488 01462	5.2
222	2024	KEERTHANA H S	MCA	Placements Team,Rinex Technologies Ph:91488 01463	5.2



CHILDREN'S EDUCATION SOCIETY (Regd.)

Administrative Office:

1st Phase, JP Nagar, Bengaluru – 560 078

☎: 080-61754501 – 502 Fax: 080-2654 8658

THE OXFORD COLLEGE OF ENGINEERING

(Recognized by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi,

Approved by A.I.C.T.E. New Delhi & Recognized by UGC Under Section 2(f),

Accredited by NBA, New Delhi, NAAC 'A' Grade with score of 3.24 & Diamond Rating by QS I Guage)

Bommanahalli, Hosur Road, Bangalore –560068. ☎: 080 -61754601/602

E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

223	2024	MEGHAN GOWDA M V	MCA	Placements Team,Rinex Technologies Ph:91488 01464	5.2
224	2024	SINDHU N	MCA	Placements Team,Rinex Technologies Ph:91488 01465	5.2
225	2024	SAHANA SHIRODKAR	MCA	Placements Team,Rinex Technologies Ph:91488 01466	5.2
226	2024	Lingesh	CSE	Ganesh Pradhan,Rupeek Ph: 8309418436,	4
227	2024	Holeyappa S Thotara	ECE	Ganesh Pradhan,Rupeek Ph: 8309418436,	4
228	2024	Abhishek R	ISE	Ganesh Pradhan,Rupeek Ph: 8309418436,	4
229	2024	Hariprasad N	ISE	Ganesh Pradhan,Rupeek Ph: 8309418436,	4
230	2024	Kartik sambhu	ISE	Ganesh Pradhan,Rupeek Ph: 8309418436,	4
231	2024	Kiran	MBA	Ganesh Pradhan,Rupeek Ph: 8309418436,	4
232	2024	PRAJWAL C SHETTY	Mectronics	Rajeev Ranjan,SIKA INTERPLANT SYSTEMS LIMITED	3
233	2024	Pragnya R Rao	Mectronics	Rajeev Ranjan,SIKA INTERPLANT SYSTEMS LIMITED	3
234	2024	Shantamalla Bhakre	BT	Tarun Goyal,Simplotel	4.2
235	2024	Bindu Chowdary M	CSE	Ritesh Ranjan,SkyfiLabs Ph: 18001237177	7.5
236	2024	Gowthami R	CSE	Ritesh Ranjan,SkyfiLabs Ph: 18001237177	7.5
237	2024	Md Shad Imam	CSE	Ritesh Ranjan,SkyfiLabs Ph: 18001237177	7.5
238	2024	Navya T L	CSE	Ritesh Ranjan,SkyfiLabs Ph: 18001237177	7.5
239	2024	Keshava Niranjan	CSE	Ritesh Ranjan,SkyfiLabs Ph: 18001237177	7.5
240	2024	Sakshi S M	CSE	Ritesh Ranjan,SkyfiLabs Ph: 18001237177	7.5



CHILDREN'S EDUCATION SOCIETY (Regd.)

Administrative Office:

1st Phase, JP Nagar, Bengaluru – 560 078

☎: 080-61754501 – 502 Fax: 080-2654 8658

THE OXFORD COLLEGE OF ENGINEERING

(Recognized by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi,

Approved by A.I.C.T.E. New Delhi & Recognized by UGC Under Section 2(f),

Accredited by NBA, New Delhi, NAAC 'A' Grade with score of 3.24 & Diamond Rating by QS I Guage)

Bommanahalli, Hosur Road, Bangalore –560068. ☎: 080 -61754601/602

E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

241	2024	K NAVYA MADHURI	ECE	Ritesh Ranjan, SkyfiLabs Ph: 18001237177	7.5
242	2024	Rakshitha H	ECE	Ritesh Ranjan, SkyfiLabs Ph: 18001237177	7.5
243	2024	Shambhavi Nayak	ECE	Ritesh Ranjan, SkyfiLabs Ph: 18001237177	7.5
244	2024	Vijaylaxmi B	ECE	Ritesh Ranjan, SkyfiLabs Ph: 18001237177	7.5
245	2024	Aliya Mariyam A	ISE	Ritesh Ranjan, SkyfiLabs Ph: 18001237177	7.5
246	2024	Bhumika Jadhav R	ISE	Ritesh Ranjan, SkyfiLabs Ph: 18001237177	7.5
247	2024	Raveena M	ISE	Ritesh Ranjan, SkyfiLabs Ph: 18001237177	7.5
248	2024	Shreya V	ISE	Ritesh Ranjan, SkyfiLabs Ph: 18001237177	7.5
249	2024	Mounashree S	EEE	Preethi C, SolarEdge Ph: 7406069111	5
250	2024	Amrutha S	MBA	Rajat Mehta, Stanza living Ph: +91 7289040505	5.35
251	2024	Pragathi H S	MBA	Rajat Mehta, Stanza living Ph: +91 7289040505	5.35
252	2024	A Navya Sree	ECE	Samiksha, Talent Serve	7.5
253	2024	Lakshmi N	CSE	Samiksha, Talent Serve	7.5
254	2024	Aaditya Kumar Dubey	CSE	Samiksha, Talent Serve	7.5
255	2024	vijaykumar mali	CSE	Samiksha, Talent Serve	7.5
256	2024	Bhavana k	ECE	Samiksha, Talent Serve	7.5
257	2024	chandana.T	ISE	Samiksha, Talent Serve	7.5
258	2024	Mahesha S N	MCA	Samiksha, Talent Serve	7.5
259	2024	Ameen Safvan A	MCA	Samiksha, Talent Serve	7.5
260	2024	VARUN N M	MCA	Samiksha, Talent Serve	7.5
261	2024	T F MOHAMMED BILAL	CSE	Samiksha, Talent Serve	8.5
262	2024	NISHA R	CSE	Samiksha, Talent Serve	8.5
263	2024	chandana kumar pandey	ISE	Samiksha, Talent Serve	8.5
264	2024	Prathibha KM	MBA	Samiksha, Talent Serve	8.5
265	2024	Varshini D	MBA	Samiksha, Talent Serve	8.5
266	2024	VARSHINI N P	ISE	Samiksha, Talent Serve	5.5



CHILDREN'S EDUCATION SOCIETY (Regd.)

Administrative Office:

1st Phase, JP Nagar, Bengaluru – 560 078

☎: 080-61754501 – 502 Fax: 080-2654 8658

THE OXFORD COLLEGE OF ENGINEERING

(Recognized by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi,

Approved by A.I.C.T.E. New Delhi & Recognized by UGC Under Section 2(f),

Accredited by NBA, New Delhi, NAAC 'A' Grade with score of 3.24 & Diamond Rating by QS I Guage)

Bommanahalli, Hosur Road, Bangalore –560068. ☎: 080 -61754601/602

E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

267	2024	Madhushree K V	BT	Samiksha, Talent Serve	5.5
268	2024	sampathikota samreen	BT	Samiksha, Talent Serve	5.5
269	2024	NAGARAJA ML	CIVIL	Samiksha, Talent Serve	5.5
270	2024	Syed Faizan Muyeez	CSE	Samiksha, Talent Serve	5.5
271	2024	Bhoomika G M	MCA	Samiksha, Talent Serve	5.5
272	2024	Vikas M	MBA	Samiksha, Talent Serve	5.5
273	2024	Pavan. M	MBA	Samiksha, Talent Serve	5.5
274	2024	PRAJWAL P	MBA	Samiksha, Talent Serve	5.5
275	2024	RAVI KUMAR S M	MBA	Samiksha, Talent Serve	5.5
276	2024	Sahana	MBA	Samiksha, Talent Serve	5.5
277	2024	Vinoda yc	MBA	Samiksha, Talent Serve	5.5
278	2024	Sangeetha s	MBA	Samiksha, Talent Serve	5.5
279	2024	VANITHA S	MBA	Samiksha, Talent Serve	5.5
280	2024	Sneha Jayawant Naik	MBA	Samiksha, Talent Serve	5.5
281	2024	Impan KG	MCA	Samiksha, Talent Serve	5.5
282	2024	Rakshitha D A	MCA	Samiksha, Talent Serve	5.5
283	2024	Manoj Y A	MCA	Samiksha, Talent Serve	5.5
284	2024	Vignesh G	MCA	Samiksha, Talent Serve	5.5
285	2024	SHASHANK S	MCA	Samiksha, Talent Serve	5.5
286	2024	Navyashree B A	MCA	Samiksha, Talent Serve	5.5
287	2024	Vaisakh.R	MCA	Samiksha, Talent Serve	5.5
288	2024	Swathi R M	MCA	Samiksha, Talent Serve	5.5
289	2024	S R Kumar	MCA	Samiksha, Talent Serve	5.5
290	2024	Kavya Nayak	MCA	Samiksha, Talent Serve	5.5
291	2024	Prajwalkumar Sadanand Mutnale	Mechanical	Samiksha, Talent Serve	5.5
292	2024	Madduri Pavani Gayathri	CSE	Samiksha, Talent Serve	12
293	2024	Hemanth kumar G	CSE	Samiksha, Talent Serve	12
294	2024	Umme Ayman	BT	Samiksha, Talent Serve	12
295	2024	Kruthika K	CSE	Samiksha, Talent Serve	12
296	2024	Usha P	CSE	Samiksha, Talent Serve	12
297	2024	Tazkiya Irshad	BT	Samiksha, Talent Serve	12
298	2024	Satish A	CSE	Samiksha, Talent Serve	12
299	2024	Deepa A	CSE	Samiksha, Talent Serve	12
300	2024	Amith P	CSE	Samiksha, Talent Serve	12
301	2024	Varun S	EEE	Samiksha, Talent Serve	12
302	2024	VIKAS B S	ISE	Samiksha, Talent Serve	12



CHILDREN'S EDUCATION SOCIETY (Regd.)

Administrative Office:

1st Phase, JP Nagar, Bengaluru – 560 078

☎: 080-61754501 – 502 Fax: 080-2654 8658

THE OXFORD COLLEGE OF ENGINEERING

(Recognized by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi,

Approved by A.I.C.T.E. New Delhi & Recognized by UGC Under Section 2(f),

Accredited by NBA, New Delhi, NAAC 'A' Grade with score of 3.24 & Diamond Rating by QS I Guage)

Bommanahalli, Hosur Road, Bangalore –560068. ☎: 080 -61754601/602

E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

303	2024	M Nandashri	ISE	Samiksha, Talent Serve	12
304	2024	bhavadharani s	MBA	Samiksha, Talent Serve	12
305	2024	lokesh kumar.P	MBA	Samiksha, Talent Serve	12
306	2024	Shiva Kumar M N	MBA	Samiksha, Talent Serve	12
307	2024	Babu R C	MBA	Samiksha, Talent Serve	12
308	2024	Pavan yadav k s	MBA	Samiksha, Talent Serve	12
309	2024	Bharathkumar V N	MBA	Samiksha, Talent Serve	12
310	2024	Sangeetha.B	MBA	Samiksha, Talent Serve	12
311	2024	Vinod kumar S	MBA	Samiksha, Talent Serve	12
312	2024	Veera manikanta k	MBA	Samiksha, Talent Serve	12
313	2024	Sangeetha K E	MBA	Samiksha, Talent Serve	12
314	2024	Hemavathi M	MBA	Samiksha, Talent Serve	12
315	2024	SUHANA BANU A	MBA	Samiksha, Talent Serve	12
316	2024	YASHAVANTHA S KORIGANNAVARA	MBA	Samiksha, Talent Serve	12
317	2024	Kiran	MBA	Samiksha, Talent Serve	12
318	2024	Vishnu Kumar M	MBA	Samiksha, Talent Serve	12
319	2024	Reshma SK	MBA	Samiksha, Talent Serve	12
320	2024	Shreehari G	MCA	Samiksha, Talent Serve	12
321	2024	MURUGAN C	MCA	Samiksha, Talent Serve	12
322	2024	Sudeepa T G	MCA	Samiksha, Talent Serve	12
323	2024	Dharmateja k	Mechanical	Samiksha, Talent Serve	12
324	2024	Amruth M C	Mectronics	Samiksha, Talent Serve	12
325	2024	CHANDANA	MBA	Jitesh Bawa,TATA AIG	5.25
326	2024	Aarya Shambhavi	CSE	Poojita Kotagi,TATA Elxsi Ph: +91 7289040505	3.5
327	2024	Abhishek Saurav	CSE	Poojita Kotagi,TATA Elxsi Ph: +91 7289040505	3.5
328	2024	Ayush Anil Barai	CSE	Poojita Kotagi,TATA Elxsi Ph: +91 7289040505	3.5
329	2024	Husain Rangoonwala	CSE	Poojita Kotagi,TATA Elxsi Ph: +91 7289040505	3.5
330	2024	Keerthika P N	CSE	Poojita Kotagi,TATA Elxsi Ph: +91 7289040505	3.5
331	2024	Prannav Prasad Lalath	CSE	Poojita Kotagi,TATA Elxsi Ph: +91 7289040505	3.5



CHILDREN'S EDUCATION SOCIETY (Regd.)

Administrative Office:

1st Phase, JP Nagar, Bengaluru – 560 078

☎: 080-61754501 – 502 Fax: 080-2654 8658

THE OXFORD COLLEGE OF ENGINEERING

(Recognized by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi,

Approved by A.I.C.T.E. New Delhi & Recognized by UGC Under Section 2(f),

Accredited by NBA, New Delhi, NAAC 'A' Grade with score of 3.24 & Diamond Rating by QS I Guage)

Bommanahalli, Hosur Road, Bangalore –560068. ☎: 080 -61754601/602

E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

332	2024	Anuj Rajgopal Khandelwal	ISE	Poojita Kotagi, TATA Elxsi Ph: +91 7289040505	3.5
333	2024	Thulasi R	ISE	Poojita Kotagi, TATA Elxsi Ph: +91 7289040505	3.5
334	2024	Nishanth H D	Auto	HR Team, Teachnook Ph: 9731592051	4
335	2024	Harshitha H R	ECE	HR Team, Teachnook Ph: 9731592051	4
336	2024	Nandan R	ECE	HR Team, Teachnook Ph: 9731592051	4
337	2024	Prajwal Pradeep Hegde	ECE	HR Team, Teachnook Ph: 9731592051	4
338	2024	S Narasimha	ECE	HR Team, Teachnook Ph: 9731592051	4
339	2024	Madhan N	ECE	HR Team, Teachnook Ph: 9731592051	4
340	2024	Kanuma Yaswanth Reddy	ECE	HR Team, Teachnook Ph: 9731592051	4
341	2024	Sinchana K G	ECE	HR Team, Teachnook Ph: 9731592051	4
342	2024	Rakshitha HC	ISE	HR Team, Teachnook Ph: 9731592051	4
343	2024	Alfahad basha A	ISE	HR Team, Teachnook Ph: 9731592051	4
344	2024	GIRIJA S	MCA	HR Team, Teachnook Ph: 9731592051	4
345	2024	UMESH R	MCA	HR Team, Teachnook Ph: 9731592051	4
346	2024	ADITHYA K N	MBA	Mona, Tenhard	6.1
347	2024	bhanusha	MBA	Mona, Tenhard	6.1
348	2024	Jagadeesha s hegde	MBA	Mona, Tenhard	6.1
349	2024	kumaraswamy	MBA	Mona, Tenhard	6.1
350	2024	Lakshmi Narayan Bhatt	MBA	Mona, Tenhard	6.1
351	2024	Nithin	MBA	Mona, Tenhard	6.1
352	2024	Ranjitha	MBA	Mona, Tenhard	6.1
353	2024	Shalini S M	MBA	Mona, Tenhard	6.1



CHILDREN'S EDUCATION SOCIETY (Regd.)

Administrative Office:

1st Phase, JP Nagar, Bengaluru – 560 078

☎: 080-61754501 – 502 Fax: 080-2654 8658

THE OXFORD COLLEGE OF ENGINEERING

(Recognized by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi,

Approved by A.I.C.T.E. New Delhi & Recognized by UGC Under Section 2(f),

Accredited by NBA, New Delhi, NAAC 'A' Grade with score of 3.24 & Diamond Rating by QS I Guage)

Bommanahalli, Hosur Road, Bangalore –560068. ☎: 080 -61754601/602

E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

354	2024	VAMSHI R M	MBA	Mona, Tenhard	6.1
355	2024	Meghashree AH	MBA	Mona, Tenhard	6.1
356	2024	Veerendra	MBA	Mona, Tenhard	6.1
357	2024	Bharath Kumar A	EEE	HR Team, Trinity Touch Ph: 9945984298	3
358	2024	Pooja v	EEE	HR Team, Trinity Touch Ph: 9945984298	3
359	2024	Girish S U	EEE	HR Team, Trinity Touch Ph: 9945984298	3
360	2024	Sai Gokul	CSE	Aswin Charoth, UST	4.25
361	2024	Harini N	ISE	Aswin Charoth, UST	4.25
362	2024	Vidya P G	ECE	Haripriya, V2Soft Ph: 08041276111	3
363	2024	Spandana Indira R	ECE	Haripriya, V2Soft Ph: 08041276111	3
364	2024	Ravi Veerappa Sankeshwar	ECE	Haripriya, V2Soft Ph: 08041276111	3
365	2024	Shambhavi	ECE	Haripriya, V2Soft Ph: 08041276111	3
366	2024	UMME KULSUM	ECE	Haripriya, V2Soft Ph: 08041276111	3
367	2024	Chethan C	ECE	Haripriya, V2Soft Ph: 08041276111	3
368	2024	Deepika KS	EEE	Haripriya, V2Soft Ph: 08041276111	3
369	2024	Mohammed Muaaz Ahmed	EEE	Haripriya, V2Soft Ph: 08041276111	3
370	2024	Aliya Mariyam A	ISE	Haripriya, V2Soft Ph: 08041276111	3
371	2024	Mandeep N	ISE	Haripriya, V2Soft Ph: 08041276111	3
372	2024	Nagashirisha M Srinivas	ISE	Haripriya, V2Soft Ph: 08041276111	3
373	2024	STEPHEN VARGHESE	ISE	Haripriya, V2Soft Ph: 08041276111	3
374	2024	Vijay Simha j	ISE	Haripriya, V2Soft Ph: 08041276111	3
375	2024	Lokesh G	Mechanical	Haripriya, V2Soft Ph: 08041276111	3
376	2024	Tarun S	ECE	Teena Gomes, VM Ware Ph: 08040440096	7.9
377	2024	Yeshwini J	ECE	Teena Gomes, VM Ware Ph: 08040440096	7.9
378	2024	Anarghya M B	ISE	Teena Gomes, VM Ware Ph: 08040440096	7.9



CHILDREN'S EDUCATION SOCIETY (Regd.)

Administrative Office:

1st Phase, JP Nagar, Bengaluru – 560 078

☎: 080-61754501 – 502 Fax: 080-2654 8658

THE OXFORD COLLEGE OF ENGINEERING

(Recognized by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi,

Approved by A.I.C.T.E. New Delhi & Recognized by UGC Under Section 2(f),

Accredited by NBA, New Delhi, NAAC 'A' Grade with score of 3.24 & Diamond Rating by QS I Guage)

Bommanahalli, Hosur Road, Bangalore –560068. ☎: 080 -61754601/602

E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

379	2024	SRUSHTI K S	ISE	Teena Gomes, VM Ware Ph:08040440096	7.9
380	2024	Girish r	MCA	Arpita Nanda, Webomindapps Ph:8088749165	3
381	2024	Syed Azam Pasha Quadri	MCA	Arpita Nanda, Webomindapps Ph:8088749165	3
382	2024	Sandhya.G	CSE	Aparna Shailen, Wipro Ph: :+91 (80) 2844 0011	4.5
383	2024	SHREE LAKSHMI M B	CSE	Aparna Shailen, Wipro Ph: :+91 (80) 2844 0012	4.5
384	2024	Usha P	CSE	Aparna Shailen, Wipro Ph: :+91 (80) 2844 0013	4.5
385	2024	Ashwini M S	CSE	Aparna Shailen, Wipro Ph: :+91 (80) 2844 0014	4.5
386	2024	Keerthika P N	CSE	Aparna Shailen, Wipro Ph: :+91 (80) 2844 0015	4.5
387	2024	Lavanya S	ECE	Aparna Shailen, Wipro Ph: :+91 (80) 2844 0016	4.5
388	2024	Sowjanya G	ISE	Aparna Shailen, Wipro Ph: :+91 (80) 2844 0017	4.5
389	2024	M Nandashri	ISE	Aparna Shailen, Wipro Ph: :+91 (80) 2844 0018	4.5
390	2024	SWAPNIL S	ISE	Aparna Shailen, Wipro Ph: :+91 (80) 2844 0019	4.5
391	2024	DHAVALA M U	MCA	Aparna Shailen, Wipro Ph: :+91 (80) 2844 0020	4.5
392	2024	DILEEP V	MCA	Aparna Shailen, Wipro Ph: :+91 (80) 2844 0021	4.5
393	2024	Simren BS	ISE	Vaishali Walimbe, Xoriant technologies Ph: 02066046000	5.1
394	2024	SUHAS MD	ISE	Vaishali Walimbe, Xoriant technologies Ph: 02066046001	5.1
395	2024	ARPITA SINHA	CSE	Campus Recruitment Team, CGI	3.91
396	2024	Reshma K	CSE	Campus Recruitment Team, CGI	3.91
397	2024	Bhumika YP	ECE	Campus Recruitment Team, CGI	3.91



CHILDREN'S EDUCATION SOCIETY (Regd.)

Administrative Office:

1st Phase, JP Nagar, Bengaluru – 560 078

☎: 080-61754501 – 502 Fax: 080-2654 8658

THE OXFORD COLLEGE OF ENGINEERING

(Recognized by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi,

Approved by A.I.C.T.E. New Delhi & Recognized by UGC Under Section 2(f),

Accredited by NBA, New Delhi, NAAC 'A' Grade with score of 3.24 & Diamond Rating by QS I Guage)

Bommanahalli, Hosur Road, Bangalore –560068. ☎: 080 -61754601/602

E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

398	2024	Harini N	ISE	Campus Recruitment Team,CGI	3.91
399	2024	Adhayan Sharma	ISE	Maya Sreekumar,Cognizant	4
400	2024	Manoj Kumar G N	ECE	Maya Sreekumar,Cognizant	4
401	2024	Yashaswini S	CSE	Maya Sreekumar,Cognizant	4
402	2024	Sathya Narayan L	ISE	Maya Sreekumar,Cognizant	4
403	2024	Raghav Agarwal	ECE	Maya Sreekumar,Cognizant	4
404	2024	Niveditha L	MBA	Pooja,DEAL SQUARD	10000
405	2024	Geethanjali N	MBA	Pooja,DEAL SQUARD	10000
406	2024	KANNAN	MBA	Pooja,DEAL SQUARD	10000
407	2024	Dilip Kumar B	ISE	Ashwini Mahendra,Doppio Group Ph:9632164164	8
408	2024	Sowmya R	ISE	Ashwini Mahendra,Doppio Group Ph:9632164164	8
409	2024	Vanarahul B	ECE	Lokesh MR,Newjaisa	3
410	2024	Hariharan	CSE	Lokesh MR,Newjaisa	3
411	2024	Varun Kumar R	CSE	Lokesh MR,Newjaisa	3
412	2024	Vijay Kumar G R	CSE	Lokesh MR,Newjaisa	3
413	2024	Ravi Veerappa Sankeshwar	ECE	Lokesh MR,Newjaisa	3
414	2024	Sharavani DN	ISE	Lokesh MR,Newjaisa	3
415	2024	Prajval M V	MCA	Lokesh MR,Newjaisa	3
416	2024	Tharunjaiy GS	MCA	Lokesh MR,Newjaisa	3
417	2024	Prahallad SP	ISE	Bindhu S,Stavtar Ph:+91 (953) 838-8176	5
418	2024	RAGHUL P	ISE	Bindhu S,Stavtar Ph:+91 (953) 838-8177	5
419	2024	Syed sulaiman zamani	ISE	Bindhu S,Stavtar Ph:+91 (953) 838-8178	5
420	2024	Sakshin Kumar. S	BT	Raffath Sultana, OG Helthcare	5
421	2024	Srinidhi N	BT	Raffath Sultana, OG Helthcare	5
422	2024	Divya J	BT	Raffath Sultana, OG Helthcare	5
423	2024	Pavani S	BT	Raffath Sultana, OG Helthcare	5



CHILDREN'S EDUCATION SOCIETY (Regd.)

Administrative Office:

1st Phase, JP Nagar, Bengaluru – 560 078

☎: 080-61754501 – 502 Fax: 080-2654 8658

THE OXFORD COLLEGE OF ENGINEERING

(Recognized by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi,

Approved by A.I.C.T.E. New Delhi & Recognized by UGC Under Section 2(f),

Accredited by NBA, New Delhi, NAAC 'A' Grade with score of 3.24 & Diamond Rating by QS I Guage)

Bommanahalli, Hosur Road, Bangalore –560068. ☎: 080 -61754601/602

E-mail: engprincipal@theoxford.edu Web: www.theoxfordengg.org

424	2024	Abhishek P	BT	Raffath Sultana, OG Helthcare	5
425	2024	Vibha J	BT	Raffath Sultana, OG Helthcare	5
426	2024	Shannen Sheril	BT	Raffath Sultana, OG Helthcare	5
427	2024	Deeksha R	BT	Raffath Sultana, OG Helthcare	5
428	2024	Sahana J	BT	Raffath Sultana, OG Helthcare	5
429	2024	Meghana M Raju	BT	Raffath Sultana, OG Helthcare	5
430	2024	Greeshma N	BT	Raffath Sultana, OG Helthcare	5



STRICTLY PRIVATE & CONFIDENTIAL

Ref: 10819680

Date: 23-November-2023

Sub: Appointment Letter

Dear NITIN.S,

We are pleased to offer you appointment as **Associate IT Consultant (Grade IS1)** in the Management Cadre of ITC Infotech India Limited (the "Company") on the following terms and conditions with effect from **27-December-2023**

Please note that you will be required to report to our office at Bangalore on the date of joining and your initial posting will be to **Bangalore**

1. This appointment is subject to

- a. Your employment is subject to passing the pre-employment medical check-up, as per the policy of the Company. Decision of the Company's medical team in this regard will be final.
- b. You regularly attending the learning programs nominated by the Company; and you completing the assessments in a timely manner and as per the threshold completion criteria specified by the Company
- c. The Company receiving appropriate and satisfactory replies from your referees. The decision of the Company in this regard will be final.
- d. Your producing acceptable certified documentary evidence of your date of birth. This evidence must be a Birth Certificate or School Leaving Certificate, copy of your passport or an Affidavit attesting to your date of birth and sworn by your father, mother or a close relative. This date once accepted will be used for all purposes in connection with your employment and no cognisance will be taken for any alterations in the future.
- e. Your producing acceptable certified documentary evidence of your academic and professional qualifications.
- f. The Company receiving appropriate and satisfactory report on your background check i.e. past employment and education details.

2. Quality Certification Program Test

The Company places immense importance in ensuring that its employees have awareness and understanding of the quality processes and systems of the Company.

Page 1 of 11

ITC INFOTECH INDIA LTD, A wholly owned subsidiary of ITC LIMITED

18, Banaswadi Main Road, Maruthiseva Nagar, Bengaluru - 560 005, Karnataka, India Tel: +91 - 80 - 22988331 - 37

Regd. Office: Virginia House, 37, J.L. Nehru Road, Kolkata - 700 071, West Bengal, India

Visit us at www.itcinfotech.com | Corporate Identity Number: U65991WB1996PLC077341 | e-mail: contact.us@itcinfotech.com



In this regard, immediately on commencement of your services with the Company, you need to take a self-training on quality processes and systems of the Company and are expected to pass the “Quality Certification Test” (QCT) conducted by the Company. The training material to assist you in understanding the quality processes and systems are made available on Company’s intranet.

You will be governed by the applicable Quality Certification Policy of the Company.

3. Separation from Service

In the event you decide to leave the services of the Company, you shall be required to give ninety (90) days’ notice in writing to Company, of your intention to do so. Company reserves the discretion either to relieve you only at the end of the ninety (90) days’ notice period or accept your resignation at any time prior to the expiry of the notice period. Company may terminate your service by giving you ninety (90) days’ notice period or salary [Consolidated (Basic) salary] in lieu of notice period.

However, if at any time you commit a breach of this agreement or are found guilty of misconduct (including absence without leave, violation of the Company’s rules, regulations, policies, and/or Code of Professional conduct), or conduct yourself in a manner calculated to bring the Company or its employees into disrepute, the Company reserves the right to forthwith discharge you from service without notice or salary in lieu of notice. You agree that if you are on unauthorised leave for a period of more than five [5] working days, it shall be deemed as a voluntary resignation of your service without notice and you shall be liable to pay the Company salary [Consolidated (Basic) salary] in lieu of notice period . For the purpose of this clause “unauthorised leave” means leave taken without the approval of your reporting manager.

At the time of separation from the Company, you will ensure that the assets, documents and intellectual properties of the Company in your custody and/or under your charge, including any power of attorney (s) issued by the Company in your favour are returned intact to the Company and you will forthwith vacate the Company accommodation, if any, provided to you.

4. Remuneration and other terms and conditions

Please refer to Annexure for the details as applicable to you.

Your job title and compensation have been discussed with you and we have mutually agreed upon the same.

You shall be governed by the remuneration and business facilities matrix applicable to managers of your grade in accordance with the Rules of the Company. Increments and remuneration review are at the sole discretion of the Management. Your remuneration is strictly confidential and should not be disclosed or discussed with others

In addition, you shall be entitled for the following as per the rules of the Company in force from time to time:

a. Increments

Annual Increments are payable at the sole discretion of the management of the company.



In case you have joined the Company during April - December, you will be eligible for annual appraisal and salary review in the subsequent financial year. Pro-rated merit increase will be applicable for the grade / level / performance based on number of completed months during the appraisal cycle, as per the policy.

1. In case you have joined the Company during January - March, you will not be eligible for annual appraisal, performance linked pay and salary review for that period.

b). Leave/Leave Accumulation/Leave Encashment

1. You will be eligible for leave / leave accumulation / leave encashment as per the rules of the Company, for the time being in force or as may be in force from time to time. Leave encashment is done on last drawn 'Basic Salary'.
2. The Company may at any time, at its discretion, ask you to proceed on leave on such terms as may be decided by the Company.

5. Provident Fund

You will be eligible to join the Company's Provident Fund, from the date of your joining the company. In this connection you are requested to inform the Company whether you are presently or have been, a member of any Provident Fund Scheme.

6. Maternity

Women employees shall be provided maternity linked leave and benefits, as per the Maternity Benefits Act.

7. Retirement

As an employee, you will retire from the services of the Company on attaining the age of 58 years.

8. Transfer

You may from time to time be transferred in the service of the Company to any of the Company's Branches, Department and Divisions in India or abroad. You may also be transferred to the service of the Company's holding/subsidiary/associate/allied company(s) and the expression "the Company" used in this appointment letter will include any such company by which you may for the time being employed with or transferred to. The Company may anytime second / loan your services to its holding / subsidiary / associate / allied company, whether in India or abroad.

The Company may at any time send you on deputation in India or abroad.



9. **Confidentiality**

- a. You will not at any time without the written consent of the Managing Director of the Company disclose or divulge or make public except on legal obligations any proprietary information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in the course of your service or otherwise.
- b. In case you are required to sign a separate non-disclosure or similar agreement for any specific customer, you shall sign such agreement. In the event of any violation by you of such non-disclosure or similar agreement with the customer, the Company reserves the right to discharge you with immediate effect without notice or salary in lieu of notice and in such case, you shall have no claim against the Company. The Company's right to discharge you from the services of the Company shall be without prejudice to any other rights of the Company, including the right to recover damages from you
- c. You will during your employment with the Company and at all times after you cease to be an employee of the Company maintain all proprietary and/or confidential information of the Company and the Company's clients (hereinafter referred to as Confidential Information), in strict confidence, especially those which the Company is under an obligation to keep confidential and generally all such Confidential Information relating to the Company's business or the business of any of the Company's client(s) , and not divulge to any third party any Confidential Information relating to the Company's business or the business of any of the Company's clients, acquired in the course of working with the Company at the Company's offices or at the workplace of the Company's clients, except with the written consent of the Company, or in accordance with an order of a court of competent jurisdiction and excluding information being disseminated with appropriate approvals for statutory requirements. Also training and access to new opportunities / technologies provided to you would result in know-how being made available to you and you are required to ensure that such know-how is kept confidential and shall not disclose or divulge such know-how except with the written consent of the Company, or in accordance with an order of a court of competent jurisdiction.

Provided that nothing in this Clauses b & c shall prohibit the seeking or procuring work or the doing of business not relating to or similar to the Company's business.

- i. You are also required to provide a copy of the PAN (Permanent Account Number).
- ii. The court at Bangalore shall enjoy the exclusive jurisdiction to entertain all disputes arising out of the terms and conditions of this agreement.
- iii. If any provision contained in this agreement is construed to be invalid or unenforceable, the same shall not affect the validity /legality or enforceability of any other provision of this Agreement, which shall remain in full force and effect.



10. **Others**

- a. Your service with the Company will be governed by the Company Policies, including those contained in the Employee Handbook, published from time to time, as applicable at the time. Your duties will be laid down by the Management of the Company. The Company reserves the right to make changes to any of the Policies from time to time which will be updated on the Company's intranet.
- b. If, during your employment with the Company, you make, invent, suggest or in any manner acquire any invention, process, programs, projects, Information Technology (IT) solutions or new technologies, relating to the business of the Company, services rendered or dealt in by the Company, the same will be deemed to have been made, invented, suggested or acquired on behalf of and for the benefit of the Company alone and the ownership of all intellectual property including the copyright and patents in all the works developed by you shall vest with the Company in perpetuity, and you will, at the request and cost of the Company, assign to the Company the full benefit of such invention, process programs, projects, IT solutions or new technologies and any copyrights, patents or other similar rights obtained by you in any country in respect thereof, but you will be entitled to be repaid by the Company any sums expended by you with the previous written consent of the Company in connection with any such invention, process, programs, projects, IT solutions or new technologies, relating to the business of or the services rendered by the Company. You will promptly communicate to the Company the full particulars of such invention, process, etc. and render all assistance /co-operation as may be required by the Company to secure the registration thereof in the name of the Company.
- c. You are expected to comply with all legal provisions/requirements and the policies and procedures of the Company. If you violate any legal provision/requirement or any of the Company's policies or procedures, the Company reserves the right to discharge you with immediate effect without notice or salary in lieu of notice, and in such case, you shall have no claim against the Company. In view of the nature of the Company's business, compliance with copyright and information technology/cyber laws is of importance in the course of your employment with the Company.
- d. The Company is committed to providing a harassment free environment for its employees and has adopted a policy towards Prevention of Sexual Harassment at the workplace. You shall be governed by this policy and you will be required to adhere to the terms and conditions contained therein.
- e. You are required to devote your full time and attention in the work assigned by the Company and you shall not take up any independent or individual assignment whether i) full time or part time, ii) in an advisory capacity or otherwise, or iii) as an honorary position or otherwise directly or indirectly, without the written consent of the Company
- f. The Company's business may require you to travel abroad and it is in your interest to hold a valid passport at all times and submit an authenticated copy of the same for our records.
- g. The Company may sponsor you from time to time for specialised training or certification in technical or management programs. You may also be required to undertake assignments overseas. In consideration of any such training, certification or assignment provided to you, you agree not to leave the service of



the Company for a specified period of time after the completion of such training, certification or assignment. The specified period(s) of service will be decided by the Company on a case-to-case basis. In the event, of any violation of this condition by you, the Company will be entitled to recover from you, related expenses incurred towards such training, certification or assignment.

- h. You shall not during the period of your service and after your separation, (regardless if this separation is voluntary or involuntary, or caused by breach of this agreement) take any action, which constitutes an interference with or a disruption of any of the company's business activities and /or would be in violation of the confidentiality obligations contained in this appointment letter or any non-disclosure agreements executed with any customer /client of the company during your service with the Company.
- i. You agree and covenant that during the period of your service and for a period of one year after your separation (regardless if this separation is voluntary or involuntary, or caused by breach of this agreement) from the Company, except with the prior written consent from the Managing Director of the Company, directly or indirectly, either on your own behalf or on behalf of any other individual, firm or company including, without limitation:
 - i. Seek to procure work from or do business with any individual, firm or company for whom the Company or its wholly owned subsidiaries / associate companies has, at any time during the twelve months immediately preceding the termination of your Contract provided services to; or,
 - ii. Solicit or entice away any of such individuals, firms or companies whom you have called or have interacted with or with whom you deal with or had an occasion to deal with either directly or indirectly by reason of your employment with ITC Infotech or,
 - iii. Solicit, entice and/or recruit any person who at the time of the termination of your employment or any time during the twelve months preceding such termination was engaged by the Company or any of its subsidiary/associate companies.
 - iv. Assist, engage, participate or be concerned in any action, including providing of services or products such as or similar to those provided by the Company or its wholly owned subsidiaries / associate companies, that may divert the business or patronage of any customer from the Company or its wholly owned subsidiaries/associate companies, or otherwise damage or alienate the relationship between the Company or its wholly owned subsidiaries/associate companies and any such customer; Customer for the purpose of this subsection (iv) shall mean any business entity , firm, individual, or company, prospective or otherwise, with whom the Company or its wholly owned subsidiaries/associate companies, has/had relationship , with whom you deal with or had an occasion to deal with, directly or indirectly by reason of your employment with the Company.



You will join the Company on **27-December-2023** and you are requested to report to **V Mamatha** at **ITCInfotech Bangalore**.

On reporting for duty, you will be required to complete necessary joining formalities, which will include:

- i. Completion of joining formalities
- ii. Submission of various documentary evidence as may be required by the Company
- iii. Acceptance of Company's policies on
 - a. Electronic mail
 - b. Internet access
 - c. Confidentiality
- iv. Consent form for sharing Personal Information

Please ensure that on the date of your joining the Company you bring along with you all the necessary documents (in original and the copies) needed to facilitate the joining.

You are expected to familiarise yourself immediately after your joining the Company with all the Organisation Policies and systems as applicable at the time. These policies are available on Company's intranet and are also communicated from time to time

This appointment is made on the understanding that the information given by you to the Company is correct, true and complete. In case it is found at any time during the course of your employment that the information given by you to the Company is incorrect, untrue or incomplete, this appointment letter may be withdrawn and / or your employment with the Company may be terminated by the Company with immediate effect, without notice or salary in lieu thereof.

Any change in your marital status / residential address / acquisition of additional qualifications etc. should be intimated to Talent Management Department to enable us to keep your records up to date.

All communication sent to you by the management at your last given address shall be deemed to have been delivered to you at the correct address.

Please return the duplicate copy of this letter duly signed and dated, by **27-Sep-2022** as a token of your acceptance of the terms and conditions contained in this appointment letter.

Please note that if we do not receive your acceptance of the terms and conditions contained in this appointment letter by **27-Sep-2022**, our offer and this appointment letter shall stand automatically withdrawn.

Looking forward to a long and fruitful association with you. Congratulations and welcome to the world of ITC Infotech India Ltd.



For **ITC Infotech India Limited**

Jaismon Emmanuel
Senior Vice President – Business Excellence

AUTHORIZATION / DECLARATION / ACKNOWLEDGEMENT BY THE CANDIDATE

AUTHORIZATION:

I, NITIN.S authorize ITC Infotech India Limited and its representatives to conduct a pre or post-employment background check of my past employment history and education. I understand that my employment with ITC Infotech India Limited is subject to a positive background check to the satisfaction of the Company.

SIGNATURE: _____

DATE: _____

ACKNOWLEDGEMENT CLAUSE:

I accept the terms and conditions as set out above

SIGNATURE: _____

DATE: _____

DECLARATION:

I am / I am not (strike-off whichever is not applicable) a relative of a Director or Key Managerial Personnel of the Company within the meaning of Section 2(77) of the Companies Act, 2013, read with Rule 3 of Companies (Specification of definition details) Rules, 2014.

I am / I am not (strike-off whichever is not applicable) a child / spouse of a manager currently working in the Company, its holding company, its subsidiary companies and associate companies.

I was / I have not been (strike-off whichever is not applicable) earlier employed by the Company, its holding / subsidiary / associate companies.

SIGNATURE: _____

DATE: _____



Annexure-Salary Structure

Components	Amount (Rs. Per Month)	Amount (Rs. Per Annum)
Consolidated Salary (Basic Salary)	7,100	85,200
House Rent Allowance	3,550	42,600
Supplementary Allowance	17,697	2,12,358
Meal Coupon - Refer EN1	1,100	13,200
Sub Total I	29,447	3,53,358
Leave Travel Allowance - Refer EN3	917	11,004
ITC Products & Services - Refer EN4	104	1,250
Provident Fund (Company Contribution)	1,800	21,600
Sub Total II	2,821	33,854
Bonus	3149	37788
TOTAL	35,417	4,25,000

Explanatory Notes (EN):

1. Meal Coupons - Coupons pertaining to a month will be distributed to the employees in the subsequent month (E.g. Rs.1100/- for the full month of November, will be distributed in the first week of December). However, in cases where there is no full month of service (on account of Secondment/Exit, the prorated value will be paid as part of salary). Meal Coupon if not opted, the same will be paid as supplementary allowance.
2. Group Accident Insurance Policy for Self for a sum insured of **Rs. 25,00,000** per annum. Group Medical Insurance Policy for Self, Spouse and children for a sum insured of **Rs. 5,00,000** per annum. Voluntary Parental Group Medical Insurance Policy for a sum insured up to **Rs. 3,00,000** on payment of applicable premium by employee.
3. Leave Travel Allowance of **Rs 11,004** per annum is paid as per company policy, prorated for the previous financial year along with April salary of the following financial year.
4. ITC Products & Services - This scheme provides you an opportunity to avail and enjoy ITC's world class products and services, governed by the following policy. You are eligible to claim reimbursement towards the purchase upto **Rs. 1,250** per annum, prorated in case where there is no full year of service. The reimbursement amounts are based on assumption that you are availing the benefit upto the entitlement as per the policy. If you do not avail the benefit, the amount mentioned is non-encashable or not carried forward to the next financial year.
5. Gratuity - You will also be eligible for Gratuity as per the Payment of Gratuity Act.
6. Bonus - You are entitled to the indicated Bonus amount as per the Payment of Bonus Act or the STI amount as per the policy, whichever is higher. In case you have joined the Company during January - March, you will be eligible for STI from the following accounting year.

All payments will be made as per company's policy, applicable income tax and statutory deductions.



Annexure
Employee Consent Form

I NITIN.S, confirm that I am voluntarily sharing my Personal Information with ITC Infotech India Limited ('ITC Infotech') for the following purposes:

- a. Validating my Curriculum Vitae and relating records including job application and conducting background verification checks and medical checks.
- b. Employee related action including record keeping, processing payroll, compensation and benefits, visa and work permits; and
- c. Any action required in the context of my employment with ITC Infotech.

I also agree and allow ITC Infotech to share my Personal Information to any third party/(s) or customers of ITC Infotech insofar as may be necessary or desirable in connection with my employment.

I agree to regularly update my Personal Information made available to ITC Infotech and confirm to the accuracy and correctness of the Personal Information furnished by me.

I have read and understood the definition of "Personal Information" as detailed in the Exhibit to this Annexure. For the purposes of this Consent Form, I understand that Personal Information shall include sensitive personal data or information detailed in the Exhibit to this Annexure.

SIGNATURE: _____

DATE: _____



Exhibit to Annexure

Definitions of “Personal Information” and “Sensitive Personal Data or Information” as contained in the Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules 2011, are as follows:

"Personal information" means any information that relates to a natural person, which, either directly or indirectly, in combination with other information available or likely to be available with a body corporate, is capable of identifying such person.

“Sensitive personal data or information” of a person means such personal information which consists of information relating to; —

- i. password.
- ii. financial information such as Bank account or credit card or debit card or other payment instrument details.
- iii. physical, physiological and mental health condition.
- iv. sexual orientation.
- v. medical records and history.
- vi. Biometric information.
- vii. any detail relating to the above clauses as provided to body corporate for providing service; and
- viii. any of the information received under above clauses by body corporate for processing, stored or processed under lawful contract or otherwise:

PROVIDED that, any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of these rules.



STRICTLY PRIVATE & CONFIDENTIAL

Ref: 108196

Date: 23-November-2023

Sub: Appointment Letter

Dear **SOWMYA P,**

We are pleased to offer you appointment as **Associate IT Consultant (Grade IS1)** in the Management Cadre of ITC Infotech India Limited (the "Company") on the following terms and conditions with effect from **27-December-2023**

Please note that you will be required to report to our office at Bangalore on the date of joining and your initial posting will be to **Bangalore**

1. This appointment is subject to

- a. Your employment is subject to passing the pre-employment medical check-up, as per the policy of the Company. Decision of the Company's medical team in this regard will be final.
- b. You regularly attending the learning programs nominated by the Company; and you completing the assessments in a timely manner and as per the threshold completion criteria specified by the Company
- c. The Company receiving appropriate and satisfactory replies from your referees. The decision of the Company in this regard will be final.
- d. Your producing acceptable certified documentary evidence of your date of birth. This evidence must be a Birth Certificate or School Leaving Certificate, copy of your passport or an Affidavit attesting to your date of birth and sworn by your father, mother or a close relative. This date once accepted will be used for all purposes in connection with your employment and no cognisance will be taken for any alterations in the future.
- e. Your producing acceptable certified documentary evidence of your academic and professional qualifications.
- f. The Company receiving appropriate and satisfactory report on your background check i.e. past employment and education details.

2. Quality Certification Program Test

The Company places immense importance in ensuring that its employees have awareness and understanding of the quality processes and systems of the Company.

Page 1 of 11

ITC INFOTECH INDIA LTD, A wholly owned subsidiary of ITC LIMITED

18, Banaswadi Main Road, Maruthiseva Nagar, Bengaluru - 560 005, Karnataka, India Tel: +91 - 80 - 22988331 - 37

Regd. Office: Virginia House, 37, J.L. Nehru Road, Kolkata - 700 071, West Bengal, India

Visit us at www.itcinfotech.com | Corporate Identity Number: U65991WB1996PLC077341 | e-mail: contact.us@itcinfotech.com



In this regard, immediately on commencement of your services with the Company, you need to take a self-training on quality processes and systems of the Company and are expected to pass the “Quality Certification Test” (QCT) conducted by the Company. The training material to assist you in understanding the quality processes and systems are made available on Company’s intranet.

You will be governed by the applicable Quality Certification Policy of the Company.

3. Separation from Service

In the event you decide to leave the services of the Company, you shall be required to give ninety (90) days’ notice in writing to Company, of your intention to do so. Company reserves the discretion either to relieve you only at the end of the ninety (90) days’ notice period or accept your resignation at any time prior to the expiry of the notice period. Company may terminate your service by giving you ninety (90) days’ notice period or salary [Consolidated (Basic) salary] in lieu of notice period.

However, if at any time you commit a breach of this agreement or are found guilty of misconduct (including absence without leave, violation of the Company’s rules, regulations, policies, and/or Code of Professional conduct), or conduct yourself in a manner calculated to bring the Company or its employees into disrepute, the Company reserves the right to forthwith discharge you from service without notice or salary in lieu of notice. You agree that if you are on unauthorised leave for a period of more than five [5] working days, it shall be deemed as a voluntary resignation of your service without notice and you shall be liable to pay the Company salary [Consolidated (Basic) salary] in lieu of notice period . For the purpose of this clause “unauthorised leave” means leave taken without the approval of your reporting manager.

At the time of separation from the Company, you will ensure that the assets, documents and intellectual properties of the Company in your custody and/or under your charge, including any power of attorney (s) issued by the Company in your favour are returned intact to the Company and you will forthwith vacate the Company accommodation, if any, provided to you.

4. Remuneration and other terms and conditions

Please refer to Annexure for the details as applicable to you.

Your job title and compensation have been discussed with you and we have mutually agreed upon the same.

You shall be governed by the remuneration and business facilities matrix applicable to managers of your grade in accordance with the Rules of the Company. Increments and remuneration review are at the sole discretion of the Management. Your remuneration is strictly confidential and should not be disclosed or discussed with others

In addition, you shall be entitled for the following as per the rules of the Company in force from time to time:

a. Increments

Annual Increments are payable at the sole discretion of the management of the company.



In case you have joined the Company during April - December, you will be eligible for annual appraisal and salary review in the subsequent financial year. Pro-rated merit increase will be applicable for the grade / level / performance based on number of completed months during the appraisal cycle, as per the policy.

1. In case you have joined the Company during January - March, you will not be eligible for annual appraisal, performance linked pay and salary review for that period.

b). Leave/Leave Accumulation/Leave Encashment

1. You will be eligible for leave / leave accumulation / leave encashment as per the rules of the Company, for the time being in force or as may be in force from time to time. Leave encashment is done on last drawn 'Basic Salary'.
2. The Company may at any time, at its discretion, ask you to proceed on leave on such terms as may be decided by the Company.

5. Provident Fund

You will be eligible to join the Company's Provident Fund, from the date of your joining the company. In this connection you are requested to inform the Company whether you are presently or have been, a member of any Provident Fund Scheme.

6. Maternity

Women employees shall be provided maternity linked leave and benefits, as per the Maternity Benefits Act.

7. Retirement

As an employee, you will retire from the services of the Company on attaining the age of 58 years.

8. Transfer

You may from time to time be transferred in the service of the Company to any of the Company's Branches, Department and Divisions in India or abroad. You may also be transferred to the service of the Company's holding/subsidiary/associate/allied company(s) and the expression "the Company" used in this appointment letter will include any such company by which you may for the time being employed with or transferred to. The Company may anytime second / loan your services to its holding / subsidiary / associate / allied company, whether in India or abroad.

The Company may at any time send you on deputation in India or abroad.



9. **Confidentiality**

- a. You will not at any time without the written consent of the Managing Director of the Company disclose or divulge or make public except on legal obligations any proprietary information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in the course of your service or otherwise.
- b. In case you are required to sign a separate non-disclosure or similar agreement for any specific customer, you shall sign such agreement. In the event of any violation by you of such non-disclosure or similar agreement with the customer, the Company reserves the right to discharge you with immediate effect without notice or salary in lieu of notice and in such case, you shall have no claim against the Company. The Company's right to discharge you from the services of the Company shall be without prejudice to any other rights of the Company, including the right to recover damages from you
- c. You will during your employment with the Company and at all times after you cease to be an employee of the Company maintain all proprietary and/or confidential information of the Company and the Company's clients (hereinafter referred to as Confidential Information), in strict confidence, especially those which the Company is under an obligation to keep confidential and generally all such Confidential Information relating to the Company's business or the business of any of the Company's client(s) , and not divulge to any third party any Confidential Information relating to the Company's business or the business of any of the Company's clients, acquired in the course of working with the Company at the Company's offices or at the workplace of the Company's clients, except with the written consent of the Company, or in accordance with an order of a court of competent jurisdiction and excluding information being disseminated with appropriate approvals for statutory requirements. Also training and access to new opportunities / technologies provided to you would result in know-how being made available to you and you are required to ensure that such know-how is kept confidential and shall not disclose or divulge such know-how except with the written consent of the Company, or in accordance with an order of a court of competent jurisdiction.

Provided that nothing in this Clauses b & c shall prohibit the seeking or procuring work or the doing of business not relating to or similar to the Company's business.

- i. You are also required to provide a copy of the PAN (Permanent Account Number).
- ii. The court at Bangalore shall enjoy the exclusive jurisdiction to entertain all disputes arising out of the terms and conditions of this agreement.
- iii. If any provision contained in this agreement is construed to be invalid or unenforceable, the same shall not affect the validity /legality or enforceability of any other provision of this Agreement, which shall remain in full force and effect.



10. Others

- a. Your service with the Company will be governed by the Company Policies, including those contained in the Employee Handbook, published from time to time, as applicable at the time. Your duties will be laid down by the Management of the Company. The Company reserves the right to make changes to any of the Policies from time to time which will be updated on the Company's intranet.
- b. If, during your employment with the Company, you make, invent, suggest or in any manner acquire any invention, process, programs, projects, Information Technology (IT) solutions or new technologies, relating to the business of the Company, services rendered or dealt in by the Company, the same will be deemed to have been made, invented, suggested or acquired on behalf of and for the benefit of the Company alone and the ownership of all intellectual property including the copyright and patents in all the works developed by you shall vest with the Company in perpetuity, and you will, at the request and cost of the Company, assign to the Company the full benefit of such invention, process programs, projects, IT solutions or new technologies and any copyrights, patents or other similar rights obtained by you in any country in respect thereof, but you will be entitled to be repaid by the Company any sums expended by you with the previous written consent of the Company in connection with any such invention, process, programs, projects, IT solutions or new technologies, relating to the business of or the services rendered by the Company. You will promptly communicate to the Company the full particulars of such invention, process, etc. and render all assistance /co-operation as may be required by the Company to secure the registration thereof in the name of the Company.
- c. You are expected to comply with all legal provisions/requirements and the policies and procedures of the Company. If you violate any legal provision/requirement or any of the Company's policies or procedures, the Company reserves the right to discharge you with immediate effect without notice or salary in lieu of notice, and in such case, you shall have no claim against the Company. In view of the nature of the Company's business, compliance with copyright and information technology/cyber laws is of importance in the course of your employment with the Company.
- d. The Company is committed to providing a harassment free environment for its employees and has adopted a policy towards Prevention of Sexual Harassment at the workplace. You shall be governed by this policy and you will be required to adhere to the terms and conditions contained therein.
- e. You are required to devote your full time and attention in the work assigned by the Company and you shall not take up any independent or individual assignment whether i) full time or part time, ii) in an advisory capacity or otherwise, or iii) as an honorary position or otherwise directly or indirectly, without the written consent of the Company
- f. The Company's business may require you to travel abroad and it is in your interest to hold a valid passport at all times and submit an authenticated copy of the same for our records.
- g. The Company may sponsor you from time to time for specialised training or certification in technical or management programs. You may also be required to undertake assignments overseas. In consideration of any such training, certification or assignment provided to you, you agree not to leave the service of



the Company for a specified period of time after the completion of such training, certification or assignment. The specified period(s) of service will be decided by the Company on a case-to-case basis. In the event, of any violation of this condition by you, the Company will be entitled to recover from you, related expenses incurred towards such training, certification or assignment.

- h. You shall not during the period of your service and after your separation, (regardless if this separation is voluntary or involuntary, or caused by breach of this agreement) take any action, which constitutes an interference with or a disruption of any of the company's business activities and /or would be in violation of the confidentiality obligations contained in this appointment letter or any non-disclosure agreements executed with any customer /client of the company during your service with the Company.
- i. You agree and covenant that during the period of your service and for a period of one year after your separation (regardless if this separation is voluntary or involuntary, or caused by breach of this agreement) from the Company, except with the prior written consent from the Managing Director of the Company, directly or indirectly, either on your own behalf or on behalf of any other individual, firm or company including, without limitation:
 - i. Seek to procure work from or do business with any individual, firm or company for whom the Company or its wholly owned subsidiaries / associate companies has, at any time during the twelve months immediately preceding the termination of your Contract provided services to; or,
 - ii. Solicit or entice away any of such individuals, firms or companies whom you have called or have interacted with or with whom you deal with or had an occasion to deal with either directly or indirectly by reason of your employment with ITC Infotech or,
 - iii. Solicit, entice and/or recruit any person who at the time of the termination of your employment or any time during the twelve months preceding such termination was engaged by the Company or any of its subsidiary/associate companies.
 - iv. Assist, engage, participate or be concerned in any action, including providing of services or products such as or similar to those provided by the Company or its wholly owned subsidiaries / associate companies, that may divert the business or patronage of any customer from the Company or its wholly owned subsidiaries/associate companies, or otherwise damage or alienate the relationship between the Company or its wholly owned subsidiaries/associate companies and any such customer; Customer for the purpose of this subsection (iv) shall mean any business entity , firm, individual, or company, prospective or otherwise, with whom the Company or its wholly owned subsidiaries/associate companies, has/had relationship , with whom you deal with or had an occasion to deal with, directly or indirectly by reason of your employment with the Company.



You will join the Company on **27-December-2023** and you are requested to report to **V Mamatha** at **ITCInfotech Bangalore**.

On reporting for duty, you will be required to complete necessary joining formalities, which will include:

- i. Completion of joining formalities
- ii. Submission of various documentary evidence as may be required by the Company
- iii. Acceptance of Company's policies on
 - a. Electronic mail
 - b. Internet access
 - c. Confidentiality
- iv. Consent form for sharing Personal Information

Please ensure that on the date of your joining the Company you bring along with you all the necessary documents (in original and the copies) needed to facilitate the joining.

You are expected to familiarise yourself immediately after your joining the Company with all the Organisation Policies and systems as applicable at the time. These policies are available on Company's intranet and are also communicated from time to time

This appointment is made on the understanding that the information given by you to the Company is correct, true and complete. In case it is found at any time during the course of your employment that the information given by you to the Company is incorrect, untrue or incomplete, this appointment letter may be withdrawn and / or your employment with the Company may be terminated by the Company with immediate effect, without notice or salary in lieu thereof.

Any change in your marital status / residential address / acquisition of additional qualifications etc. should be intimated to Talent Management Department to enable us to keep your records up to date.

All communication sent to you by the management at your last given address shall be deemed to have been delivered to you at the correct address.

Please return the duplicate copy of this letter duly signed and dated, by **27-Sep-2022** as a token of your acceptance of the terms and conditions contained in this appointment letter.

Please note that if we do not receive your acceptance of the terms and conditions contained in this appointment letter by **27-Sep-2022**, our offer and this appointment letter shall stand automatically withdrawn.

Looking forward to a long and fruitful association with you. Congratulations and welcome to the world of ITC Infotech India Ltd.



For **ITC Infotech India Limited**

Jaismon Emmanuel
Senior Vice President – Business Excellence

AUTHORIZATION / DECLARATION / ACKNOWLEDGEMENT BY THE CANDIDATE

AUTHORIZATION:

I, SOWMYA P authorize ITC Infotech India Limited and its representatives to conduct a pre or post-employment background check of my past employment history and education. I understand that my employment with ITC Infotech India Limited is subject to a positive background check to the satisfaction of the Company.

SIGNATURE: _____

DATE: _____

ACKNOWLEDGEMENT CLAUSE:

I accept the terms and conditions as set out above

SIGNATURE: _____

DATE: _____

DECLARATION:

I am / I am not (strike-off whichever is not applicable) a relative of a Director or Key Managerial Personnel of the Company within the meaning of Section 2(77) of the Companies Act, 2013, read with Rule 3 of Companies (Specification of definition details) Rules, 2014.

I am / I am not (strike-off whichever is not applicable) a child / spouse of a manager currently working in the Company, its holding company, its subsidiary companies and associate companies.

I was / I have not been (strike-off whichever is not applicable) earlier employed by the Company, its holding / subsidiary / associate companies.

SIGNATURE: _____

DATE: _____



Annexure-Salary Structure

Components	Amount (Rs. Per Month)	Amount (Rs. Per Annum)
Consolidated Salary (Basic Salary)	7,100	85,200
House Rent Allowance	3,550	42,600
Supplementary Allowance	17,697	2,12,358
Meal Coupon - Refer EN1	1,100	13,200
Sub Total I	29,447	3,53,358
Leave Travel Allowance - Refer EN3	917	11,004
ITC Products & Services - Refer EN4	104	1,250
Provident Fund (Company Contribution)	1,800	21,600
Sub Total II	2,821	33,854
Bonus	3149	37788
TOTAL	35,417	4,25,000

Explanatory Notes (EN):

1. Meal Coupons - Coupons pertaining to a month will be distributed to the employees in the subsequent month (E.g. Rs.1100/- for the full month of November, will be distributed in the first week of December). However, in cases where there is no full month of service (on account of Secondment/Exit, the prorated value will be paid as part of salary). Meal Coupon if not opted, the same will be paid as supplementary allowance.
2. Group Accident Insurance Policy for Self for a sum insured of **Rs. 25,00,000** per annum. Group Medical Insurance Policy for Self, Spouse and children for a sum insured of **Rs. 5,00,000** per annum. Voluntary Parental Group Medical Insurance Policy for a sum insured up to **Rs. 3,00,000** on payment of applicable premium by employee.
3. Leave Travel Allowance of **Rs 11,004** per annum is paid as per company policy, prorated for the previous financial year along with April salary of the following financial year.
4. ITC Products & Services - This scheme provides you an opportunity to avail and enjoy ITC's world class products and services, governed by the following policy. You are eligible to claim reimbursement towards the purchase upto **Rs. 1,250** per annum, prorated in case where there is no full year of service. The reimbursement amounts are based on assumption that you are availing the benefit upto the entitlement as per the policy. If you do not avail the benefit, the amount mentioned is non-encashable or not carried forward to the next financial year.
5. Gratuity - You will also be eligible for Gratuity as per the Payment of Gratuity Act.
6. Bonus - You are entitled to the indicated Bonus amount as per the Payment of Bonus Act or the STI amount as per the policy, whichever is higher. In case you have joined the Company during January - March, you will be eligible for STI from the following accounting year.

All payments will be made as per company's policy, applicable income tax and statutory deductions.



Annexure
Employee Consent Form

I SOWMYA P, confirm that I am voluntarily sharing my Personal Information with ITC Infotech India Limited ('ITC Infotech') for the following purposes:

- a. Validating my Curriculum Vitae and relating records including job application and conducting background verification checks and medical checks.
- b. Employee related action including record keeping, processing payroll, compensation and benefits, visa and work permits; and
- c. Any action required in the context of my employment with ITC Infotech.

I also agree and allow ITC Infotech to share my Personal Information to any third party/(s) or customers of ITC Infotech insofar as may be necessary or desirable in connection with my employment.

I agree to regularly update my Personal Information made available to ITC Infotech and confirm to the accuracy and correctness of the Personal Information furnished by me.

I have read and understood the definition of "Personal Information" as detailed in the Exhibit to this Annexure. For the purposes of this Consent Form, I understand that Personal Information shall include sensitive personal data or information detailed in the Exhibit to this Annexure.

SIGNATURE: _____

DATE: _____



Exhibit to Annexure

Definitions of “Personal Information” and “Sensitive Personal Data or Information” as contained in the Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules 2011, are as follows:

"Personal information" means any information that relates to a natural person, which, either directly or indirectly, in combination with other information available or likely to be available with a body corporate, is capable of identifying such person.

“Sensitive personal data or information” of a person means such personal information which consists of information relating to; —

- i. password.
- ii. financial information such as Bank account or credit card or debit card or other payment instrument details.
- iii. physical, physiological and mental health condition.
- iv. sexual orientation.
- v. medical records and history.
- vi. Biometric information.
- vii. any detail relating to the above clauses as provided to body corporate for providing service; and
- viii. any of the information received under above clauses by body corporate for processing, stored or processed under lawful contract or otherwise:

PROVIDED that, any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of these rules.



STRICTLY PRIVATE & CONFIDENTIAL

Ref: 108174

Date: 23-November-2023

Sub: Appointment Letter

Dear UDBHAV S R,

We are pleased to offer you appointment as **Associate IT Consultant (Grade IS1)** in the Management Cadre of ITC Infotech India Limited (the "Company") on the following terms and conditions with effect from **27-December-2023**

Please note that you will be required to report to our office at Bangalore on the date of joining and your initial posting will be to **Bangalore**

1. This appointment is subject to

- a. Your employment is subject to passing the pre-employment medical check-up, as per the policy of the Company. Decision of the Company's medical team in this regard will be final.
- b. You regularly attending the learning programs nominated by the Company; and you completing the assessments in a timely manner and as per the threshold completion criteria specified by the Company
- c. The Company receiving appropriate and satisfactory replies from your referees. The decision of the Company in this regard will be final.
- d. Your producing acceptable certified documentary evidence of your date of birth. This evidence must be a Birth Certificate or School Leaving Certificate, copy of your passport or an Affidavit attesting to your date of birth and sworn by your father, mother or a close relative. This date once accepted will be used for all purposes in connection with your employment and no cognisance will be taken for any alterations in the future.
- e. Your producing acceptable certified documentary evidence of your academic and professional qualifications.
- f. The Company receiving appropriate and satisfactory report on your background check i.e. past employment and education details.

2. Quality Certification Program Test

The Company places immense importance in ensuring that its employees have awareness and understanding of the quality processes and systems of the Company.

Page 1 of 11

ITC INFOTECH INDIA LTD, A wholly owned subsidiary of ITC LIMITED

18, Banaswadi Main Road, Maruthiseva Nagar, Bengaluru - 560 005, Karnataka, India Tel: +91 - 80 - 22988331 - 37

Regd. Office: Virginia House, 37, J.L. Nehru Road, Kolkata - 700 071, West Bengal, India

Visit us at www.itcinfotech.com | Corporate Identity Number: U65991WB1996PLC077341 | e-mail: contact.us@itcinfotech.com



In this regard, immediately on commencement of your services with the Company, you need to take a self-training on quality processes and systems of the Company and are expected to pass the “Quality Certification Test” (QCT) conducted by the Company. The training material to assist you in understanding the quality processes and systems are made available on Company’s intranet.

You will be governed by the applicable Quality Certification Policy of the Company.

3. Separation from Service

In the event you decide to leave the services of the Company, you shall be required to give ninety (90) days’ notice in writing to Company, of your intention to do so. Company reserves the discretion either to relieve you only at the end of the ninety (90) days’ notice period or accept your resignation at any time prior to the expiry of the notice period. Company may terminate your service by giving you ninety (90) days’ notice period or salary [Consolidated (Basic) salary] in lieu of notice period.

However, if at any time you commit a breach of this agreement or are found guilty of misconduct (including absence without leave, violation of the Company’s rules, regulations, policies, and/or Code of Professional conduct), or conduct yourself in a manner calculated to bring the Company or its employees into disrepute, the Company reserves the right to forthwith discharge you from service without notice or salary in lieu of notice. You agree that if you are on unauthorised leave for a period of more than five [5] working days, it shall be deemed as a voluntary resignation of your service without notice and you shall be liable to pay the Company salary [Consolidated (Basic) salary] in lieu of notice period . For the purpose of this clause “unauthorised leave” means leave taken without the approval of your reporting manager.

At the time of separation from the Company, you will ensure that the assets, documents and intellectual properties of the Company in your custody and/or under your charge, including any power of attorney (s) issued by the Company in your favour are returned intact to the Company and you will forthwith vacate the Company accommodation, if any, provided to you.

4. Remuneration and other terms and conditions

Please refer to Annexure for the details as applicable to you.

Your job title and compensation have been discussed with you and we have mutually agreed upon the same.

You shall be governed by the remuneration and business facilities matrix applicable to managers of your grade in accordance with the Rules of the Company. Increments and remuneration review are at the sole discretion of the Management. Your remuneration is strictly confidential and should not be disclosed or discussed with others

In addition, you shall be entitled for the following as per the rules of the Company in force from time to time:

a. Increments

Annual Increments are payable at the sole discretion of the management of the company.



In case you have joined the Company during April - December, you will be eligible for annual appraisal and salary review in the subsequent financial year. Pro-rated merit increase will be applicable for the grade / level / performance based on number of completed months during the appraisal cycle, as per the policy.

1. In case you have joined the Company during January - March, you will not be eligible for annual appraisal, performance linked pay and salary review for that period.

b). Leave/Leave Accumulation/Leave Encashment

1. You will be eligible for leave / leave accumulation / leave encashment as per the rules of the Company, for the time being in force or as may be in force from time to time. Leave encashment is done on last drawn 'Basic Salary'.
2. The Company may at any time, at its discretion, ask you to proceed on leave on such terms as may be decided by the Company.

5. Provident Fund

You will be eligible to join the Company's Provident Fund, from the date of your joining the company. In this connection you are requested to inform the Company whether you are presently or have been, a member of any Provident Fund Scheme.

6. Maternity

Women employees shall be provided maternity linked leave and benefits, as per the Maternity Benefits Act.

7. Retirement

As an employee, you will retire from the services of the Company on attaining the age of 58 years.

8. Transfer

You may from time to time be transferred in the service of the Company to any of the Company's Branches, Department and Divisions in India or abroad. You may also be transferred to the service of the Company's holding/subsidiary/associate/allied company(s) and the expression "the Company" used in this appointment letter will include any such company by which you may for the time being employed with or transferred to. The Company may anytime second / loan your services to its holding / subsidiary / associate / allied company, whether in India or abroad.

The Company may at any time send you on deputation in India or abroad.



9. **Confidentiality**

- a. You will not at any time without the written consent of the Managing Director of the Company disclose or divulge or make public except on legal obligations any proprietary information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in the course of your service or otherwise.
- b. In case you are required to sign a separate non-disclosure or similar agreement for any specific customer, you shall sign such agreement. In the event of any violation by you of such non-disclosure or similar agreement with the customer, the Company reserves the right to discharge you with immediate effect without notice or salary in lieu of notice and in such case, you shall have no claim against the Company. The Company's right to discharge you from the services of the Company shall be without prejudice to any other rights of the Company, including the right to recover damages from you
- c. You will during your employment with the Company and at all times after you cease to be an employee of the Company maintain all proprietary and/or confidential information of the Company and the Company's clients (hereinafter referred to as Confidential Information), in strict confidence, especially those which the Company is under an obligation to keep confidential and generally all such Confidential Information relating to the Company's business or the business of any of the Company's client(s) , and not divulge to any third party any Confidential Information relating to the Company's business or the business of any of the Company's clients, acquired in the course of working with the Company at the Company's offices or at the workplace of the Company's clients, except with the written consent of the Company, or in accordance with an order of a court of competent jurisdiction and excluding information being disseminated with appropriate approvals for statutory requirements. Also training and access to new opportunities / technologies provided to you would result in know-how being made available to you and you are required to ensure that such know-how is kept confidential and shall not disclose or divulge such know-how except with the written consent of the Company, or in accordance with an order of a court of competent jurisdiction.

Provided that nothing in this Clauses b & c shall prohibit the seeking or procuring work or the doing of business not relating to or similar to the Company's business.

- i. You are also required to provide a copy of the PAN (Permanent Account Number).
- ii. The court at Bangalore shall enjoy the exclusive jurisdiction to entertain all disputes arising out of the terms and conditions of this agreement.
- iii. If any provision contained in this agreement is construed to be invalid or unenforceable, the same shall not affect the validity /legality or enforceability of any other provision of this Agreement, which shall remain in full force and effect.



10. **Others**

- a. Your service with the Company will be governed by the Company Policies, including those contained in the Employee Handbook, published from time to time, as applicable at the time. Your duties will be laid down by the Management of the Company. The Company reserves the right to make changes to any of the Policies from time to time which will be updated on the Company's intranet.
- b. If, during your employment with the Company, you make, invent, suggest or in any manner acquire any invention, process, programs, projects, Information Technology (IT) solutions or new technologies, relating to the business of the Company, services rendered or dealt in by the Company, the same will be deemed to have been made, invented, suggested or acquired on behalf of and for the benefit of the Company alone and the ownership of all intellectual property including the copyright and patents in all the works developed by you shall vest with the Company in perpetuity, and you will, at the request and cost of the Company, assign to the Company the full benefit of such invention, process programs, projects, IT solutions or new technologies and any copyrights, patents or other similar rights obtained by you in any country in respect thereof, but you will be entitled to be repaid by the Company any sums expended by you with the previous written consent of the Company in connection with any such invention, process, programs, projects, IT solutions or new technologies, relating to the business of or the services rendered by the Company. You will promptly communicate to the Company the full particulars of such invention, process, etc. and render all assistance /co-operation as may be required by the Company to secure the registration thereof in the name of the Company.
- c. You are expected to comply with all legal provisions/requirements and the policies and procedures of the Company. If you violate any legal provision/requirement or any of the Company's policies or procedures, the Company reserves the right to discharge you with immediate effect without notice or salary in lieu of notice, and in such case, you shall have no claim against the Company. In view of the nature of the Company's business, compliance with copyright and information technology/cyber laws is of importance in the course of your employment with the Company.
- d. The Company is committed to providing a harassment free environment for its employees and has adopted a policy towards Prevention of Sexual Harassment at the workplace. You shall be governed by this policy and you will be required to adhere to the terms and conditions contained therein.
- e. You are required to devote your full time and attention in the work assigned by the Company and you shall not take up any independent or individual assignment whether i) full time or part time, ii) in an advisory capacity or otherwise, or iii) as an honorary position or otherwise directly or indirectly, without the written consent of the Company
- f. The Company's business may require you to travel abroad and it is in your interest to hold a valid passport at all times and submit an authenticated copy of the same for our records.
- g. The Company may sponsor you from time to time for specialised training or certification in technical or management programs. You may also be required to undertake assignments overseas. In consideration of any such training, certification or assignment provided to you, you agree not to leave the service of



the Company for a specified period of time after the completion of such training, certification or assignment. The specified period(s) of service will be decided by the Company on a case-to-case basis. In the event, of any violation of this condition by you, the Company will be entitled to recover from you, related expenses incurred towards such training, certification or assignment.

- h. You shall not during the period of your service and after your separation, (regardless if this separation is voluntary or involuntary, or caused by breach of this agreement) take any action, which constitutes an interference with or a disruption of any of the company's business activities and /or would be in violation of the confidentiality obligations contained in this appointment letter or any non-disclosure agreements executed with any customer /client of the company during your service with the Company.
- i. You agree and covenant that during the period of your service and for a period of one year after your separation (regardless if this separation is voluntary or involuntary, or caused by breach of this agreement) from the Company, except with the prior written consent from the Managing Director of the Company, directly or indirectly, either on your own behalf or on behalf of any other individual, firm or company including, without limitation:
 - i. Seek to procure work from or do business with any individual, firm or company for whom the Company or its wholly owned subsidiaries / associate companies has, at any time during the twelve months immediately preceding the termination of your Contract provided services to; or,
 - ii. Solicit or entice away any of such individuals, firms or companies whom you have called or have interacted with or with whom you deal with or had an occasion to deal with either directly or indirectly by reason of your employment with ITC Infotech or,
 - iii. Solicit, entice and/or recruit any person who at the time of the termination of your employment or any time during the twelve months preceding such termination was engaged by the Company or any of its subsidiary/associate companies.
 - iv. Assist, engage, participate or be concerned in any action, including providing of services or products such as or similar to those provided by the Company or its wholly owned subsidiaries / associate companies, that may divert the business or patronage of any customer from the Company or its wholly owned subsidiaries/associate companies, or otherwise damage or alienate the relationship between the Company or its wholly owned subsidiaries/associate companies and any such customer; Customer for the purpose of this subsection (iv) shall mean any business entity , firm, individual, or company, prospective or otherwise, with whom the Company or its wholly owned subsidiaries/associate companies, has/had relationship , with whom you deal with or had an occasion to deal with, directly or indirectly by reason of your employment with the Company.



You will join the Company on **27-December-2023** and you are requested to report to **V Mamatha** at **ITCInfotech Bangalore**.

On reporting for duty, you will be required to complete necessary joining formalities, which will include:

- i. Completion of joining formalities
- ii. Submission of various documentary evidence as may be required by the Company
- iii. Acceptance of Company's policies on
 - a. Electronic mail
 - b. Internet access
 - c. Confidentiality
- iv. Consent form for sharing Personal Information

Please ensure that on the date of your joining the Company you bring along with you all the necessary documents (in original and the copies) needed to facilitate the joining.

You are expected to familiarise yourself immediately after your joining the Company with all the Organisation Policies and systems as applicable at the time. These policies are available on Company's intranet and are also communicated from time to time

This appointment is made on the understanding that the information given by you to the Company is correct, true and complete. In case it is found at any time during the course of your employment that the information given by you to the Company is incorrect, untrue or incomplete, this appointment letter may be withdrawn and / or your employment with the Company may be terminated by the Company with immediate effect, without notice or salary in lieu thereof.

Any change in your marital status / residential address / acquisition of additional qualifications etc. should be intimated to Talent Management Department to enable us to keep your records up to date.

All communication sent to you by the management at your last given address shall be deemed to have been delivered to you at the correct address.

Please return the duplicate copy of this letter duly signed and dated, by **27-Sep-2022** as a token of your acceptance of the terms and conditions contained in this appointment letter.

Please note that if we do not receive your acceptance of the terms and conditions contained in this appointment letter by **27-Sep-2022**, our offer and this appointment letter shall stand automatically withdrawn.

Looking forward to a long and fruitful association with you. Congratulations and welcome to the world of ITC Infotech India Ltd.



For **ITC Infotech India Limited**

Jaismon Emmanuel
Senior Vice President – Business Excellence

AUTHORIZATION / DECLARATION / ACKNOWLEDGEMENT BY THE CANDIDATE

AUTHORIZATION:

I, UDBHAV S R authorize ITC Infotech India Limited and its representatives to conduct a pre or post-employment background check of my past employment history and education. I understand that my employment with ITC Infotech India Limited is subject to a positive background check to the satisfaction of the Company.

SIGNATURE: _____

DATE: _____

ACKNOWLEDGEMENT CLAUSE:

I accept the terms and conditions as set out above

SIGNATURE: _____

DATE: _____

DECLARATION:

I am / I am not (strike-off whichever is not applicable) a relative of a Director or Key Managerial Personnel of the Company within the meaning of Section 2(77) of the Companies Act, 2013, read with Rule 3 of Companies (Specification of definition details) Rules, 2014.

I am / I am not (strike-off whichever is not applicable) a child / spouse of a manager currently working in the Company, its holding company, its subsidiary companies and associate companies.

I was / I have not been (strike-off whichever is not applicable) earlier employed by the Company, its holding / subsidiary / associate companies.

SIGNATURE: _____

DATE: _____



Annexure-Salary Structure

Components	Amount (Rs. Per Month)	Amount (Rs. Per Annum)
Consolidated Salary (Basic Salary)	7,100	85,200
House Rent Allowance	3,550	42,600
Supplementary Allowance	17,697	2,12,358
Meal Coupon - Refer EN1	1,100	13,200
Sub Total I	29,447	3,53,358
Leave Travel Allowance - Refer EN3	917	11,004
ITC Products & Services - Refer EN4	104	1,250
Provident Fund (Company Contribution)	1,800	21,600
Sub Total II	2,821	33,854
Bonus	3149	37788
TOTAL	35,417	4,25,000

Explanatory Notes (EN):

1. Meal Coupons - Coupons pertaining to a month will be distributed to the employees in the subsequent month (E.g. Rs.1100/- for the full month of November, will be distributed in the first week of December). However, in cases where there is no full month of service (on account of Secondment/Exit, the prorated value will be paid as part of salary). Meal Coupon if not opted, the same will be paid as supplementary allowance.
2. Group Accident Insurance Policy for Self for a sum insured of **Rs. 25,00,000** per annum. Group Medical Insurance Policy for Self, Spouse and children for a sum insured of **Rs. 5,00,000** per annum. Voluntary Parental Group Medical Insurance Policy for a sum insured up to **Rs. 3,00,000** on payment of applicable premium by employee.
3. Leave Travel Allowance of **Rs 11,004** per annum is paid as per company policy, prorated for the previous financial year along with April salary of the following financial year.
4. ITC Products & Services - This scheme provides you an opportunity to avail and enjoy ITC's world class products and services, governed by the following policy. You are eligible to claim reimbursement towards the purchase upto **Rs. 1,250** per annum, prorated in case where there is no full year of service. The reimbursement amounts are based on assumption that you are availing the benefit upto the entitlement as per the policy. If you do not avail the benefit, the amount mentioned is non-encashable or not carried forward to the next financial year.
5. Gratuity - You will also be eligible for Gratuity as per the Payment of Gratuity Act.
6. Bonus - You are entitled to the indicated Bonus amount as per the Payment of Bonus Act or the STI amount as per the policy, whichever is higher. In case you have joined the Company during January - March, you will be eligible for STI from the following accounting year.

All payments will be made as per company's policy, applicable income tax and statutory deductions.



Annexure
Employee Consent Form

I UDBHAV S R, confirm that I am voluntarily sharing my Personal Information with ITC Infotech India Limited ('ITC Infotech') for the following purposes:

- a. Validating my Curriculum Vitae and relating records including job application and conducting background verification checks and medical checks.
- b. Employee related action including record keeping, processing payroll, compensation and benefits, visa and work permits; and
- c. Any action required in the context of my employment with ITC Infotech.

I also agree and allow ITC Infotech to share my Personal Information to any third party/(s) or customers of ITC Infotech insofar as may be necessary or desirable in connection with my employment.

I agree to regularly update my Personal Information made available to ITC Infotech and confirm to the accuracy and correctness of the Personal Information furnished by me.

I have read and understood the definition of "Personal Information" as detailed in the Exhibit to this Annexure. For the purposes of this Consent Form, I understand that Personal Information shall include sensitive personal data or information detailed in the Exhibit to this Annexure.

SIGNATURE: _____

DATE: _____



Exhibit to Annexure

Definitions of “Personal Information” and “Sensitive Personal Data or Information” as contained in the Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules 2011, are as follows:

"Personal information" means any information that relates to a natural person, which, either directly or indirectly, in combination with other information available or likely to be available with a body corporate, is capable of identifying such person.

“Sensitive personal data or information” of a person means such personal information which consists of information relating to; —

- i. password.
- ii. financial information such as Bank account or credit card or debit card or other payment instrument details.
- iii. physical, physiological and mental health condition.
- iv. sexual orientation.
- v. medical records and history.
- vi. Biometric information.
- vii. any detail relating to the above clauses as provided to body corporate for providing service; and
- viii. any of the information received under above clauses by body corporate for processing, stored or processed under lawful contract or otherwise:

PROVIDED that, any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of these rules.



STRICTLY PRIVATE & CONFIDENTIAL

Ref: 108174

Date: 23-November-2023

Sub: Appointment Letter

Dear **CHANDAN K P**,

We are pleased to offer you appointment as **Associate IT Consultant (Grade IS1)** in the Management Cadre of ITC Infotech India Limited (the "Company") on the following terms and conditions with effect from **27-December-2023**

Please note that you will be required to report to our office at Bangalore on the date of joining and your initial posting will be to **Bangalore**

1. This appointment is subject to

- a. Your employment is subject to passing the pre-employment medical check-up, as per the policy of the Company. Decision of the Company's medical team in this regard will be final.
- b. You regularly attending the learning programs nominated by the Company; and you completing the assessments in a timely manner and as per the threshold completion criteria specified by the Company
- c. The Company receiving appropriate and satisfactory replies from your referees. The decision of the Company in this regard will be final.
- d. Your producing acceptable certified documentary evidence of your date of birth. This evidence must be a Birth Certificate or School Leaving Certificate, copy of your passport or an Affidavit attesting to your date of birth and sworn by your father, mother or a close relative. This date once accepted will be used for all purposes in connection with your employment and no cognisance will be taken for any alterations in the future.
- e. Your producing acceptable certified documentary evidence of your academic and professional qualifications.
- f. The Company receiving appropriate and satisfactory report on your background check i.e. past employment and education details.

2. Quality Certification Program Test

The Company places immense importance in ensuring that its employees have awareness and understanding of the quality processes and systems of the Company.

Page 1 of 11

ITC INFOTECH INDIA LTD, A wholly owned subsidiary of ITC LIMITED

18, Banaswadi Main Road, Maruthiseva Nagar, Bengaluru - 560 005, Karnataka, India Tel: +91 - 80 - 22988331 - 37

Regd. Office: Virginia House, 37, J.L. Nehru Road, Kolkata - 700 071, West Bengal, India

Visit us at www.itcinfotech.com | Corporate Identity Number: U65991WB1996PLC077341 | e-mail: contact.us@itcinfotech.com



In this regard, immediately on commencement of your services with the Company, you need to take a self-training on quality processes and systems of the Company and are expected to pass the “Quality Certification Test” (QCT) conducted by the Company. The training material to assist you in understanding the quality processes and systems are made available on Company’s intranet.

You will be governed by the applicable Quality Certification Policy of the Company.

3. Separation from Service

In the event you decide to leave the services of the Company, you shall be required to give ninety (90) days’ notice in writing to Company, of your intention to do so. Company reserves the discretion either to relieve you only at the end of the ninety (90) days’ notice period or accept your resignation at any time prior to the expiry of the notice period. Company may terminate your service by giving you ninety (90) days’ notice period or salary [Consolidated (Basic) salary] in lieu of notice period.

However, if at any time you commit a breach of this agreement or are found guilty of misconduct (including absence without leave, violation of the Company’s rules, regulations, policies, and/or Code of Professional conduct), or conduct yourself in a manner calculated to bring the Company or its employees into disrepute, the Company reserves the right to forthwith discharge you from service without notice or salary in lieu of notice. You agree that if you are on unauthorised leave for a period of more than five [5] working days, it shall be deemed as a voluntary resignation of your service without notice and you shall be liable to pay the Company salary [Consolidated (Basic) salary] in lieu of notice period . For the purpose of this clause “unauthorised leave” means leave taken without the approval of your reporting manager.

At the time of separation from the Company, you will ensure that the assets, documents and intellectual properties of the Company in your custody and/or under your charge, including any power of attorney (s) issued by the Company in your favour are returned intact to the Company and you will forthwith vacate the Company accommodation, if any, provided to you.

4. Remuneration and other terms and conditions

Please refer to Annexure for the details as applicable to you.

Your job title and compensation have been discussed with you and we have mutually agreed upon the same.

You shall be governed by the remuneration and business facilities matrix applicable to managers of your grade in accordance with the Rules of the Company. Increments and remuneration review are at the sole discretion of the Management. Your remuneration is strictly confidential and should not be disclosed or discussed with others

In addition, you shall be entitled for the following as per the rules of the Company in force from time to time:

a. Increments

Annual Increments are payable at the sole discretion of the management of the company.



In case you have joined the Company during April - December, you will be eligible for annual appraisal and salary review in the subsequent financial year. Pro-rated merit increase will be applicable for the grade / level / performance based on number of completed months during the appraisal cycle, as per the policy.

1. In case you have joined the Company during January - March, you will not be eligible for annual appraisal, performance linked pay and salary review for that period.

b). Leave/Leave Accumulation/Leave Encashment

1. You will be eligible for leave / leave accumulation / leave encashment as per the rules of the Company, for the time being in force or as may be in force from time to time. Leave encashment is done on last drawn 'Basic Salary'.
2. The Company may at any time, at its discretion, ask you to proceed on leave on such terms as may be decided by the Company.

5. Provident Fund

You will be eligible to join the Company's Provident Fund, from the date of your joining the company. In this connection you are requested to inform the Company whether you are presently or have been, a member of any Provident Fund Scheme.

6. Maternity

Women employees shall be provided maternity linked leave and benefits, as per the Maternity Benefits Act.

7. Retirement

As an employee, you will retire from the services of the Company on attaining the age of 58 years.

8. Transfer

You may from time to time be transferred in the service of the Company to any of the Company's Branches, Department and Divisions in India or abroad. You may also be transferred to the service of the Company's holding/subsidiary/associate/allied company(s) and the expression "the Company" used in this appointment letter will include any such company by which you may for the time being employed with or transferred to. The Company may anytime second / loan your services to its holding / subsidiary / associate / allied company, whether in India or abroad.

The Company may at any time send you on deputation in India or abroad.



9. **Confidentiality**

- a. You will not at any time without the written consent of the Managing Director of the Company disclose or divulge or make public except on legal obligations any proprietary information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in the course of your service or otherwise.
- b. In case you are required to sign a separate non-disclosure or similar agreement for any specific customer, you shall sign such agreement. In the event of any violation by you of such non-disclosure or similar agreement with the customer, the Company reserves the right to discharge you with immediate effect without notice or salary in lieu of notice and in such case, you shall have no claim against the Company. The Company's right to discharge you from the services of the Company shall be without prejudice to any other rights of the Company, including the right to recover damages from you
- c. You will during your employment with the Company and at all times after you cease to be an employee of the Company maintain all proprietary and/or confidential information of the Company and the Company's clients (hereinafter referred to as Confidential Information), in strict confidence, especially those which the Company is under an obligation to keep confidential and generally all such Confidential Information relating to the Company's business or the business of any of the Company's client(s) , and not divulge to any third party any Confidential Information relating to the Company's business or the business of any of the Company's clients, acquired in the course of working with the Company at the Company's offices or at the workplace of the Company's clients, except with the written consent of the Company, or in accordance with an order of a court of competent jurisdiction and excluding information being disseminated with appropriate approvals for statutory requirements. Also training and access to new opportunities / technologies provided to you would result in know-how being made available to you and you are required to ensure that such know-how is kept confidential and shall not disclose or divulge such know-how except with the written consent of the Company, or in accordance with an order of a court of competent jurisdiction.

Provided that nothing in this Clauses b & c shall prohibit the seeking or procuring work or the doing of business not relating to or similar to the Company's business.

- i. You are also required to provide a copy of the PAN (Permanent Account Number).
- ii. The court at Bangalore shall enjoy the exclusive jurisdiction to entertain all disputes arising out of the terms and conditions of this agreement.
- iii. If any provision contained in this agreement is construed to be invalid or unenforceable, the same shall not affect the validity /legality or enforceability of any other provision of this Agreement, which shall remain in full force and effect.



10. **Others**

- a. Your service with the Company will be governed by the Company Policies, including those contained in the Employee Handbook, published from time to time, as applicable at the time. Your duties will be laid down by the Management of the Company. The Company reserves the right to make changes to any of the Policies from time to time which will be updated on the Company's intranet.
- b. If, during your employment with the Company, you make, invent, suggest or in any manner acquire any invention, process, programs, projects, Information Technology (IT) solutions or new technologies, relating to the business of the Company, services rendered or dealt in by the Company, the same will be deemed to have been made, invented, suggested or acquired on behalf of and for the benefit of the Company alone and the ownership of all intellectual property including the copyright and patents in all the works developed by you shall vest with the Company in perpetuity, and you will, at the request and cost of the Company, assign to the Company the full benefit of such invention, process programs, projects, IT solutions or new technologies and any copyrights, patents or other similar rights obtained by you in any country in respect thereof, but you will be entitled to be repaid by the Company any sums expended by you with the previous written consent of the Company in connection with any such invention, process, programs, projects, IT solutions or new technologies, relating to the business of or the services rendered by the Company. You will promptly communicate to the Company the full particulars of such invention, process, etc. and render all assistance /co-operation as may be required by the Company to secure the registration thereof in the name of the Company.
- c. You are expected to comply with all legal provisions/requirements and the policies and procedures of the Company. If you violate any legal provision/requirement or any of the Company's policies or procedures, the Company reserves the right to discharge you with immediate effect without notice or salary in lieu of notice, and in such case, you shall have no claim against the Company. In view of the nature of the Company's business, compliance with copyright and information technology/cyber laws is of importance in the course of your employment with the Company.
- d. The Company is committed to providing a harassment free environment for its employees and has adopted a policy towards Prevention of Sexual Harassment at the workplace. You shall be governed by this policy and you will be required to adhere to the terms and conditions contained therein.
- e. You are required to devote your full time and attention in the work assigned by the Company and you shall not take up any independent or individual assignment whether i) full time or part time, ii) in an advisory capacity or otherwise, or iii) as an honorary position or otherwise directly or indirectly, without the written consent of the Company
- f. The Company's business may require you to travel abroad and it is in your interest to hold a valid passport at all times and submit an authenticated copy of the same for our records.
- g. The Company may sponsor you from time to time for specialised training or certification in technical or management programs. You may also be required to undertake assignments overseas. In consideration of any such training, certification or assignment provided to you, you agree not to leave the service of



the Company for a specified period of time after the completion of such training, certification or assignment. The specified period(s) of service will be decided by the Company on a case-to-case basis. In the event, of any violation of this condition by you, the Company will be entitled to recover from you, related expenses incurred towards such training, certification or assignment.

- h. You shall not during the period of your service and after your separation, (regardless if this separation is voluntary or involuntary, or caused by breach of this agreement) take any action, which constitutes an interference with or a disruption of any of the company's business activities and /or would be in violation of the confidentiality obligations contained in this appointment letter or any non-disclosure agreements executed with any customer /client of the company during your service with the Company.
- i. You agree and covenant that during the period of your service and for a period of one year after your separation (regardless if this separation is voluntary or involuntary, or caused by breach of this agreement) from the Company, except with the prior written consent from the Managing Director of the Company, directly or indirectly, either on your own behalf or on behalf of any other individual, firm or company including, without limitation:
 - i. Seek to procure work from or do business with any individual, firm or company for whom the Company or its wholly owned subsidiaries / associate companies has, at any time during the twelve months immediately preceding the termination of your Contract provided services to; or,
 - ii. Solicit or entice away any of such individuals, firms or companies whom you have called or have interacted with or with whom you deal with or had an occasion to deal with either directly or indirectly by reason of your employment with ITC Infotech or,
 - iii. Solicit, entice and/or recruit any person who at the time of the termination of your employment or any time during the twelve months preceding such termination was engaged by the Company or any of its subsidiary/associate companies.
 - iv. Assist, engage, participate or be concerned in any action, including providing of services or products such as or similar to those provided by the Company or its wholly owned subsidiaries / associate companies, that may divert the business or patronage of any customer from the Company or its wholly owned subsidiaries/associate companies, or otherwise damage or alienate the relationship between the Company or its wholly owned subsidiaries/associate companies and any such customer; Customer for the purpose of this subsection (iv) shall mean any business entity , firm, individual, or company, prospective or otherwise, with whom the Company or its wholly owned subsidiaries/associate companies, has/had relationship , with whom you deal with or had an occasion to deal with, directly or indirectly by reason of your employment with the Company.



You will join the Company on **27-December-2023** and you are requested to report to **V Mamatha** at **ITCInfotech Bangalore**.

On reporting for duty, you will be required to complete necessary joining formalities, which will include:

- i. Completion of joining formalities
- ii. Submission of various documentary evidence as may be required by the Company
- iii. Acceptance of Company's policies on
 - a. Electronic mail
 - b. Internet access
 - c. Confidentiality
- iv. Consent form for sharing Personal Information

Please ensure that on the date of your joining the Company you bring along with you all the necessary documents (in original and the copies) needed to facilitate the joining.

You are expected to familiarise yourself immediately after your joining the Company with all the Organisation Policies and systems as applicable at the time. These policies are available on Company's intranet and are also communicated from time to time

This appointment is made on the understanding that the information given by you to the Company is correct, true and complete. In case it is found at any time during the course of your employment that the information given by you to the Company is incorrect, untrue or incomplete, this appointment letter may be withdrawn and / or your employment with the Company may be terminated by the Company with immediate effect, without notice or salary in lieu thereof.

Any change in your marital status / residential address / acquisition of additional qualifications etc. should be intimated to Talent Management Department to enable us to keep your records up to date.

All communication sent to you by the management at your last given address shall be deemed to have been delivered to you at the correct address.

Please return the duplicate copy of this letter duly signed and dated, by **27-Sep-2022** as a token of your acceptance of the terms and conditions contained in this appointment letter.

Please note that if we do not receive your acceptance of the terms and conditions contained in this appointment letter by **27-Sep-2022**, our offer and this appointment letter shall stand automatically withdrawn.

Looking forward to a long and fruitful association with you. Congratulations and welcome to the world of ITC Infotech India Ltd.



For **ITC Infotech India Limited**

Jaismon Emmanuel
Senior Vice President – Business Excellence

AUTHORIZATION / DECLARATION / ACKNOWLEDGEMENT BY THE CANDIDATE

AUTHORIZATION:

I, CHANDAN K P authorize ITC Infotech India Limited and its representatives to conduct a pre or post-employment background check of my past employment history and education. I understand that my employment with ITC Infotech India Limited is subject to a positive background check to the satisfaction of the Company.

SIGNATURE: _____

DATE: _____

ACKNOWLEDGEMENT CLAUSE:

I accept the terms and conditions as set out above

SIGNATURE: _____

DATE: _____

DECLARATION:

I am / I am not (strike-off whichever is not applicable) a relative of a Director or Key Managerial Personnel of the Company within the meaning of Section 2(77) of the Companies Act, 2013, read with Rule 3 of Companies (Specification of definition details) Rules, 2014.

I am / I am not (strike-off whichever is not applicable) a child / spouse of a manager currently working in the Company, its holding company, its subsidiary companies and associate companies.

I was / I have not been (strike-off whichever is not applicable) earlier employed by the Company, its holding / subsidiary / associate companies.

SIGNATURE: _____

DATE: _____



Annexure-Salary Structure

Components	Amount (Rs. Per Month)	Amount (Rs. Per Annum)
Consolidated Salary (Basic Salary)	7,100	85,200
House Rent Allowance	3,550	42,600
Supplementary Allowance	17,697	2,12,358
Meal Coupon - Refer EN1	1,100	13,200
Sub Total I	29,447	3,53,358
Leave Travel Allowance - Refer EN3	917	11,004
ITC Products & Services - Refer EN4	104	1,250
Provident Fund (Company Contribution)	1,800	21,600
Sub Total II	2,821	33,854
Bonus	3149	37788
TOTAL	35,417	4,25,000

Explanatory Notes (EN):

1. Meal Coupons - Coupons pertaining to a month will be distributed to the employees in the subsequent month (E.g. Rs.1100/- for the full month of November, will be distributed in the first week of December). However, in cases where there is no full month of service (on account of Secondment/Exit, the prorated value will be paid as part of salary). Meal Coupon if not opted, the same will be paid as supplementary allowance.
2. Group Accident Insurance Policy for Self for a sum insured of **Rs. 25,00,000** per annum. Group Medical Insurance Policy for Self, Spouse and children for a sum insured of **Rs. 5,00,000** per annum. Voluntary Parental Group Medical Insurance Policy for a sum insured up to **Rs. 3,00,000** on payment of applicable premium by employee.
3. Leave Travel Allowance of **Rs 11,004** per annum is paid as per company policy, prorated for the previous financial year along with April salary of the following financial year.
4. ITC Products & Services - This scheme provides you an opportunity to avail and enjoy ITC's world class products and services, governed by the following policy. You are eligible to claim reimbursement towards the purchase upto **Rs. 1,250** per annum, prorated in case where there is no full year of service. The reimbursement amounts are based on assumption that you are availing the benefit upto the entitlement as per the policy. If you do not avail the benefit, the amount mentioned is non-encashable or not carried forward to the next financial year.
5. Gratuity - You will also be eligible for Gratuity as per the Payment of Gratuity Act.
6. Bonus - You are entitled to the indicated Bonus amount as per the Payment of Bonus Act or the STI amount as per the policy, whichever is higher. In case you have joined the Company during January - March, you will be eligible for STI from the following accounting year.

All payments will be made as per company's policy, applicable income tax and statutory deductions.



Annexure
Employee Consent Form

I CHANDAN K P, confirm that I am voluntarily sharing my Personal Information with ITC Infotech India Limited ('ITC Infotech') for the following purposes:

- a. Validating my Curriculum Vitae and relating records including job application and conducting background verification checks and medical checks.
- b. Employee related action including record keeping, processing payroll, compensation and benefits, visa and work permits; and
- c. Any action required in the context of my employment with ITC Infotech.

I also agree and allow ITC Infotech to share my Personal Information to any third party/(s) or customers of ITC Infotech insofar as may be necessary or desirable in connection with my employment.

I agree to regularly update my Personal Information made available to ITC Infotech and confirm to the accuracy and correctness of the Personal Information furnished by me.

I have read and understood the definition of "Personal Information" as detailed in the Exhibit to this Annexure. For the purposes of this Consent Form, I understand that Personal Information shall include sensitive personal data or information detailed in the Exhibit to this Annexure.

SIGNATURE: _____

DATE: _____



Exhibit to Annexure

Definitions of “Personal Information” and “Sensitive Personal Data or Information” as contained in the Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules 2011, are as follows:

"Personal information" means any information that relates to a natural person, which, either directly or indirectly, in combination with other information available or likely to be available with a body corporate, is capable of identifying such person.

“Sensitive personal data or information” of a person means such personal information which consists of information relating to; —

- i. password.
- ii. financial information such as Bank account or credit card or debit card or other payment instrument details.
- iii. physical, physiological and mental health condition.
- iv. sexual orientation.
- v. medical records and history.
- vi. Biometric information.
- vii. any detail relating to the above clauses as provided to body corporate for providing service; and
- viii. any of the information received under above clauses by body corporate for processing, stored or processed under lawful contract or otherwise:

PROVIDED that, any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of these rules.



STRICTLY PRIVATE & CONFIDENTIAL

Ref: 108145

Date: 23-November-2023

Sub: Appointment Letter

Dear MADHAN K V,

We are pleased to offer you appointment as **Associate IT Consultant (Grade IS1)** in the Management Cadre of ITC Infotech India Limited (the "Company") on the following terms and conditions with effect from **27-December-2023**

Please note that you will be required to report to our office at Bangalore on the date of joining and your initial posting will be to **Bangalore**

1. This appointment is subject to

- a. Your employment is subject to passing the pre-employment medical check-up, as per the policy of the Company. Decision of the Company's medical team in this regard will be final.
- b. You regularly attending the learning programs nominated by the Company; and you completing the assessments in a timely manner and as per the threshold completion criteria specified by the Company
- c. The Company receiving appropriate and satisfactory replies from your referees. The decision of the Company in this regard will be final.
- d. Your producing acceptable certified documentary evidence of your date of birth. This evidence must be a Birth Certificate or School Leaving Certificate, copy of your passport or an Affidavit attesting to your date of birth and sworn by your father, mother or a close relative. This date once accepted will be used for all purposes in connection with your employment and no cognisance will be taken for any alterations in the future.
- e. Your producing acceptable certified documentary evidence of your academic and professional qualifications.
- f. The Company receiving appropriate and satisfactory report on your background check i.e. past employment and education details.

2. Quality Certification Program Test

The Company places immense importance in ensuring that its employees have awareness and understanding of the quality processes and systems of the Company.

Page 1 of 11

ITC INFOTECH INDIA LTD, A wholly owned subsidiary of ITC LIMITED

18, Banaswadi Main Road, Maruthiseva Nagar, Bengaluru - 560 005, Karnataka, India Tel: +91 - 80 - 22988331 - 37

Regd. Office: Virginia House, 37, J.L. Nehru Road, Kolkata - 700 071, West Bengal, India

Visit us at www.itcinfotech.com | Corporate Identity Number: U65991WB1996PLC077341 | e-mail: contact.us@itcinfotech.com



In this regard, immediately on commencement of your services with the Company, you need to take a self-training on quality processes and systems of the Company and are expected to pass the “Quality Certification Test” (QCT) conducted by the Company. The training material to assist you in understanding the quality processes and systems are made available on Company’s intranet.

You will be governed by the applicable Quality Certification Policy of the Company.

3. Separation from Service

In the event you decide to leave the services of the Company, you shall be required to give ninety (90) days’ notice in writing to Company, of your intention to do so. Company reserves the discretion either to relieve you only at the end of the ninety (90) days’ notice period or accept your resignation at any time prior to the expiry of the notice period. Company may terminate your service by giving you ninety (90) days’ notice period or salary [Consolidated (Basic) salary] in lieu of notice period.

However, if at any time you commit a breach of this agreement or are found guilty of misconduct (including absence without leave, violation of the Company’s rules, regulations, policies, and/or Code of Professional conduct), or conduct yourself in a manner calculated to bring the Company or its employees into disrepute, the Company reserves the right to forthwith discharge you from service without notice or salary in lieu of notice. You agree that if you are on unauthorised leave for a period of more than five [5] working days, it shall be deemed as a voluntary resignation of your service without notice and you shall be liable to pay the Company salary [Consolidated (Basic) salary] in lieu of notice period . For the purpose of this clause “unauthorised leave” means leave taken without the approval of your reporting manager.

At the time of separation from the Company, you will ensure that the assets, documents and intellectual properties of the Company in your custody and/or under your charge, including any power of attorney (s) issued by the Company in your favour are returned intact to the Company and you will forthwith vacate the Company accommodation, if any, provided to you.

4. Remuneration and other terms and conditions

Please refer to Annexure for the details as applicable to you.

Your job title and compensation have been discussed with you and we have mutually agreed upon the same.

You shall be governed by the remuneration and business facilities matrix applicable to managers of your grade in accordance with the Rules of the Company. Increments and remuneration review are at the sole discretion of the Management. Your remuneration is strictly confidential and should not be disclosed or discussed with others

In addition, you shall be entitled for the following as per the rules of the Company in force from time to time:

a. Increments

Annual Increments are payable at the sole discretion of the management of the company.



In case you have joined the Company during April - December, you will be eligible for annual appraisal and salary review in the subsequent financial year. Pro-rated merit increase will be applicable for the grade / level / performance based on number of completed months during the appraisal cycle, as per the policy.

1. In case you have joined the Company during January - March, you will not be eligible for annual appraisal, performance linked pay and salary review for that period.

b). Leave/Leave Accumulation/Leave Encashment

1. You will be eligible for leave / leave accumulation / leave encashment as per the rules of the Company, for the time being in force or as may be in force from time to time. Leave encashment is done on last drawn 'Basic Salary'.
2. The Company may at any time, at its discretion, ask you to proceed on leave on such terms as may be decided by the Company.

5. Provident Fund

You will be eligible to join the Company's Provident Fund, from the date of your joining the company. In this connection you are requested to inform the Company whether you are presently or have been, a member of any Provident Fund Scheme.

6. Maternity

Women employees shall be provided maternity linked leave and benefits, as per the Maternity Benefits Act.

7. Retirement

As an employee, you will retire from the services of the Company on attaining the age of 58 years.

8. Transfer

You may from time to time be transferred in the service of the Company to any of the Company's Branches, Department and Divisions in India or abroad. You may also be transferred to the service of the Company's holding/subsidiary/associate/allied company(s) and the expression "the Company" used in this appointment letter will include any such company by which you may for the time being employed with or transferred to. The Company may anytime second / loan your services to its holding / subsidiary / associate / allied company, whether in India or abroad.

The Company may at any time send you on deputation in India or abroad.



9. **Confidentiality**

- a. You will not at any time without the written consent of the Managing Director of the Company disclose or divulge or make public except on legal obligations any proprietary information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in the course of your service or otherwise.
- b. In case you are required to sign a separate non-disclosure or similar agreement for any specific customer, you shall sign such agreement. In the event of any violation by you of such non-disclosure or similar agreement with the customer, the Company reserves the right to discharge you with immediate effect without notice or salary in lieu of notice and in such case, you shall have no claim against the Company. The Company's right to discharge you from the services of the Company shall be without prejudice to any other rights of the Company, including the right to recover damages from you
- c. You will during your employment with the Company and at all times after you cease to be an employee of the Company maintain all proprietary and/or confidential information of the Company and the Company's clients (hereinafter referred to as Confidential Information), in strict confidence, especially those which the Company is under an obligation to keep confidential and generally all such Confidential Information relating to the Company's business or the business of any of the Company's client(s) , and not divulge to any third party any Confidential Information relating to the Company's business or the business of any of the Company's clients, acquired in the course of working with the Company at the Company's offices or at the workplace of the Company's clients, except with the written consent of the Company, or in accordance with an order of a court of competent jurisdiction and excluding information being disseminated with appropriate approvals for statutory requirements. Also training and access to new opportunities / technologies provided to you would result in know-how being made available to you and you are required to ensure that such know-how is kept confidential and shall not disclose or divulge such know-how except with the written consent of the Company, or in accordance with an order of a court of competent jurisdiction.

Provided that nothing in this Clauses b & c shall prohibit the seeking or procuring work or the doing of business not relating to or similar to the Company's business.

- i. You are also required to provide a copy of the PAN (Permanent Account Number).
- ii. The court at Bangalore shall enjoy the exclusive jurisdiction to entertain all disputes arising out of the terms and conditions of this agreement.
- iii. If any provision contained in this agreement is construed to be invalid or unenforceable, the same shall not affect the validity /legality or enforceability of any other provision of this Agreement, which shall remain in full force and effect.



10. **Others**

- a. Your service with the Company will be governed by the Company Policies, including those contained in the Employee Handbook, published from time to time, as applicable at the time. Your duties will be laid down by the Management of the Company. The Company reserves the right to make changes to any of the Policies from time to time which will be updated on the Company's intranet.
- b. If, during your employment with the Company, you make, invent, suggest or in any manner acquire any invention, process, programs, projects, Information Technology (IT) solutions or new technologies, relating to the business of the Company, services rendered or dealt in by the Company, the same will be deemed to have been made, invented, suggested or acquired on behalf of and for the benefit of the Company alone and the ownership of all intellectual property including the copyright and patents in all the works developed by you shall vest with the Company in perpetuity, and you will, at the request and cost of the Company, assign to the Company the full benefit of such invention, process programs, projects, IT solutions or new technologies and any copyrights, patents or other similar rights obtained by you in any country in respect thereof, but you will be entitled to be repaid by the Company any sums expended by you with the previous written consent of the Company in connection with any such invention, process, programs, projects, IT solutions or new technologies, relating to the business of or the services rendered by the Company. You will promptly communicate to the Company the full particulars of such invention, process, etc. and render all assistance /co-operation as may be required by the Company to secure the registration thereof in the name of the Company.
- c. You are expected to comply with all legal provisions/requirements and the policies and procedures of the Company. If you violate any legal provision/requirement or any of the Company's policies or procedures, the Company reserves the right to discharge you with immediate effect without notice or salary in lieu of notice, and in such case, you shall have no claim against the Company. In view of the nature of the Company's business, compliance with copyright and information technology/cyber laws is of importance in the course of your employment with the Company.
- d. The Company is committed to providing a harassment free environment for its employees and has adopted a policy towards Prevention of Sexual Harassment at the workplace. You shall be governed by this policy and you will be required to adhere to the terms and conditions contained therein.
- e. You are required to devote your full time and attention in the work assigned by the Company and you shall not take up any independent or individual assignment whether i) full time or part time, ii) in an advisory capacity or otherwise, or iii) as an honorary position or otherwise directly or indirectly, without the written consent of the Company
- f. The Company's business may require you to travel abroad and it is in your interest to hold a valid passport at all times and submit an authenticated copy of the same for our records.
- g. The Company may sponsor you from time to time for specialised training or certification in technical or management programs. You may also be required to undertake assignments overseas. In consideration of any such training, certification or assignment provided to you, you agree not to leave the service of



the Company for a specified period of time after the completion of such training, certification or assignment. The specified period(s) of service will be decided by the Company on a case-to-case basis. In the event, of any violation of this condition by you, the Company will be entitled to recover from you, related expenses incurred towards such training, certification or assignment.

- h. You shall not during the period of your service and after your separation, (regardless if this separation is voluntary or involuntary, or caused by breach of this agreement) take any action, which constitutes an interference with or a disruption of any of the company's business activities and /or would be in violation of the confidentiality obligations contained in this appointment letter or any non-disclosure agreements executed with any customer /client of the company during your service with the Company.
- i. You agree and covenant that during the period of your service and for a period of one year after your separation (regardless if this separation is voluntary or involuntary, or caused by breach of this agreement) from the Company, except with the prior written consent from the Managing Director of the Company, directly or indirectly, either on your own behalf or on behalf of any other individual, firm or company including, without limitation:
 - i. Seek to procure work from or do business with any individual, firm or company for whom the Company or its wholly owned subsidiaries / associate companies has, at any time during the twelve months immediately preceding the termination of your Contract provided services to; or,
 - ii. Solicit or entice away any of such individuals, firms or companies whom you have called or have interacted with or with whom you deal with or had an occasion to deal with either directly or indirectly by reason of your employment with ITC Infotech or,
 - iii. Solicit, entice and/or recruit any person who at the time of the termination of your employment or any time during the twelve months preceding such termination was engaged by the Company or any of its subsidiary/associate companies.
 - iv. Assist, engage, participate or be concerned in any action, including providing of services or products such as or similar to those provided by the Company or its wholly owned subsidiaries / associate companies, that may divert the business or patronage of any customer from the Company or its wholly owned subsidiaries/associate companies, or otherwise damage or alienate the relationship between the Company or its wholly owned subsidiaries/associate companies and any such customer; Customer for the purpose of this subsection (iv) shall mean any business entity , firm, individual, or company, prospective or otherwise, with whom the Company or its wholly owned subsidiaries/associate companies, has/had relationship , with whom you deal with or had an occasion to deal with, directly or indirectly by reason of your employment with the Company.



You will join the Company on **27-December-2023** and you are requested to report to **V Mamatha** at **ITCInfotech Bangalore**.

On reporting for duty, you will be required to complete necessary joining formalities, which will include:

- i. Completion of joining formalities
- ii. Submission of various documentary evidence as may be required by the Company
- iii. Acceptance of Company's policies on
 - a. Electronic mail
 - b. Internet access
 - c. Confidentiality
- iv. Consent form for sharing Personal Information

Please ensure that on the date of your joining the Company you bring along with you all the necessary documents (in original and the copies) needed to facilitate the joining.

You are expected to familiarise yourself immediately after your joining the Company with all the Organisation Policies and systems as applicable at the time. These policies are available on Company's intranet and are also communicated from time to time

This appointment is made on the understanding that the information given by you to the Company is correct, true and complete. In case it is found at any time during the course of your employment that the information given by you to the Company is incorrect, untrue or incomplete, this appointment letter may be withdrawn and / or your employment with the Company may be terminated by the Company with immediate effect, without notice or salary in lieu thereof.

Any change in your marital status / residential address / acquisition of additional qualifications etc. should be intimated to Talent Management Department to enable us to keep your records up to date.

All communication sent to you by the management at your last given address shall be deemed to have been delivered to you at the correct address.

Please return the duplicate copy of this letter duly signed and dated, by **27-Sep-2022** as a token of your acceptance of the terms and conditions contained in this appointment letter.

Please note that if we do not receive your acceptance of the terms and conditions contained in this appointment letter by **27-Sep-2022**, our offer and this appointment letter shall stand automatically withdrawn.

Looking forward to a long and fruitful association with you. Congratulations and welcome to the world of ITC Infotech India Ltd.



For **ITC Infotech India Limited**

Jaismon Emmanuel
Senior Vice President – Business Excellence

AUTHORIZATION / DECLARATION / ACKNOWLEDGEMENT BY THE CANDIDATE

AUTHORIZATION:

I, MADHAN K V authorize ITC Infotech India Limited and its representatives to conduct a pre or post-employment background check of my past employment history and education. I understand that my employment with ITC Infotech India Limited is subject to a positive background check to the satisfaction of the Company.

SIGNATURE: _____

DATE: _____

ACKNOWLEDGEMENT CLAUSE:

I accept the terms and conditions as set out above

SIGNATURE: _____

DATE: _____

DECLARATION:

I am / I am not (strike-off whichever is not applicable) a relative of a Director or Key Managerial Personnel of the Company within the meaning of Section 2(77) of the Companies Act, 2013, read with Rule 3 of Companies (Specification of definition details) Rules, 2014.

I am / I am not (strike-off whichever is not applicable) a child / spouse of a manager currently working in the Company, its holding company, its subsidiary companies and associate companies.

I was / I have not been (strike-off whichever is not applicable) earlier employed by the Company, its holding / subsidiary / associate companies.

SIGNATURE: _____

DATE: _____



Annexure-Salary Structure

Components	Amount (Rs. Per Month)	Amount (Rs. Per Annum)
Consolidated Salary (Basic Salary)	7,100	85,200
House Rent Allowance	3,550	42,600
Supplementary Allowance	17,697	2,12,358
Meal Coupon - Refer EN1	1,100	13,200
Sub Total I	29,447	3,53,358
Leave Travel Allowance - Refer EN3	917	11,004
ITC Products & Services - Refer EN4	104	1,250
Provident Fund (Company Contribution)	1,800	21,600
Sub Total II	2,821	33,854
Bonus	3149	37788
TOTAL	35,417	4,25,000

Explanatory Notes (EN):

1. Meal Coupons - Coupons pertaining to a month will be distributed to the employees in the subsequent month (E.g. Rs.1100/- for the full month of November, will be distributed in the first week of December). However, in cases where there is no full month of service (on account of Secondment/Exit, the prorated value will be paid as part of salary). Meal Coupon if not opted, the same will be paid as supplementary allowance.
2. Group Accident Insurance Policy for Self for a sum insured of **Rs. 25,00,000** per annum. Group Medical Insurance Policy for Self, Spouse and children for a sum insured of **Rs. 5,00,000** per annum. Voluntary Parental Group Medical Insurance Policy for a sum insured up to **Rs. 3,00,000** on payment of applicable premium by employee.
3. Leave Travel Allowance of **Rs 11,004** per annum is paid as per company policy, prorated for the previous financial year along with April salary of the following financial year.
4. ITC Products & Services - This scheme provides you an opportunity to avail and enjoy ITC's world class products and services, governed by the following policy. You are eligible to claim reimbursement towards the purchase upto **Rs. 1,250** per annum, prorated in case where there is no full year of service. The reimbursement amounts are based on assumption that you are availing the benefit upto the entitlement as per the policy. If you do not avail the benefit, the amount mentioned is non-encashable or not carried forward to the next financial year.
5. Gratuity - You will also be eligible for Gratuity as per the Payment of Gratuity Act.
6. Bonus - You are entitled to the indicated Bonus amount as per the Payment of Bonus Act or the STI amount as per the policy, whichever is higher. In case you have joined the Company during January - March, you will be eligible for STI from the following accounting year.

All payments will be made as per company's policy, applicable income tax and statutory deductions.



Annexure
Employee Consent Form

I MADHAN K V, confirm that I am voluntarily sharing my Personal Information with ITC Infotech India Limited ('ITC Infotech') for the following purposes:

- a. Validating my Curriculum Vitae and relating records including job application and conducting background verification checks and medical checks.
- b. Employee related action including record keeping, processing payroll, compensation and benefits, visa and work permits; and
- c. Any action required in the context of my employment with ITC Infotech.

I also agree and allow ITC Infotech to share my Personal Information to any third party/(s) or customers of ITC Infotech insofar as may be necessary or desirable in connection with my employment.

I agree to regularly update my Personal Information made available to ITC Infotech and confirm to the accuracy and correctness of the Personal Information furnished by me.

I have read and understood the definition of "Personal Information" as detailed in the Exhibit to this Annexure. For the purposes of this Consent Form, I understand that Personal Information shall include sensitive personal data or information detailed in the Exhibit to this Annexure.

SIGNATURE: _____

DATE: _____



Exhibit to Annexure

Definitions of “Personal Information” and “Sensitive Personal Data or Information” as contained in the Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules 2011, are as follows:

"Personal information" means any information that relates to a natural person, which, either directly or indirectly, in combination with other information available or likely to be available with a body corporate, is capable of identifying such person.

"Sensitive personal data or information" of a person means such personal information which consists of information relating to; —

- i. password.
- ii. financial information such as Bank account or credit card or debit card or other payment instrument details.
- iii. physical, physiological and mental health condition.
- iv. sexual orientation.
- v. medical records and history.
- vi. Biometric information.
- vii. any detail relating to the above clauses as provided to body corporate for providing service; and
- viii. any of the information received under above clauses by body corporate for processing, stored or processed under lawful contract or otherwise:

PROVIDED that, any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of these rules.



STRICTLY PRIVATE & CONFIDENTIAL

Ref: 108145

Date: 23-November-2023

Sub: Appointment Letter

Dear DHANAVENDRA KUMAR PANDEY,

We are pleased to offer you appointment as **Associate IT Consultant (Grade IS1)** in the Management Cadre of ITC Infotech India Limited (the "Company") on the following terms and conditions with effect from **27-December-2023**

Please note that you will be required to report to our office at Bangalore on the date of joining and your initial posting will be to **Bangalore**

1. This appointment is subject to

- a. Your employment is subject to passing the pre-employment medical check-up, as per the policy of the Company. Decision of the Company's medical team in this regard will be final.
- b. You regularly attending the learning programs nominated by the Company; and you completing the assessments in a timely manner and as per the threshold completion criteria specified by the Company
- c. The Company receiving appropriate and satisfactory replies from your referees. The decision of the Company in this regard will be final.
- d. Your producing acceptable certified documentary evidence of your date of birth. This evidence must be a Birth Certificate or School Leaving Certificate, copy of your passport or an Affidavit attesting to your date of birth and sworn by your father, mother or a close relative. This date once accepted will be used for all purposes in connection with your employment and no cognisance will be taken for any alterations in the future.
- e. Your producing acceptable certified documentary evidence of your academic and professional qualifications.
- f. The Company receiving appropriate and satisfactory report on your background check i.e. past employment and education details.

2. Quality Certification Program Test

The Company places immense importance in ensuring that its employees have awareness and understanding of the quality processes and systems of the Company.

Page 1 of 11

ITC INFOTECH INDIA LTD, A wholly owned subsidiary of ITC LIMITED

18, Banaswadi Main Road, Maruthiseva Nagar, Bengaluru - 560 005, Karnataka, India Tel: +91 - 80 - 22988331 - 37

Regd. Office: Virginia House, 37, J.L. Nehru Road, Kolkata - 700 071, West Bengal, India

Visit us at www.itcinfotech.com | Corporate Identity Number: U65991WB1996PLC077341 | e-mail: contact.us@itcinfotech.com



In this regard, immediately on commencement of your services with the Company, you need to take a self-training on quality processes and systems of the Company and are expected to pass the “Quality Certification Test” (QCT) conducted by the Company. The training material to assist you in understanding the quality processes and systems are made available on Company’s intranet.

You will be governed by the applicable Quality Certification Policy of the Company.

3. Separation from Service

In the event you decide to leave the services of the Company, you shall be required to give ninety (90) days’ notice in writing to Company, of your intention to do so. Company reserves the discretion either to relieve you only at the end of the ninety (90) days’ notice period or accept your resignation at any time prior to the expiry of the notice period. Company may terminate your service by giving you ninety (90) days’ notice period or salary [Consolidated (Basic) salary] in lieu of notice period.

However, if at any time you commit a breach of this agreement or are found guilty of misconduct (including absence without leave, violation of the Company’s rules, regulations, policies, and/or Code of Professional conduct), or conduct yourself in a manner calculated to bring the Company or its employees into disrepute, the Company reserves the right to forthwith discharge you from service without notice or salary in lieu of notice. You agree that if you are on unauthorised leave for a period of more than five [5] working days, it shall be deemed as a voluntary resignation of your service without notice and you shall be liable to pay the Company salary [Consolidated (Basic) salary] in lieu of notice period . For the purpose of this clause “unauthorised leave” means leave taken without the approval of your reporting manager.

At the time of separation from the Company, you will ensure that the assets, documents and intellectual properties of the Company in your custody and/or under your charge, including any power of attorney (s) issued by the Company in your favour are returned intact to the Company and you will forthwith vacate the Company accommodation, if any, provided to you.

4. Remuneration and other terms and conditions

Please refer to Annexure for the details as applicable to you.

Your job title and compensation have been discussed with you and we have mutually agreed upon the same.

You shall be governed by the remuneration and business facilities matrix applicable to managers of your grade in accordance with the Rules of the Company. Increments and remuneration review are at the sole discretion of the Management. Your remuneration is strictly confidential and should not be disclosed or discussed with others

In addition, you shall be entitled for the following as per the rules of the Company in force from time to time:

a. Increments

Annual Increments are payable at the sole discretion of the management of the company.



In case you have joined the Company during April - December, you will be eligible for annual appraisal and salary review in the subsequent financial year. Pro-rated merit increase will be applicable for the grade / level / performance based on number of completed months during the appraisal cycle, as per the policy.

1. In case you have joined the Company during January - March, you will not be eligible for annual appraisal, performance linked pay and salary review for that period.

b). Leave/Leave Accumulation/Leave Encashment

1. You will be eligible for leave / leave accumulation / leave encashment as per the rules of the Company, for the time being in force or as may be in force from time to time. Leave encashment is done on last drawn 'Basic Salary'.
2. The Company may at any time, at its discretion, ask you to proceed on leave on such terms as may be decided by the Company.

5. Provident Fund

You will be eligible to join the Company's Provident Fund, from the date of your joining the company. In this connection you are requested to inform the Company whether you are presently or have been, a member of any Provident Fund Scheme.

6. Maternity

Women employees shall be provided maternity linked leave and benefits, as per the Maternity Benefits Act.

7. Retirement

As an employee, you will retire from the services of the Company on attaining the age of 58 years.

8. Transfer

You may from time to time be transferred in the service of the Company to any of the Company's Branches, Department and Divisions in India or abroad. You may also be transferred to the service of the Company's holding/subsidiary/associate/allied company(s) and the expression "the Company" used in this appointment letter will include any such company by which you may for the time being employed with or transferred to. The Company may anytime second / loan your services to its holding / subsidiary / associate / allied company, whether in India or abroad.

The Company may at any time send you on deputation in India or abroad.



9. **Confidentiality**

- a. You will not at any time without the written consent of the Managing Director of the Company disclose or divulge or make public except on legal obligations any proprietary information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in the course of your service or otherwise.
- b. In case you are required to sign a separate non-disclosure or similar agreement for any specific customer, you shall sign such agreement. In the event of any violation by you of such non-disclosure or similar agreement with the customer, the Company reserves the right to discharge you with immediate effect without notice or salary in lieu of notice and in such case, you shall have no claim against the Company. The Company's right to discharge you from the services of the Company shall be without prejudice to any other rights of the Company, including the right to recover damages from you
- c. You will during your employment with the Company and at all times after you cease to be an employee of the Company maintain all proprietary and/or confidential information of the Company and the Company's clients (hereinafter referred to as Confidential Information), in strict confidence, especially those which the Company is under an obligation to keep confidential and generally all such Confidential Information relating to the Company's business or the business of any of the Company's client(s) , and not divulge to any third party any Confidential Information relating to the Company's business or the business of any of the Company's clients, acquired in the course of working with the Company at the Company's offices or at the workplace of the Company's clients, except with the written consent of the Company, or in accordance with an order of a court of competent jurisdiction and excluding information being disseminated with appropriate approvals for statutory requirements. Also training and access to new opportunities / technologies provided to you would result in know-how being made available to you and you are required to ensure that such know-how is kept confidential and shall not disclose or divulge such know-how except with the written consent of the Company, or in accordance with an order of a court of competent jurisdiction.

Provided that nothing in this Clauses b & c shall prohibit the seeking or procuring work or the doing of business not relating to or similar to the Company's business.

- i. You are also required to provide a copy of the PAN (Permanent Account Number).
- ii. The court at Bangalore shall enjoy the exclusive jurisdiction to entertain all disputes arising out of the terms and conditions of this agreement.
- iii. If any provision contained in this agreement is construed to be invalid or unenforceable, the same shall not affect the validity /legality or enforceability of any other provision of this Agreement, which shall remain in full force and effect.



10. Others

- a. Your service with the Company will be governed by the Company Policies, including those contained in the Employee Handbook, published from time to time, as applicable at the time. Your duties will be laid down by the Management of the Company. The Company reserves the right to make changes to any of the Policies from time to time which will be updated on the Company's intranet.
- b. If, during your employment with the Company, you make, invent, suggest or in any manner acquire any invention, process, programs, projects, Information Technology (IT) solutions or new technologies, relating to the business of the Company, services rendered or dealt in by the Company, the same will be deemed to have been made, invented, suggested or acquired on behalf of and for the benefit of the Company alone and the ownership of all intellectual property including the copyright and patents in all the works developed by you shall vest with the Company in perpetuity, and you will, at the request and cost of the Company, assign to the Company the full benefit of such invention, process programs, projects, IT solutions or new technologies and any copyrights, patents or other similar rights obtained by you in any country in respect thereof, but you will be entitled to be repaid by the Company any sums expended by you with the previous written consent of the Company in connection with any such invention, process, programs, projects, IT solutions or new technologies, relating to the business of or the services rendered by the Company. You will promptly communicate to the Company the full particulars of such invention, process, etc. and render all assistance /co-operation as may be required by the Company to secure the registration thereof in the name of the Company.
- c. You are expected to comply with all legal provisions/requirements and the policies and procedures of the Company. If you violate any legal provision/requirement or any of the Company's policies or procedures, the Company reserves the right to discharge you with immediate effect without notice or salary in lieu of notice, and in such case, you shall have no claim against the Company. In view of the nature of the Company's business, compliance with copyright and information technology/cyber laws is of importance in the course of your employment with the Company.
- d. The Company is committed to providing a harassment free environment for its employees and has adopted a policy towards Prevention of Sexual Harassment at the workplace. You shall be governed by this policy and you will be required to adhere to the terms and conditions contained therein.
- e. You are required to devote your full time and attention in the work assigned by the Company and you shall not take up any independent or individual assignment whether i) full time or part time, ii) in an advisory capacity or otherwise, or iii) as an honorary position or otherwise directly or indirectly, without the written consent of the Company
- f. The Company's business may require you to travel abroad and it is in your interest to hold a valid passport at all times and submit an authenticated copy of the same for our records.
- g. The Company may sponsor you from time to time for specialised training or certification in technical or management programs. You may also be required to undertake assignments overseas. In consideration of any such training, certification or assignment provided to you, you agree not to leave the service of



the Company for a specified period of time after the completion of such training, certification or assignment. The specified period(s) of service will be decided by the Company on a case-to-case basis. In the event, of any violation of this condition by you, the Company will be entitled to recover from you, related expenses incurred towards such training, certification or assignment.

- h. You shall not during the period of your service and after your separation, (regardless if this separation is voluntary or involuntary, or caused by breach of this agreement) take any action, which constitutes an interference with or a disruption of any of the company's business activities and /or would be in violation of the confidentiality obligations contained in this appointment letter or any non-disclosure agreements executed with any customer /client of the company during your service with the Company.
- i. You agree and covenant that during the period of your service and for a period of one year after your separation (regardless if this separation is voluntary or involuntary, or caused by breach of this agreement) from the Company, except with the prior written consent from the Managing Director of the Company, directly or indirectly, either on your own behalf or on behalf of any other individual, firm or company including, without limitation:
 - i. Seek to procure work from or do business with any individual, firm or company for whom the Company or its wholly owned subsidiaries / associate companies has, at any time during the twelve months immediately preceding the termination of your Contract provided services to; or,
 - ii. Solicit or entice away any of such individuals, firms or companies whom you have called or have interacted with or with whom you deal with or had an occasion to deal with either directly or indirectly by reason of your employment with ITC Infotech or,
 - iii. Solicit, entice and/or recruit any person who at the time of the termination of your employment or any time during the twelve months preceding such termination was engaged by the Company or any of its subsidiary/associate companies.
 - iv. Assist, engage, participate or be concerned in any action, including providing of services or products such as or similar to those provided by the Company or its wholly owned subsidiaries / associate companies, that may divert the business or patronage of any customer from the Company or its wholly owned subsidiaries/associate companies, or otherwise damage or alienate the relationship between the Company or its wholly owned subsidiaries/associate companies and any such customer; Customer for the purpose of this subsection (iv) shall mean any business entity , firm, individual, or company, prospective or otherwise, with whom the Company or its wholly owned subsidiaries/associate companies, has/had relationship , with whom you deal with or had an occasion to deal with, directly or indirectly by reason of your employment with the Company.



You will join the Company on **27-December-2023** and you are requested to report to **V Mamatha** at **ITCInfotech Bangalore**.

On reporting for duty, you will be required to complete necessary joining formalities, which will include:

- i. Completion of joining formalities
- ii. Submission of various documentary evidence as may be required by the Company
- iii. Acceptance of Company's policies on
 - a. Electronic mail
 - b. Internet access
 - c. Confidentiality
- iv. Consent form for sharing Personal Information

Please ensure that on the date of your joining the Company you bring along with you all the necessary documents (in original and the copies) needed to facilitate the joining.

You are expected to familiarise yourself immediately after your joining the Company with all the Organisation Policies and systems as applicable at the time. These policies are available on Company's intranet and are also communicated from time to time

This appointment is made on the understanding that the information given by you to the Company is correct, true and complete. In case it is found at any time during the course of your employment that the information given by you to the Company is incorrect, untrue or incomplete, this appointment letter may be withdrawn and / or your employment with the Company may be terminated by the Company with immediate effect, without notice or salary in lieu thereof.

Any change in your marital status / residential address / acquisition of additional qualifications etc. should be intimated to Talent Management Department to enable us to keep your records up to date.

All communication sent to you by the management at your last given address shall be deemed to have been delivered to you at the correct address.

Please return the duplicate copy of this letter duly signed and dated, by **27-Sep-2022** as a token of your acceptance of the terms and conditions contained in this appointment letter.

Please note that if we do not receive your acceptance of the terms and conditions contained in this appointment letter by **27-Sep-2022**, our offer and this appointment letter shall stand automatically withdrawn.

Looking forward to a long and fruitful association with you. Congratulations and welcome to the world of ITC Infotech India Ltd.



For **ITC Infotech India Limited**

Jaismon Emmanuel
Senior Vice President – Business Excellence

AUTHORIZATION / DECLARATION / ACKNOWLEDGEMENT BY THE CANDIDATE

AUTHORIZATION:

I, DHANAENDRA KUMAR PANDEY authorize ITC Infotech India Limited and its representatives to conduct a pre or post-employment background check of my past employment history and education. I understand that my employment with ITC Infotech India Limited is subject to a positive background check to the satisfaction of the Company.

SIGNATURE: _____

DATE: _____

ACKNOWLEDGEMENT CLAUSE:

I accept the terms and conditions as set out above

SIGNATURE: _____

DATE: _____

DECLARATION:

I am / I am not (strike-off whichever is not applicable) a relative of a Director or Key Managerial Personnel of the Company within the meaning of Section 2(77) of the Companies Act, 2013, read with Rule 3 of Companies (Specification of definition details) Rules, 2014.

I am / I am not (strike-off whichever is not applicable) a child / spouse of a manager currently working in the Company, its holding company, its subsidiary companies and associate companies.

I was / I have not been (strike-off whichever is not applicable) earlier employed by the Company, its holding / subsidiary / associate companies.

SIGNATURE: _____

DATE: _____



Annexure-Salary Structure

Components	Amount (Rs. Per Month)	Amount (Rs. Per Annum)
Consolidated Salary (Basic Salary)	7,100	85,200
House Rent Allowance	3,550	42,600
Supplementary Allowance	17,697	2,12,358
Meal Coupon - Refer EN1	1,100	13,200
Sub Total I	29,447	3,53,358
Leave Travel Allowance - Refer EN3	917	11,004
ITC Products & Services - Refer EN4	104	1,250
Provident Fund (Company Contribution)	1,800	21,600
Sub Total II	2,821	33,854
Bonus	3149	37788
TOTAL	35,417	4,25,000

Explanatory Notes (EN):

1. Meal Coupons - Coupons pertaining to a month will be distributed to the employees in the subsequent month (E.g. Rs.1100/- for the full month of November, will be distributed in the first week of December). However, in cases where there is no full month of service (on account of Secondment/Exit, the prorated value will be paid as part of salary). Meal Coupon if not opted, the same will be paid as supplementary allowance.
2. Group Accident Insurance Policy for Self for a sum insured of **Rs. 25,00,000** per annum. Group Medical Insurance Policy for Self, Spouse and children for a sum insured of **Rs. 5,00,000** per annum. Voluntary Parental Group Medical Insurance Policy for a sum insured up to **Rs. 3,00,000** on payment of applicable premium by employee.
3. Leave Travel Allowance of **Rs 11,004** per annum is paid as per company policy, prorated for the previous financial year along with April salary of the following financial year.
4. ITC Products & Services - This scheme provides you an opportunity to avail and enjoy ITC's world class products and services, governed by the following policy. You are eligible to claim reimbursement towards the purchase upto **Rs. 1,250** per annum, prorated in case where there is no full year of service. The reimbursement amounts are based on assumption that you are availing the benefit upto the entitlement as per the policy. If you do not avail the benefit, the amount mentioned is non-encashable or not carried forward to the next financial year.
5. Gratuity - You will also be eligible for Gratuity as per the Payment of Gratuity Act.
6. Bonus - You are entitled to the indicated Bonus amount as per the Payment of Bonus Act or the STI amount as per the policy, whichever is higher. In case you have joined the Company during January - March, you will be eligible for STI from the following accounting year.

All payments will be made as per company's policy, applicable income tax and statutory deductions.



Annexure
Employee Consent Form

I DHANAVENDRA KUMAR PANDEY, confirm that I am voluntarily sharing my Personal Information with ITC Infotech India Limited ('ITC Infotech') for the following purposes:

- a. Validating my Curriculum Vitae and relating records including job application and conducting background verification checks and medical checks.
- b. Employee related action including record keeping, processing payroll, compensation and benefits, visa and work permits; and
- c. Any action required in the context of my employment with ITC Infotech.

I also agree and allow ITC Infotech to share my Personal Information to any third party/(s) or customers of ITC Infotech insofar as may be necessary or desirable in connection with my employment.

I agree to regularly update my Personal Information made available to ITC Infotech and confirm to the accuracy and correctness of the Personal Information furnished by me.

I have read and understood the definition of "Personal Information" as detailed in the Exhibit to this Annexure. For the purposes of this Consent Form, I understand that Personal Information shall include sensitive personal data or information detailed in the Exhibit to this Annexure.

SIGNATURE: _____

DATE: _____



Exhibit to Annexure

Definitions of “Personal Information” and “Sensitive Personal Data or Information” as contained in the Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules 2011, are as follows:

"Personal information" means any information that relates to a natural person, which, either directly or indirectly, in combination with other information available or likely to be available with a body corporate, is capable of identifying such person.

“Sensitive personal data or information” of a person means such personal information which consists of information relating to; —

- i. password.
- ii. financial information such as Bank account or credit card or debit card or other payment instrument details.
- iii. physical, physiological and mental health condition.
- iv. sexual orientation.
- v. medical records and history.
- vi. Biometric information.
- vii. any detail relating to the above clauses as provided to body corporate for providing service; and
- viii. any of the information received under above clauses by body corporate for processing, stored or processed under lawful contract or otherwise:

PROVIDED that, any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of these rules.



ACC Cement



- 99+
- Compose
- Mail
- Inbox 4,790
- Starred
- Snoozed
- Sent
- Drafts 203
- More

Labels

- General Aeronautics - 2...
- Training Proposals 2021 ...
- More

Shortlisted Candidate for Customer Service Executives profile External



M Elan Thendral <MURUGU.THENDRAL@adani.com>
to me, Pradeep, Venkatraj

Dear Sir,
Greetings from Adani Cement,

As discussed, Following candidates have shortlisted for Customer Service Executives profile

1. Sudeep JT
2. Sureshkumar Choudhary
3. Lingeshwaran A
4. Prajwal AH
5. Bharath Yadav J

Regards,

M. Elan Thendral
 Regional Technical Service Manger - South Karnataka,
 ACC Limited,
 The Estate, 003 A, 121
 Ground Floor, Dickenson Road,
 Bangalore - 560042
 Mob: +91 9500947214
murugu.thendral@adani.com



Date: 23-May-2024

Name – HARSHITHAV

Bangalore

Dear **HARSHITHA**

V,

Sub: Offer Letter

We are pleased to offer you the position of **Applications Systems Engineer** at Alshaya Outsourcing Company India Pvt. Ltd. located at Bangalore, India.

The starting date of your employment will be not later than **22-Aug-24** failing which this Offer Letter will be null & void.

The details of your compensation package along with the other terms of your employment are as follows:

Your annual gross package (before taxes & PF) will be INR **6,00,000** (Six lakh Rupees) as stated in Annexure 1.

You will be entitled to participate in the Company's annual discretionary Incentive Scheme and may receive a maximum incentive of up to **17.5%** of your gross salary.

You will be expected to follow the Employee Guidelines as laid down and modified from time to time by the Management. This offer of appointment is subject to positive feedback on your reference & conditional upon successful background check. Also, you may be required to undergo Medical and psychometric tests. If any information given by you is later found to be untrue then your employment will be terminated with no liability for the company.

You will be on probation for a period of Six months from the date of employment. Based on your performance & conduct during the probation period, the management, at its discretion may confirm your services or extend the probation period. Your appointment is subject to successful completion of training and Probationary Period which itself is subject to termination during any stage, by either party, upon one month notice in writing, or by payment in lieu of notice.

Your working hours will be 5 shifts of 9 hours across any 7 days. However, we reserve the right to change these hours depending on the needs of the business.

The notice period for a confirmed employee, at the time of resignation/termination, for either party will be **2 Months** or salary in lieu of it.

We are looking forward working with you.

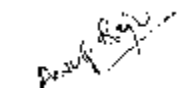
Kindly sign and return one copy of the Offer Letter for our records.

Thanking you,

Yours sincerely,

For Alshaya Outsourcing Company India Pvt. Ltd

Accepted



Recruitment Manager

Candidate Signature

Compensation Structure

Candidate Name : HARSHITHA V	
Group : Application Services	
Position Title : Applications Systems Engineer	
Annual Compensation	
Components	INR
Basic Salary	2,40,000
House Rent Allowance	98,000
Other Allowance	2,64,000
A - Gross Salary	6,00,000
B - Annual Incentive (Annual Incentive will be paid as per Incentive Guidelines)	105,000
C - PF Employer's Contribution	28,800
D - Gratuity (payable as per The Payment of Gratuity Act)	11,539
Total - (A+B+C+D)	7,45,339

Benefits	
Medical insurance - Employee and family	INR 3,00,000
Supplementary Transport Allowance (You can choose the transport service or the allowance)	INR 18,000

“On Opting for LTA as part of IT declaration, Other allowance will be split as per your eligibility (Refer Guidelines on Leave Travel Allowance)”

Date: 23-May-2024

Name – AKANKSHA

Bangalore

Dear AKANKSHA ,

Sub: Offer Letter

We are pleased to offer you the position of **Applications Systems Engineer** at Alshaya Outsourcing Company India Pvt. Ltd. located at Bangalore, India.

The starting date of your employment will be not later than **22-Aug-24** failing which this Offer Letter will be null & void.

The details of your compensation package along with the other terms of your employment are as follows:

Your annual gross package (before taxes & PF) will be INR **6,00,000** (Six lakh Rupees) as stated in Annexure 1.

You will be entitled to participate in the Company's annual discretionary Incentive Scheme and may receive a maximum incentive of up to **17.5%** of your gross salary.

You will be expected to follow the Employee Guidelines as laid down and modified from time to time by the Management. This offer of appointment is subject to positive feedback on your reference & conditional upon successful background check. Also, you may be required to undergo Medical and psychometric tests. If any information given by you is later found to be untrue then your employment will be terminated with no liability for the company.

You will be on probation for a period of Six months from the date of employment. Based on your performance & conduct during the probation period, the management, at its discretion may confirm your services or extend the probation period. Your appointment is subject to successful completion of training and Probationary Period which itself is subject to termination during any stage, by either party, upon one month notice in writing, or by payment in lieu of notice.

Your working hours will be 5 shifts of 9 hours across any 7 days. However, we reserve the right to change these hours depending on the needs of the business.

The notice period for a confirmed employee, at the time of resignation/termination, for either party will be **2 Months** or salary in lieu of it.

We are looking forward working with you.

Kindly sign and return one copy of the Offer Letter for our records.

Thanking you,

Yours sincerely,

For Alshaya Outsourcing Company India Pvt. Ltd

Accepted


Recruitment Manager

Candidate Signature

Compensation Structure

Candidate Name : AKANKSHA	
Group : Application Services	
Position Title : Applications Systems Engineer	
Annual Compensation	
Components	INR
Basic Salary	2,40,000
House Rent Allowance	98,000
Other Allowance	2,64,000
A - Gross Salary	6,00,000
B - Annual Incentive (Annual Incentive will be paid as per Incentive Guidelines)	105,000
C - PF Employer's Contribution	28,800
D - Gratuity (payable as per The Payment of Gratuity Act)	11,539
Total - (A+B+C+D)	7,45,339

Benefits	
Medical insurance - Employee and family	INR 3,00,000
Supplementary Transport Allowance (You can choose the transport service or the allowance)	INR 18,000

“On Opting for LTA as part of IT declaration, Other allowance will be split as per your eligibility (Refer Guidelines on Leave Travel Allowance)”

Date: 23-May-2024

Name – MOHAMMED

DANISH SUHAIL

Bangalore

Dear **Mohammed**,

Sub: Offer Letter

We are pleased to offer you the position of **Applications Systems Engineer** at Alshaya Outsourcing Company India Pvt. Ltd. located at Bangalore, India.

The starting date of your employment will be not later than **22-Aug-24** failing which this Offer Letter will be null & void.

The details of your compensation package along with the other terms of your employment are as follows:

Your annual gross package (before taxes & PF) will be INR **6,00,000** (Six lakh Rupees) as stated in Annexure 1.

You will be entitled to participate in the Company's annual discretionary Incentive Scheme and may receive a maximum incentive of up to **17.5%** of your gross salary.

You will be expected to follow the Employee Guidelines as laid down and modified from time to time by the Management. This offer of appointment is subject to positive feedback on your reference & conditional upon successful background check. Also, you may be required to undergo Medical and psychometric tests. If any information given by you is later found to be untrue then your employment will be terminated with no liability for the company.

You will be on probation for a period of Six months from the date of employment. Based on your performance & conduct during the probation period, the management, at its discretion may confirm your services or extend the probation period. Your appointment is subject to successful completion of training and Probationary Period which itself is subject to termination during any stage, by either party, upon one month notice in writing, or by payment in lieu of notice.

Your working hours will be 5 shifts of 9 hours across any 7 days. However, we reserve the right to change these hours depending on the needs of the business.

The notice period for a confirmed employee, at the time of resignation/termination, for either party will be **2 Months** or salary in lieu of it.

We are looking forward working with you.

Kindly sign and return one copy of the Offer Letter for our records.

Thanking you,

Yours sincerely,

For Alshaya Outsourcing Company India Pvt. Ltd

Accepted



Recruitment Manager

Candidate Signature

Compensation Structure

Candidate Name : MOHAMMED DANISH SUHAIL	
Group : Application Services	
Position Title : Applications Systems Engineer	
Annual Compensation	
Components	INR
Basic Salary	2,40,000
House Rent Allowance	98,000
Other Allowance	2,64,000
A - Gross Salary	6,00,000
B - Annual Incentive (Annual Incentive will be paid as per Incentive Guidelines)	105,000
C - PF Employer's Contribution	28,800
D - Gratuity (payable as per The Payment of Gratuity Act)	11,539
Total - (A+B+C+D)	7,45,339

Benefits	
Medical insurance - Employee and family	INR 3,00,000
Supplementary Transport Allowance (You can choose the transport service or the allowance)	INR 18,000

“On Opting for LTA as part of IT declaration, Other allowance will be split as per your eligibility (Refer Guidelines on Leave Travel Allowance)”

Date: 23-May-2024

Name – SUPRITHA M

Bangalore

Dear Supritha,

Sub: Offer Letter

We are pleased to offer you the position of **Applications Systems Engineer** at Alshaya Outsourcing Company India Pvt. Ltd. located at Bangalore, India.

The starting date of your employment will be not later than **22-Aug-24** failing which this Offer Letter will be null & void.

The details of your compensation package along with the other terms of your employment are as follows:

Your annual gross package (before taxes & PF) will be INR **6,00,000** (Six lakh Rupees) as stated in Annexure 1.

You will be entitled to participate in the Company's annual discretionary Incentive Scheme and may receive a maximum incentive of up to **17.5%** of your gross salary.

You will be expected to follow the Employee Guidelines as laid down and modified from time to time by the Management. This offer of appointment is subject to positive feedback on your reference & conditional upon successful background check. Also, you may be required to undergo Medical and psychometric tests. If any information given by you is later found to be untrue then your employment will be terminated with no liability for the company.

You will be on probation for a period of Six months from the date of employment. Based on your performance & conduct during the probation period, the management, at its discretion may confirm your services or extend the probation period. Your appointment is subject to successful completion of training and Probationary Period which itself is subject to termination during any stage, by either party, upon one month notice in writing, or by payment in lieu of notice.

Your working hours will be 5 shifts of 9 hours across any 7 days. However, we reserve the right to change these hours depending on the needs of the business.

The notice period for a confirmed employee, at the time of resignation/termination, for either party will be **2 Months** or salary in lieu of it.

We are looking forward working with you.

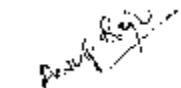
Kindly sign and return one copy of the Offer Letter for our records.

Thanking you,

Yours sincerely,

For Alshaya Outsourcing Company India Pvt. Ltd

Accepted



Recruitment Manager

Candidate Signature

Compensation Structure

Candidate Name : SUPRITHA M	
Group : Application Services	
Position Title : Applications Systems Engineer	
Annual Compensation	
Components	INR
Basic Salary	2,40,000
House Rent Allowance	98,000
Other Allowance	2,64,000
A - Gross Salary	6,00,000
B - Annual Incentive (Annual Incentive will be paid as per Incentive Guidelines)	105,000
C - PF Employer's Contribution	28,800
D - Gratuity (payable as per The Payment of Gratuity Act)	11,539
Total - (A+B+C+D)	7,45,339

Benefits	
Medical insurance - Employee and family	INR 3,00,000
Supplementary Transport Allowance (You can choose the transport service or the allowance)	INR 18,000

“On Opting for LTA as part of IT declaration, Other allowance will be split as per your eligibility (Refer Guidelines on Leave Travel Allowance)”

Date: 23-May-2024

Name – HARISHA.J

Bangalore

Dear HARISHA.J,

Sub: Offer Letter

We are pleased to offer you the position of **Applications Systems Engineer** at Alshaya Outsourcing Company India Pvt. Ltd. located at Bangalore, India.

The starting date of your employment will be not later than **22-Aug-24** failing which this Offer Letter will be null & void.

The details of your compensation package along with the other terms of your employment are as follows:

Your annual gross package (before taxes & PF) will be INR **6,00,000** (Six lakh Rupees) as stated in Annexure 1.

You will be entitled to participate in the Company's annual discretionary Incentive Scheme and may receive a maximum incentive of up to **17.5%** of your gross salary.

You will be expected to follow the Employee Guidelines as laid down and modified from time to time by the Management. This offer of appointment is subject to positive feedback on your reference & conditional upon successful background check. Also, you may be required to undergo Medical and psychometric tests. If any information given by you is later found to be untrue then your employment will be terminated with no liability for the company.

You will be on probation for a period of Six months from the date of employment. Based on your performance & conduct during the probation period, the management, at its discretion may confirm your services or extend the probation period. Your appointment is subject to successful completion of training and Probationary Period which itself is subject to termination during any stage, by either party, upon one month notice in writing, or by payment in lieu of notice.

Your working hours will be 5 shifts of 9 hours across any 7 days. However, we reserve the right to change these hours depending on the needs of the business.

The notice period for a confirmed employee, at the time of resignation/termination, for either party will be **2 Months** or salary in lieu of it.

We are looking forward working with you.

Kindly sign and return one copy of the Offer Letter for our records.

Thanking you,

Yours sincerely,

For Alshaya Outsourcing Company India Pvt. Ltd

Accepted


Recruitment Manager

Candidate Signature

Compensation Structure

Candidate Name : HARISHA.J	
Group : Application Services	
Position Title : Applications Systems Engineer	
Annual Compensation	
Components	INR
Basic Salary	2,40,000
House Rent Allowance	98,000
Other Allowance	2,64,000
A - Gross Salary	6,00,000
B - Annual Incentive (Annual Incentive will be paid as per Incentive Guidelines)	105,000
C - PF Employer's Contribution	28,800
D - Gratuity (payable as per The Payment of Gratuity Act)	11,539
Total - (A+B+C+D)	7,45,339

Benefits	
Medical insurance - Employee and family	INR 3,00,000
Supplementary Transport Allowance (You can choose the transport service or the allowance)	INR 18,000

“On Opting for LTA as part of IT declaration, Other allowance will be split as per your eligibility (Refer Guidelines on Leave Travel Allowance)”

Date: 23-May-2024

Name – DEEPA

DEVARAJ

NAGATHAN

Bangalore

Dear **DEEPA**,

Sub: Offer Letter

We are pleased to offer you the position of **Applications Systems Engineer** at Alshaya Outsourcing Company India Pvt. Ltd. located at Bangalore, India.

The starting date of your employment will be not later than **22-Aug-24** failing which this Offer Letter will be null & void.

The details of your compensation package along with the other terms of your employment are as follows:

Your annual gross package (before taxes & PF) will be INR **6,00,000** (Six lakh Rupees) as stated in Annexure 1.

You will be entitled to participate in the Company's annual discretionary Incentive Scheme and may receive a maximum incentive of up to **17.5%** of your gross salary.

You will be expected to follow the Employee Guidelines as laid down and modified from time to time by the Management. This offer of appointment is subject to positive feedback on your reference & conditional upon successful background check. Also, you may be required to undergo Medical and psychometric tests. If any information given by you is later found to be untrue then your employment will be terminated with no liability for the company.

You will be on probation for a period of Six months from the date of employment. Based on your performance & conduct during the probation period, the management, at its discretion may confirm your services or extend the probation period. Your appointment is subject to successful completion of training and Probationary Period which itself is subject to termination during any stage, by either party, upon one month notice in writing, or by payment in lieu of notice.

Your working hours will be 5 shifts of 9 hours across any 7 days. However, we reserve the right to change these hours depending on the needs of the business.

The notice period for a confirmed employee, at the time of resignation/termination, for either party will be **2 Months** or salary in lieu of it.

We are looking forward working with you.

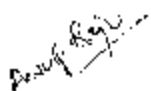
Kindly sign and return one copy of the Offer Letter for our records.

Thanking you,

Yours sincerely,

For Alshaya Outsourcing Company India Pvt. Ltd

Accepted



Recruitment Manager

Candidate Signature

Compensation Structure

Candidate Name : HARSHITHA V	
Group : Application Services	
Position Title : Applications Systems Engineer	
Annual Compensation	
Components	INR
Basic Salary	2,40,000
House Rent Allowance	98,000
Other Allowance	2,64,000
A - Gross Salary	6,00,000
B - Annual Incentive (Annual Incentive will be paid as per Incentive Guidelines)	105,000
C - PF Employer's Contribution	28,800
D - Gratuity (payable as per The Payment of Gratuity Act)	11,539
Total - (A+B+C+D)	7,45,339

Benefits	
Medical insurance - Employee and family	INR 3,00,000
Supplementary Transport Allowance (You can choose the transport service or the allowance)	INR 18,000

“On Opting for LTA as part of IT declaration, Other allowance will be split as per your eligibility (Refer Guidelines on Leave Travel Allowance)”



Q Amazon



- 99+
- Compose
- Mail
- Inbox 4,672
- Starred
- Snoozed
- Sent
- Drafts 167
- More

Labels

- General Aeronautics - 2...
- Training Proposals 2021 ...
- More

LMAQ Campus 2024 BLR - Final Selects

Inbox x



B R, Aiyappa

to

Dear Placement Officers,

Thank you for your support in completing the campus interviews.

Candidates mentioned below are the final selects who have been shortlisted from the drive.

Candidate Name	Email ID	Mobile
Tarun Parvathappa	tarunparvathappa@gmail.com	7259230755
Shraddha Rani	shraddharani13@gmail.com	7903843904
Abhinav Kumar Singh	abhinavkscse2024@gmail.com	7870122283
Sakshi Nahar	sakshinahar225@gmail.com	9845006185
Mehul Dewan	mehul.work.17@gmail.com	7217811453
Abhishek Saurav	abhisheksauravcse2024@gmail.com	9973259426
Sanju Verma	sanjuverma1331@gmail.com	8235395186
Supradha N	supradhanbt2024@gmail.com	7618746867
Adithyan Chandroth	21bbna03@kristujayanti.com	9656622083
Devansh Agrawal	devanshagrawal202112@gmail.com	8319148568
Aksa Angel Thomas	aksaangel03@gmail.com	7559846363
Aryaman Kushalappa M S	dultim8kush@gmail.com	9980636826
Meharunissa	meharunissacse2024@gmail.com	8050318964
Rai Mukesh Kumar Udeshi	raiudeshi27@gmail.com	8141622924



Q Axix Mutual Fund Axix Mutual Fund



- 99+
- Compose
- Mail
- Inbox 4,643
- Starred
- Snooked
- Sent
- Drafts 160
- More

Labels

- General Aeronautics - 2...
- Training Proposals 2021 ...
- More



Anns Mariya Charlin

to me, Subrat

Hi Bheemeswara,

Greetings of the day!

Congratulations to the students listed below on their successful selection in the Axis Mutual Fund placement drive orga

Candidate Name	Email id	College Name
Poojashree S	Poojashreemba2024@gmail.com	The Oxford College of Engineering
Nishanthi.M	NishanthiMBA2024@gmail.com	The Oxford College of Engineering

Kindly notify these students, and we will provide guidance on the upcoming processes shortly.

If you need any further information, please feel free to reach out to me.

--
 Warm Regards,
 Anns Mariya Charlin
 Talent Acquisition Strategist
 People Labs Pvt. Ltd.
 (Contact Number: 9968335255)

- [Thank you for the information.](#)
- [Thank you so much for the great news!](#)
- [Thanks for the mail](#)

- [Reply](#)
- [Reply all](#)
- [Forward](#)

APPOINTMENT LETTER

Dear **Keerthi B T**,

We are pleased to offer you the position of **Junior Software Engineer** with brigosha Technologies Private Ltd from your campus during the Campus Recruitment Programme FY 2023-24.

Following are the brief details of your joining:

Place of Reporting: Bengaluru

Place of Joining: To be confirmed after training

CTC Offered: INR 450,000

Minimum Commitment: 3 years

We request you to bring the following original documents with you for verification purposes at the time of joining:

- Certificates of your educational qualification (Academic Certificates and Mark sheets - 10th, 12th and semester wise mark sheets with Degree & PG convocation certificates),
- Blood group details,
- Copy of passport and PAN Card,
- Proof of age,
- Proof of permanent address,
- 5 Passport Size Photos
- Aadhar Card (**Mandatory**)

Your Offer is subject to producing your final semester marksheet and provisional degree certificate by the end of July 2023.

A warm welcome to the Brigosha Family!!

Sanjeeta Kanungo



For Brigosha Technologies Private Limited

Request you to give us your confirmation regarding your acceptance of our offer by returning a signed copy of this offer to us as an acknowledgement.

Name: _____

Date: _____

Signature: _____

Salary Break Up

Salary Breakup		
Name	Keerthi B T	
Designation	Junior Software Engineer	
CTC per annum	450,000	
Employee ID	*****	
Fixed CTC		
Monthly Components	Monthly Salary	Annual Salary
Basic	15,000	180,000
House Rent allowance	7,500	90,000
Special Allowance	3,879	46,542
Sodexo food coupons	0	0
Conveyance Allowance	1,600	19,200
Medical allowance	1,250	15,000
Food Allowance (1*)	2,000	24,000
Total Monthly Salary (A)	31,229	374,742
Annual Components		
Leave Travel Allowance (B)	0	0
Total Gross Salary (A+B)	31,229	374,742
Associate Benefits		
Group Insurance	167	2,000
Associate Engagement Benefits (2*)	583	7,000
Total Benefits (C)	750	9,000
Retiral Benefit		
Provident Fund	1,800	21,600
Gratuity	722	8,658

Total Retiral Benefit(D)	2,522	30,258
Total Fixed Pay (A+B+C+D)	34,500	414,000
Retention Bonus		
Performance Pay-8% of CTC	3,000	36,000
Total Variable Payable (E)	3,000	36,000
Fixed Cost to Company (A+B+C+D+E)	37,500	450,000
Over Fixed CTC		
Rewards		
Quarterly Rewards (3*)		8,000
Annual Rewards (4*)		20,000
Total Rewards (F)	0	28,000
Total Potential Earning (A+B+C+D+E+F)	39,833	478,000
Associates Security Program***		
Disbursement	$[(\text{Basic} + \text{HRA})/2]$	$[(\text{Basic} + \text{HRA}) * 6]$
Total Disbursement	$[(\text{Basic} + \text{HRA})/2]$	$[(\text{Basic} + \text{HRA}) * 6]$



APPOINTMENT LETTER

Dear **IMPAN K G**,

We are pleased to offer you the position of **Junior Software Engineer** with brigosha Technologies Private Ltd from your campus during the Campus Recruitment Programme FY 2023-24.

Following are the brief details of your joining:

Place of Reporting: Bengaluru

Place of Joining: To be confirmed after training

CTC Offered: INR 450,000

Minimum Commitment: 3 years

We request you to bring the following original documents with you for verification purposes at the time of joining:

- Certificates of your educational qualification (Academic Certificates and Mark sheets - 10th, 12th and semester wise mark sheets with Degree & PG convocation certificates),
- Blood group details,
- Copy of passport and PAN Card,
- Proof of age,
- Proof of permanent address,
- 5 Passport Size Photos
- Aadhar Card (**Mandatory**)

Your Offer is subject to producing your final semester marksheet and provisional degree certificate by the end of July 2023.

A warm welcome to the Brigosha Family!!

Sanjeeta Kanungo



For Brigosha Technologies Private Limited

Request you to give us your confirmation regarding your acceptance of our offer by returning a signed copy of this offer to us as an acknowledgement.

Name: _____

Date: _____

Signature: _____

Salary Break Up

Salary Breakup		
Name	IMPAN K G	
Designation	Junior Software Engineer	
CTC per annum	450,000	
Employee ID	*****	
Fixed CTC		
Monthly Components	Monthly Salary	Annual Salary
Basic	15,000	180,000
House Rent allowance	7,500	90,000
Special Allowance	3,879	46,542
Sodexo food coupons	0	0
Conveyance Allowance	1,600	19,200
Medical allowance	1,250	15,000
Food Allowance (1*)	2,000	24,000
Total Monthly Salary (A)	31,229	374,742
Annual Components		
Leave Travel Allowance (B)	0	0
Total Gross Salary (A+B)	31,229	374,742
Associate Benefits		
Group Insurance	167	2,000
Associate Engagement Benefits (2*)	583	7,000
Total Benefits (C)	750	9,000
Retiral Benefit		
Provident Fund	1,800	21,600
Gratuity	722	8,658

Total Retiral Benefit(D)	2,522	30,258
Total Fixed Pay (A+B+C+D)	34,500	414,000
Retention Bonus		
Performance Pay-8% of CTC	3,000	36,000
Total Variable Payable (E)	3,000	36,000
Fixed Cost to Company (A+B+C+D+E)	37,500	450,000
Over Fixed CTC		
Rewards		
Quarterly Rewards (3*)		8,000
Annual Rewards (4*)		20,000
Total Rewards (F)	0	28,000
Total Potential Earning (A+B+C+D+E+F)	39,833	478,000
Associates Security Program***		
Disbursement	[(Basic + HRA)/2]	[(Basic + HRA)*6]
Total Disbursement	[(Basic + HRA)/2]	[(Basic + HRA)*6]





Byjus Internship IS profile Byjus 2024 - Oxford - Result

3 messages

Byjus Campus <campus@byjus.com>

Mon, Jan 8, 2024 at 10:24 AM

To: "The Oxford Educational Institutions ." <hodplacements@theoxford.edu>

Greetings from Byjus

Below mentioned is the result of the recruitment drive at your college:

Total number of students selected for the Internship: **30**

Full Name as per Aadhar	Registered Email ID	Candidate's Registered Mobile number (10 digit only, do not add +91, or 0)	Offer acceptance
Raghav Agarwal	raghavagrwal08@gmail.com	8197281621	
Neha Farheen	nehafarheen54@gmail.com	9916486274	
Tarun S	tarunsece2024@gmail.com	7892651928	
Sumeet kour	sumitkaur1445@gmail.com	8491954758	
Pooja V	poojavenkatesh179@gmail.com	9731261308	
Mounashree S	mounapr31@gmail.com	9513793799	
Sandeep.s	callsandeep.s@gmail.com	8660212737	
Shreya N U	shreyanuece2024@gmail.com	9019749568	
AISHWARYA V	aishwaryavcse2024@gmail.com	6364173365	
Darshan S	darshanshivakumar809@gmail.com	8431806463	
Akash Gowda M Patil	akashgowdamba2024@gmail.com	7676929832	
Gowthami R	gowthugowda04@gmail.com	7411515905	
Darshan Mahesh gowdar	darshangowdamba2024@gmail.com	7019859435	
Kaviarasu T	kavikaviarasu2001@gmail.com	7604966879	
Shantamalla Bhakre	shantamallabhakrebt2024@gmail.com	8904115878	
Sneha v	snehatoce@gmail.com	8296368118	
Spoorthy K	spoorthykumar26@gmail.com	8088069939	
Rashmi K	rashmikcse2024@gmail.com	7892945599	
KANNAN	kannan35913@gmail.com	8073113436	
Karthik C M	karthikmba2024@gmail.com	9141171236	
Maruthi Prasad H H	Maruthiprasad716@gmail.com	7204884036	
BASKAR B	baskarmba2024@gmail.com	7598615772	
Vinod Kumar S	vinodkumarmba2024@gmail.com	6361344361	
Nithin D Gani	Nithindganimba2024@gmail.com	6362222965	
Anand N	anandshetty734@gmail.com	9108259656	
Siddarath s j	Siddarthnaidumt2024@gmail.com	9108097112	
Mohan L	mohanlmba2024@gmail.com	9353771865	
NIKHIL R	nikhilmte2024@gmail.com	8495021721	
Niveditha L	nivedithatoce2001@gmail.com	6360973248	
Sirisha V	sirisha9972@gmail.com	7411677495	

I would appreciate your reply with the acceptance of the role.

Kindly revert in case of any queries.

Thanks & Regards

Parikshit Kochhar

Sr. Manager, Staffing

M +91 8586900187
E parikshit.kochhar@byjus.com



On Wed, Jan 3, 2024 at 3:36 PM Byjus Campus <campus@byjus.com> wrote: Greetings of the day.

Dear Mr Bheemeswara Reddy V,

As discussed and agreed the recruitment drive will be conducted on the 5th of January at the college.

Process flow	Oxford
Date of ON-Campus Process	5th January 2024
Students Report Time	8:30 AM
Round 1 Grouping	20 candidates/GD group

Round 1 (GD) Start Time	9:30 AM
Prerequisite for Round 1	A hall/room with a 'U' shape chair arrangement for the Group Discussion, Ensure all the students are batched in groups of 20
Prerequisite for Pre-placement talk	A hall/room with access to a laptop and projector
Prerequisite for Round 2	A room with access to wifi and a power plug
T&L POC Name	Mithun
T&L POC Number	9008859460

If you have any questions or need clarification, please do not hesitate to contact me.

Thanks and Regards

Parikshit Kochhar

Sr. Manager, Staffing

M +91 8586900187
E parikshit.kochhar@byjus.com



On Sat, Dec 16, 2023 at 3:40 PM Byjus Campus <campus@byjus.com> wrote:
Dear Mr Bheemeswara Reddy V,

I hope this message finds you well! As per our earlier discussion, we at Byjus are starting recruitment for the 2024 batch for an internship program.

Please find attached the job description and the format (Excel Sheet) in which we would like you to provide us with the information of the interested students. We kindly request you to share the job description with the students as soon as possible and send us the information of the interested students by the 19th of December.

If you have any questions or need clarification, please do not hesitate to contact me.

Thanks & Regards

Parikshit Kochhar

Sr. Manager, Staffing

M +91 8586900187
E parikshit.kochhar@byjus.com



Please consider the environment before printing this mail

The information contained in this e-mail is private & confidential and may also be legally privileged. If you are not the intended recipient of this mail, please notify us, preferably by e-mail; and do not read, copy or disclose the contents of this message to anyone. Whilst we have taken reasonable precautions to ensure that any attachment to this e-mail has been swept for viruses, e-mail communications cannot be guaranteed to be secure or error free, as information can be corrupted, intercepted, lost or contain viruses. We do not accept liability for such matter or their consequences

The Oxford Educational Institutions . <hodplacements@theoxford.edu>
To: Byjus Campus <campus@byjus.com>

Wed, Jan 10, 2024 at 12:25 PM

Dear Sir,

Hereby sharing the Acceptance details of selected students below.

Kindly Consider.

Sl.No	Name of the Candidate	USN	Email ID	Whats app Number	Branch	Offer Acceptance
1	Shantamalla Bhakre	1OX20BT025	shantamallabhakrebt2024@gmail.com	8904115878	BT	Yes
2	Neha Farheen	1OX20CS086	nehafarheen54@gmail.com	9916486274	CSE	No
3	Rashmi K	1OX20CS103	rashmickse2024@gmail.com	7892945599	CSE	No
4	Sandeep.s	1OX20CS112	callsandeep.s@gmail.com	8660212737	CSE	No
5	AISHWARYA V	1OX20CS006	aishwaryavcse2024@gmail.com	6364173365	CSE	Yes
6	Gowthami R	1OX20CS046	gowthamicse2024@gmail.com	7411515905	CSE	Yes
7	Sneha v	1OX20CS124	snehatoc@gmail.com	8296368118	CSE	Yes
8	Spoorthy K	1OX20CS125	spoorthykumar26@gmail.com	8088069939	CSE	Yes
9	Raghav Agarwal	1OX20EC046	raghavagrawal08@gmail.com	8197281621	ECE	No
10	Tarun S	1OX20EC069	tarunsece2024@gmail.com	8892060622	ECE	No
11	Shreya N U	1OX20EC058	shreyanuece2024@gmail.com	9019749568	ECE	Yes
12	Mounashree S	1OX20EE011	mounapr31@gmail.com	9513793799	EEE	Yes
13	Pooja V	1OX20EE013	poojavenkatesh179@gmail.com	9731261308	EEE	Yes
14	Sumeet kour	1OX20EE021	sumitkaur1445@gmail.com	8491954758	EEE	Yes
15	Darshan S	1OX20IS024	darshanshivakumar809@gmail.com	8431806463	ISE	Yes
16	Akash Gowda M Patil	1OX22BA003	akashgowdamba2024@gmail.com	7676929832	MBA	Yes
17	Ananda N	1OX22BA060	anandshetty734@gmail.com	9108259656	MBA	Yes
18	BASKAR B	1OX22BA065	baskaramba2024@gmail.com	7598615772	MBA	Yes
19	Darshan Mahesh gowdar	1OX22BA010	darshangowdarmba2024@gmail.com	7019859435	MBA	Yes
20	KANNAN	1OX22BA016	kannan35913@gmail.com	8073113436	MBA	Yes
21	Karthik C M	1OX22BA017	karthikmba2024@gmail.com	9141171236	MBA	Yes
22	Kaviarasu T	1OX22BA082	kavikaviarasu2001@gmail.com	7604966879	MBA	Yes

23	Maruthi Prasad H H	1OX22BA023	MARUTHIPRASAD716@GMAIL.COM	7204884036	MBA	Yes
24	Mohan L	1OX22BA090	mohanlmba2024@gmail.com	9353771865	MBA	Yes
25	Nithin D Gani	1OX22BA028	nithindganimba2024@gmail.com	6362222965	MBA	Yes
26	Niveditha L	1OX22BA029	nivedithatoce2001@gmail.com	6360973248	MBA	Yes
27	Sirisha V	1OX22BA049	sirisha9972@gmail.com	7411677495	MBA	Yes
28	Vinod Kumar S	1OX22BA055	vinodkumarmba2024@gmail.com	6361344361	MBA	Yes
29	Nikhil R	1OX21MT413	nikhilmte2024@gmail.com	8495021721	Mechatronics	Yes
30	Siddarth Naidu	1OX21MT416	siddarthnaidumt2024@gmail.com	9108097112	Mechatronics	Yes

Thanks and Regards,



Dr. Bheemeswara Reddy V
Head | Corporate Relations,
The Oxford Educational Institutions

M: 9035806160
M: 9606083985
E: hodplacements@theoxford.edu

www.theoxford.edu

10th Milestone, Hosur Rd, Bommanahalli, Bengaluru, Karnataka 560068

"Coming together is a beginning. Keeping together is progress. Working together is success."
Henry Ford

On Mon, Jan 8, 2024 at 10:24 AM Byjus Campus <campus@byjus.com> wrote:

Greetings from Byjus

Below mentioned is the result of the recruitment drive at your college:

Total number of students selected for the Internship: **30**

Full Name as per Aadhar	Registered Email ID	Candidate's Registered Mobile number (10 digit only, do not add +91, or 0)	Offer acceptance
Raghav Agarwal	raghavagrawal08@gmail.com	8197281621	
Neha Farheen	nehafarheen54@gmail.com	9916486274	
Tarun S	tarunsece2024@gmail.com	7892651928	
Sumeet kour	sumitkaur1445@gmail.com	8491954758	
Pooja V	poojavenkatesh179@gmail.com	9731261308	
Mounashree S	mounapr31@gmail.com	9513793799	
Sandeep.s	callsandeep.s@gmail.com	8660212737	
Shreya N U	shreyanuece2024@gmail.com	9019749568	
AISHWARYA V	aishwaryavcse2024@gmail.com	6364173365	
Darshan S	darshanshivakumar809@gmail.com	8431806463	
Akash Gowda M Patil	akashgowdamba2024@gmail.com	7676929832	
Gowthami R	gowthugowda04@gmail.com	7411515905	
Darshan Mahesh gowdar	darshangowdarma2024@gmail.com	7019859435	
Kaviarasu T	kavikaviarasu2001@gmail.com	7604966879	
Shantamalla Bhakre	shantamallabhakrebt2024@gmail.com	8904115878	
Sneha v	snehatoc@gmail.com	8296368118	
Spoorthy K	spoorthykumar26@gmail.com	8088069939	
Rashmi K	rashmikcse2024@gmail.com	7892945599	
KANNAN	kannan35913@gmail.com	8073113436	
Karthik C M	karthikmba2024@gmail.com	9141171236	
Maruthi Prasad H H	Maruthiprasad716@gmail.com	7204884036	
BASKAR B	baskarmba2024@gmail.com	7598615772	
Vinod Kumar S	vinodkumarmba2024@gmail.com	6361344361	
Nithin D Gani	Nithindganimba2024@gmail.com	6362222965	
Anand N	anandshetty734@gmail.com	9108259656	
Siddarath s j	Siddarthnaidumt2024@gmail.com	9108097112	
Mohan L	mohanlmba2024@gmail.com	9353771865	
NIKHIL R	nikhilmte2024@gmail.com	8495021721	
Niveditha L	nivedithatoce2001@gmail.com	6360973248	
Sirisha V	sirisha9972@gmail.com	7411677495	

I would appreciate your reply with the acceptance of the role.

Kindly revert in case of any queries.

Thanks & Regards

Parikshit Kochhar

Sr. Manager, Staffing

M +91 8586900187
E parikshit.kochhar@byjus.com



On Wed, Jan 3, 2024 at 3:36 PM Byjus Campus <campus@byjus.com> wrote:
Greetings of the day.

Dear Mr Bheemeswara Reddy V,

As discussed and agreed the recruitment drive will be conducted on the 5th of January at the college.

Process flow	Oxford
Date of ON-Campus Process	5th January 2024
Students Report Time	8:30 AM
Round 1 Grouping	20 candidates/GD group
Round 1 (GD) Start Time	9:30 AM
Prerequisite for Round 1	A hall/room with a 'U' shape chair arrangement for the Group Discussion, Ensure all the students are batched in groups of 20
Prerequisite for Pre-placement talk	A hall/room with access to a laptop and projector
Prerequisite for Round 2	A room with access to wifi and a power plug
T&L POC Name	Mithun
T&L POC Number	9008859460

If you have any questions or need clarification, please do not hesitate to contact me.

Thanks and Regards

Parikshit Kochhar

Sr. Manager, Staffing

M +91 8586900187
E parikshit.kochhar@byjus.com



On Sat, Dec 16, 2023 at 3:40 PM Byjus Campus <campus@byjus.com> wrote:
Dear Mr Bheemeswara Reddy V,

I hope this message finds you well! As per our earlier discussion, we at Byjus are starting recruitment for the 2024 batch for an internship program.

Please find attached the job description and the format (Excel Sheet) in which we would like you to provide us with the information of the interested students. We kindly request you to share the job description with the students as soon as possible and send us the information of the interested students by the 19th of December.

If you have any questions or need clarification, please do not hesitate to contact me.

Thanks & Regards

Parikshit Kochhar

Sr. Manager, Staffing

M +91 8586900187
E parikshit.kochhar@byjus.com



Please consider the environment before printing this mail

The information contained in this e-mail is private & confidential and may also be legally privileged. If you are not the intended recipient of this mail, please notify us, preferably by e-mail; and do not read, copy or disclose the contents of this message to anyone. Whilst we have taken reasonable precautions to ensure that any attachment to this e-mail has been swept for viruses, e-mail communications cannot be guaranteed to be secure or error free, as information can be corrupted, intercepted, lost or contain viruses. We do not accept liability for such matter or their consequences

Byjus Campus <campus@byjus.com>
To: "The Oxford Educational Institutions ." <hodplacements@theoxford.edu>

Fri, Jan 19, 2024 at 6:31 PM

Dear Mr Bheemeswara Reddy V,

Would request you to kindly share the NOC for all the selected and offer-accepted students. maximum by tomorrow 20th January 12:00 PM

Kindly send the NOC to the following email id's:

onboarding@byjus.com
parikshit.kochhar@byjus.com
devashish@byju.com

Thanks & Regards

Parikshit Kochhar

On Wed, Jan 10, 2024 at 12:26 PM The Oxford Educational Institutions . <hodplacements@theoxford.edu> wrote:

Dear Sir,

Hereby sharing the Acceptance details of selected students below.

Kindly Consider.

Sl.No	Name of the Candidate	USN	Email ID	Whats app Number	Branch	Offer Acceptance
1	Shantamalla Bhakre	1OX20BT025	shantamallabhakrebt2024@gmail.com	8904115878	BT	Yes
2	Neha Farheen	1OX20CS086	nehafarheen54@gmail.com	9916486274	CSE	No
3	Rashmi K	1OX20CS103	rashmikcse2024@gmail.com	7892945599	CSE	No
4	Sandeep.s	1OX20CS112	callsandeep.s@gmail.com	8660212737	CSE	No
5	AISHWARYA V	1OX20CS006	aishwaryavcse2024@gmail.com	6364173365	CSE	Yes
6	Gowthami R	1OX20CS046	gowthamicse2024@gmail.com	7411515905	CSE	Yes
7	Sneha v	1OX20CS124	snehatoce@gmail.com	8296368118	CSE	Yes
8	Spoorthy K	1OX20CS125	spoorthykumar26@gmail.com	8088069939	CSE	Yes
9	Raghav Agarwal	1OX20EC046	raghavagrawal08@gmail.com	8197281621	ECE	No
10	Tarun S	1OX20EC069	tarunsece2024@gmail.com	8892060622	ECE	No
11	Shreya N U	1OX20EC058	shreyanuece2024@gmail.com	9019749568	ECE	Yes
12	Mounashree S	1OX20EE011	mounapr31@gmail.com	9513793799	EEE	Yes
13	Pooja V	1OX20EE013	poojavenkatesh179@gmail.com	9731261308	EEE	Yes
14	Sumeet kour	1OX20EE021	sumitkaur1445@gmail.com	8491954758	EEE	Yes
15	Darshan S	1OX20IS024	darshanshivakumar809@gmail.com	8431806463	ISE	Yes
16	Akash Gowda M Patil	1OX22BA003	akashgowdamba2024@gmail.com	7676929832	MBA	Yes
17	Ananda N	1OX22BA060	anandshetty734@gmail.com	9108259656	MBA	Yes
18	BASKAR B	1OX22BA065	baskaramba2024@gmail.com	7598615772	MBA	Yes
19	Darshan Mahesh gowdar	1OX22BA010	darshangowdarmba2024@gmail.com	7019859435	MBA	Yes
20	KANNAN	1OX22BA016	kannan35913@gmail.com	8073113436	MBA	Yes
21	Karthik C M	1OX22BA017	karthikmba2024@gmail.com	9141171236	MBA	Yes
22	Kaviarasu T	1OX22BA082	kavikaviarasu2001@gmail.com	7604966879	MBA	Yes
23	Maruthi Prasad H H	1OX22BA023	MARUTHIPRASAD716@GMAIL.COM	7204884036	MBA	Yes
24	Mohan L	1OX22BA090	mohanlmba2024@gmail.com	9353771865	MBA	Yes
25	Nithin D Gani	1OX22BA028	nithindganimba2024@gmail.com	6362222965	MBA	Yes
26	Niveditha L	1OX22BA029	nivedithatoce2001@gmail.com	6360973248	MBA	Yes
27	Sirisha V	1OX22BA049	sirisha9972@gmail.com	7411677495	MBA	Yes
28	Vinod Kumar S	1OX22BA055	vinodkumarmba2024@gmail.com	6361344361	MBA	Yes
29	Nikhil R	1OX21MT413	nikhilmt2024@gmail.com	8495021721	Mechatronics	Yes
30	Siddarth Naidu	1OX21MT416	siddarthnaidumt2024@gmail.com	9108097112	Mechatronics	Yes

Thanks and Regards,

Dr. Bheemeswara Reddy V

Head | Corporate Relations,

The Oxford Educational Institutions

M: 9035806160

M: 9606083985

E: hodplacements@theoxford.edu

www.theoxford.edu

10th Milestone, Hosur Rd, Bommanahalli, Bengaluru, Karnataka 560068

"Coming together is a beginning. Keeping together is progress. Working together is success."

Henry Ford

On Mon, Jan 8, 2024 at 10:24 AM Byjus Campus <campus@byjus.com> wrote:

Greetings from Byjus

Below mentioned is the result of the recruitment drive at your college:

Total number of students selected for the Internship: 30

Full Name as per Aadhar	Registered Email ID	Candidate's Registered Mobile number (10 digit only, do not add +91, or 0)	Offer acceptance
Raghav Agarwal	raghavagrawal08@gmail.com	8197281621	
Neha Farheen	nehafarheen54@gmail.com	9916486274	
Tarun S	tarunsece2024@gmail.com	7892651928	
Sumeet kour	sumitkaur1445@gmail.com	8491954758	
Pooja V	poojavenkatesh179@gmail.com	9731261308	
Mounashree S	mounapr31@gmail.com	9513793799	
Sandeep.s	callsandeep.s@gmail.com	8660212737	
Shreya N U	shreyanuece2024@gmail.com	9019749568	
AISHWARYA V	aishwaryavcse2024@gmail.com	6364173365	

Darshan S	darshanshivakumar809@gmail.com	8431806463
Akash Gowda M Patil	akashgowdamba2024@gmail.com	7676929832
Gowthami R	gowthugowda04@gmail.com	7411515905
Darshan Mahesh gowdar	darshangowdamba2024@gmail.com	7019859435
Kaviarasu T	kavikaviarasu2001@gmail.com	7604966879
Shantamalla Bhakre	shantamallabhakrebt2024@gmail.com	8904115878
Sneha v	snehatoce@gmail.com	8296368118
Spoorthy K	spoorthykumar26@gmail.com	8088069939
Rashmi K	rashmikcse2024@gmail.com	7892945599
KANNAN	kannan35913@gmail.com	8073113436
Karthik C M	karthikmba2024@gmail.com	9141171236
Maruthi Prasad H H	Maruthiprasad716@gmail.com	7204884036
BASKAR B	baskarmba2024@gmail.com	7598615772
Vinod Kumar S	vinodkumarmba2024@gmail.com	6361344361
Nithin D Gani	Nithindganimba2024@gmail.com	6362222965
Anand N	anandshetty734@gmail.com	9108259656
Siddarath s j	Siddarthauidmt2024@gmail.com	9108097112
Mohan L	mohanlmba2024@gmail.com	9353771865
NIKHIL R	nikhilmte2024@gmail.com	8495021721
Niveditha L	nivedithatoce2001@gmail.com	6360973248
Sirisha V	sirisha9972@gmail.com	7411677495

I would appreciate your reply with the acceptance of the role.

Kindly revert in case of any queries.

Thanks & Regards

Parikshit Kochhar

Sr. Manager, Staffing

M +91 8586900187
E parikshit.kochhar@byjus.com



On Wed, Jan 3, 2024 at 3:36 PM Byjus Campus <campus@byjus.com> wrote:
Greetings of the day.

Dear Mr Bheemeswara Reddy V,

As discussed and agreed the recruitment drive will be conducted on the 5th of January at the college.

Process flow	Oxford
Date of ON-Campus Process	5th January 2024
Students Report Time	8:30 AM
Round 1 Grouping	20 candidates/GD group
Round 1 (GD) Start Time	9:30 AM
Prerequisite for Round 1	A hall/room with a 'U' shape chair arrangement for the Group Discussion, Ensure all the students are batched in groups of 20
Prerequisite for Pre-placement talk	A hall/room with access to a laptop and projector
Prerequisite for Round 2	A room with access to wifi and a power plug
T&L POC Name	Mithun
T&L POC Number	9008859460

If you have any questions or need clarification, please do not hesitate to contact me.

Thanks and Regards

Parikshit Kochhar

Sr. Manager, Staffing

M +91 8586900187
E parikshit.kochhar@byjus.com



On Sat, Dec 16, 2023 at 3:40 PM Byjus Campus <campus@byjus.com> wrote:
Dear Mr Bheemeswara Reddy V,

I hope this message finds you well! As per our earlier discussion, we at Byjus are starting recruitment for the 2024 batch for an internship program.

Please find attached the job description and the format (Excel Sheet) in which we would like you to provide us with the information of the interested students. We kindly

request you to share the job description with the students as soon as possible and send us the information of the interested students by the 19th of December.

If you have any questions or need clarification, please do not hesitate to contact me.

Thanks & Regards

Parikshit Kochhar

Sr. Manager, Staffing

M +91 8586900187

E parikshit.kochhar@byjus.com



Please consider the environment before printing this mail

The information contained in this e-mail is private & confidential and may also be legally privileged. If you are not the intended recipient of this mail, please notify us, preferably by e-mail; and do not read, copy or disclose the contents of this message to anyone. Whilst we have taken reasonable precautions to ensure that any attachment to this e-mail has been swept for viruses, e-mail communications cannot be guaranteed to be secure or error free, as information can be corrupted, intercepted, lost or contain viruses. We do not accept liability for such matter or their consequences

Please consider the environment before printing this mail

The information contained in this e-mail is private & confidential and may also be legally privileged. If you are not the intended recipient of this mail, please notify us, preferably by e-mail; and do not read, copy or disclose the contents of this message to anyone. Whilst we have taken reasonable precautions to ensure that any attachment to this e-mail has been swept for viruses, e-mail communications cannot be guaranteed to be secure or error free, as information can be corrupted, intercepted, lost or contain viruses. We do not accept liability for such matter or their consequences



ceasefire



- 99+
- Compose
- Mail
- Inbox 4,643
- Starred
- Snoozed
- Sent
- Drafts 160
- More

Labels

- General Aeronautics - 2...
- Training Proposals 2021 ...
- More

Final Shortlisting with Ceasefire Industries External Inbox x

**hr@ceasefire.in**

to HODPLACEMENTS, ankita.rani, arnab, deepthi

Dear Sir/Mam,

Following students have been finally shortlisted for placement with Ceasefire:

Name	Course	Email	Mobile	UG Course	UG Percen
Amrutha S	PG	amruthassiddinakaivaidhya@gmail.com	8050018937 NA		0
Iqra akhtar banu	PG	Iqraakhtar181001@gmail.com	6364597236 NA		0
Niveditha L	PG	nivedithatoce2001@gmail.com	6360973248 NA		0
Pragathi H S	PG	pragathihsmba2024@gmail.com	7996962917 NA		0

Their offer will be released post internal discussions.

Thank you very much for all the support and cooperation extended to us during our visit.

With Best Regards

HR Team

Ceasefire Industries Private Limited.



INTERNSHIP OFFER LETTER FROM CINCOONI

Date: - 13-04-2024

College: - Oxford College of Engineering(Banglore)
Subject: - Offer letter for the Internship Program.

Dear Archana L,

We are pleased to offer you an internship position as a **Growth Executive in various departments of CINCOONI**, as mentioned in your email. The company's main priority will be your specific domain, and upon the end of the internship, you will receive a certificate in the specialization you have been chosen.

Your first day of joining will be on **20/04/2024**, and the internship will end on **20/06/2024**. In addition to the duties outlined in the interview, you will report to your **Manager of Business Growth**, and your mentor, **Vikas Vivek, for technical and syllabus-related help**.

Subject to your acceptance of the terms and conditions contained herein, your project and responsibilities during the Term will be determined by the supervisor assigned to you for the duration of the internship.

For daily roles and responsibilities, please follow the **domain description documents**.

Bear in mind that the internship program that we offer is one of the finest and highly recommended programs in the industry. Our company aims to provide its interns with the best internship experience and to have a holistic education. As an intern, you are not the company's employee; and therefore, will not receive health and compensation benefits. You understand that participating in the internship program is not an offer of employment.

You will be paid 10K /month, an amount direct link 5% of intern performance reward through his/her employee dashboard panel at the end of this internship program. During the internship, you will have access to the company's clients and confidential information. You will not share this information with anyone outside the company and not use it for your benefit. On the completion of the internship program, you will return the equipment, property, and all the documents of the company.

For the best performer company can offer **PPO (pre-placement offer)**, a CTC would be up to "Rs. 5-9 LPA-fixed" during the first 6 months of the probation period, and a Pay per Performance up to "Rs.3-6 LPA" variable pay applicable after 6 months of probation period. Further career growth will depend on candidates' performance and will be rewarded accordingly then. When students join the company, from that day to the internship end date, the company will share every assignment and attendance report with the college. If any students just join the company and do not complete any assignments, not attend company meetings, and do not work on the case study provided by the company, in that case, the company is not liable to pay any specific perks. The Company encourages a friendly environment and teamwork with professional conduct as mentioned in the reporting procedures. All questions and concerns should be directed through your immediate supervisor as well as the office administrator/HR.

If you have any questions, please feel free to reach out to us.

Congratulations on the internship!

Best Wishes,

Thanks & Regards,

Neha Sharma

Manager,HR

Neha Sharma



Note: - This is a computer-generated document. No signature is required.

INTERNSHIP OFFER LETTER FROM CINCOONI

Date: - 13-04-2024

College: - Oxford College of Engineering(Banglore)
Subject: - Offer letter for the Internship Program.

Dear Chethan k g,

We are pleased to offer you an internship position as a **Growth Executive in various departments of CINCOONI**, as mentioned in your email. The company's main priority will be your specific domain, and upon the end of the internship, you will receive a certificate in the specialization you have been chosen.

Your first day of joining will be on **20/04/2024, and the internship will end on 20/06/2024**. In addition to the duties outlined in the interview, you will report to your **Manager of Business Growth**, and your mentor, **Vikas Vivek, for technical and syllabus-related help**.

Subject to your acceptance of the terms and conditions contained herein, your project and responsibilities during the Term will be determined by the supervisor assigned to you for the duration of the internship.

For daily roles and responsibilities, please follow the **domain description documents**.

Bear in mind that the internship program that we offer is one of the finest and highly recommended programs in the industry. Our company aims to provide its interns with the best internship experience and to have a holistic education. As an intern, you are not the company's employee; and therefore, will not receive health and compensation benefits. You understand that participating in the internship program is not an offer of employment.

You will be paid 10K /month, an amount direct link 5% of intern performance reward through his/her employee dashboard panel at the end of this internship program. During the internship, you will have access to the company's clients and confidential information. You will not share this information with anyone outside the company and not use it for your benefit. On the completion of the internship program, you will return the equipment, property, and all the documents of the company.

For the best performer company can offer **PPO (pre-placement offer)**, a CTC would be up to "Rs. 5-9 LPA-fixed" during the first 6 months of the probation period, and a Pay per Performance up to "Rs.3-6 LPA" variable pay applicable after 6 months of probation period. Further career growth will depend on candidates' performance and will be rewarded accordingly then. When students join the company, from that day to the internship end date, the company will share every assignment and attendance report with the college. If any students just join the company and do not complete any assignments, not attend company meetings, and do not work on the case study provided by the company, in that case, the company is not liable to pay any specific perks. The Company encourages a friendly environment and teamwork with professional conduct as mentioned in the reporting procedures. All questions and concerns should be directed through your immediate supervisor as well as the office administrator/HR.

If you have any questions, please feel free to reach out to us.

Congratulations on the internship!

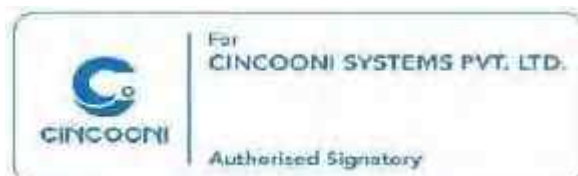
Best Wishes,

Thanks & Regards,

Neha Sharma

Manager,HR

Neha Sharma



Note: - This is a computer-generated document. No signature is required.

INTERNSHIP OFFER LETTER FROM CINCOONI

Date: - 13-04-2024

College: - Oxford College of Engineering(Banglore)
Subject: - Offer letter for the Internship Program.

Dear Priyanka kanaje,

We are pleased to offer you an internship position as a **Growth Executive in various departments of CINCOONI**, as mentioned in your email. The company's main priority will be your specific domain, and upon the end of the internship, you will receive a certificate in the specialization you have been chosen.

Your first day of joining will be on **20/04/2024**, and the internship will end on **20/06/2024**. In addition to the duties outlined in the interview, you will report to your **Manager of Business Growth**, and your mentor, **Vikas Vivek, for technical and syllabus-related help**.

Subject to your acceptance of the terms and conditions contained herein, your project and responsibilities during the Term will be determined by the supervisor assigned to you for the duration of the internship.

For daily roles and responsibilities, please follow the **domain description documents**.

Bear in mind that the internship program that we offer is one of the finest and highly recommended programs in the industry. Our company aims to provide its interns with the best internship experience and to have a holistic education. As an intern, you are not the company's employee; and therefore, will not receive health and compensation benefits. You understand that participating in the internship program is not an offer of employment.

You will be paid 10K /month, an amount direct link 5% of intern performance reward through his/her employee dashboard panel at the end of this internship program. During the internship, you will have access to the company's clients and confidential information. You will not share this information with anyone outside the company and not use it for your benefit. On the completion of the internship program, you will return the equipment, property, and all the documents of the company.

For the best performer company can offer **PPO (pre-placement offer)**, a CTC would be up to "Rs. 5-9 LPA-fixed" during the first 6 months of the probation period, and a Pay per Performance up to "Rs.3-6 LPA" variable pay applicable after 6 months of probation period. Further career growth will depend on candidates' performance and will be rewarded accordingly then. When students join the company, from that day to the internship end date, the company will share every assignment and attendance report with the college. If any students just join the company and do not complete any assignments, not attend company meetings, and do not work on the case study provided by the company, in that case, the company is not liable to pay any specific perks. The Company encourages a friendly environment and teamwork with professional conduct as mentioned in the reporting procedures. All questions and concerns should be directed through your immediate supervisor as well as the office administrator/HR.

If you have any questions, please feel free to reach out to us.

Congratulations on the internship!

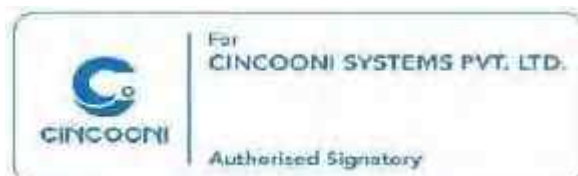
Best Wishes,

Thanks & Regards,

Neha Sharma

Manager,HR

Neha Sharma



Note: - This is a computer-generated document. No signature is required.

INTERNSHIP OFFER LETTER FROM CINCOONI

Date: - 13-04-2024

College: - Oxford College of Engineering(Banglore)
Subject: - Offer letter for the Internship Program.

Dear Sahana A,

We are pleased to offer you an internship position as a **Growth Executive in various departments of CINCOONI**, as mentioned in your email. The company's main priority will be your specific domain, and upon the end of the internship, you will receive a certificate in the specialization you have been chosen.

Your first day of joining will be on **20/04/2024, and the internship will end on 20/06/2024**. In addition to the duties outlined in the interview, you will report to your **Manager of Business Growth**, and your mentor, **Vikas Vivek, for technical and syllabus-related help**.

Subject to your acceptance of the terms and conditions contained herein, your project and responsibilities during the Term will be determined by the supervisor assigned to you for the duration of the internship.

For daily roles and responsibilities, please follow the **domain description documents**.

Bear in mind that the internship program that we offer is one of the finest and highly recommended programs in the industry. Our company aims to provide its interns with the best internship experience and to have a holistic education. As an intern, you are not the company's employee; and therefore, will not receive health and compensation benefits. You understand that participating in the internship program is not an offer of employment.

You will be paid 10K /month, an amount direct link 5% of intern performance reward through his/her employee dashboard panel at the end of this internship program. During the internship, you will have access to the company's clients and confidential information. You will not share this information with anyone outside the company and not use it for your benefit. On the completion of the internship program, you will return the equipment, property, and all the documents of the company.

For the best performer company can offer **PPO (pre-placement offer)**, a CTC would be up to "Rs. 5-9 LPA-fixed" during the first 6 months of the probation period, and a Pay per Performance up to "Rs.3-6 LPA" variable pay applicable after 6 months of probation period. Further career growth will depend on candidates' performance and will be rewarded accordingly then. When students join the company, from that day to the internship end date, the company will share every assignment and attendance report with the college. If any students just join the company and do not complete any assignments, not attend company meetings, and do not work on the case study provided by the company, in that case, the company is not liable to pay any specific perks. The Company encourages a friendly environment and teamwork with professional conduct as mentioned in the reporting procedures. All questions and concerns should be directed through your immediate supervisor as well as the office administrator/HR.

If you have any questions, please feel free to reach out to us.

Congratulations on the internship!

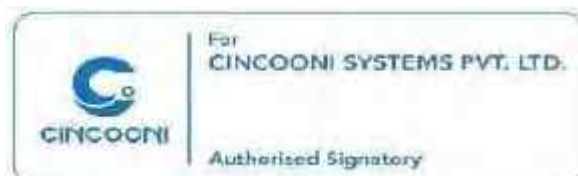
Best Wishes,

Thanks & Regards,

Neha Sharma

Manager,HR

Neha Sharma



Note: - This is a computer-generated document. No signature is required.

INTERNSHIP OFFER LETTER FROM CINCOONI

Date: - 13-04-2024

College: - Oxford College of Engineering(Banglore)
Subject: - Offer letter for the Internship Program.

Dear C Harathi,

We are pleased to offer you an internship position as a **Growth Executive in various departments of CINCOONI**, as mentioned in your email. The company's main priority will be your specific domain, and upon the end of the internship, you will receive a certificate in the specialization you have been chosen.

Your first day of joining will be on **20/04/2024, and the internship will end on 20/06/2024**. In addition to the duties outlined in the interview, you will report to your **Manager of Business Growth**, and your mentor, **Vikas Vivek, for technical and syllabus-related help**.

Subject to your acceptance of the terms and conditions contained herein, your project and responsibilities during the Term will be determined by the supervisor assigned to you for the duration of the internship.

For daily roles and responsibilities, please follow the **domain description documents**.

Bear in mind that the internship program that we offer is one of the finest and highly recommended programs in the industry. Our company aims to provide its interns with the best internship experience and to have a holistic education. As an intern, you are not the company's employee; and therefore, will not receive health and compensation benefits. You understand that participating in the internship program is not an offer of employment.

You will be paid 10K /month, an amount direct link 5% of intern performance reward through his/her employee dashboard panel at the end of this internship program. During the internship, you will have access to the company's clients and confidential information. You will not share this information with anyone outside the company and not use it for your benefit. On the completion of the internship program, you will return the equipment, property, and all the documents of the company.

For the best performer company can offer **PPO (pre-placement offer)**, a CTC would be up to "Rs. 5-9 LPA-fixed" during the first 6 months of the probation period, and a Pay per Performance up to "Rs.3-6 LPA" variable pay applicable after 6 months of probation period. Further career growth will depend on candidates' performance and will be rewarded accordingly then. When students join the company, from that day to the internship end date, the company will share every assignment and attendance report with the college. If any students just join the company and do not complete any assignments, not attend company meetings, and do not work on the case study provided by the company, in that case, the company is not liable to pay any specific perks. The Company encourages a friendly environment and teamwork with professional conduct as mentioned in the reporting procedures. All questions and concerns should be directed through your immediate supervisor as well as the office administrator/HR.

If you have any questions, please feel free to reach out to us.

Congratulations on the internship!

Best Wishes,

Thanks & Regards,

Neha Sharma

Manager,HR

Neha Sharma



Note: - This is a computer-generated document. No signature is required.

INTERNSHIP OFFER LETTER FROM CINCOONI

Date: - 13-04-2024

College: - Oxford College of Engineering(Banglore)
Subject: - Offer letter for the Internship Program.

Dear Girish K V,

We are pleased to offer you an internship position as a **Growth Executive in various departments of CINCOONI**, as mentioned in your email. The company's main priority will be your specific domain, and upon the end of the internship, you will receive a certificate in the specialization you have been chosen.

Your first day of joining will be on **20/04/2024, and the internship will end on 20/06/2024**. In addition to the duties outlined in the interview, you will report to your **Manager of Business Growth**, and your mentor, **Vikas Vivek, for technical and syllabus-related help**.

Subject to your acceptance of the terms and conditions contained herein, your project and responsibilities during the Term will be determined by the supervisor assigned to you for the duration of the internship.

For daily roles and responsibilities, please follow the **domain description documents**.

Bear in mind that the internship program that we offer is one of the finest and highly recommended programs in the industry. Our company aims to provide its interns with the best internship experience and to have a holistic education. As an intern, you are not the company's employee; and therefore, will not receive health and compensation benefits. You understand that participating in the internship program is not an offer of employment.

You will be paid 10K /month, an amount direct link 5% of intern performance reward through his/her employee dashboard panel at the end of this internship program. During the internship, you will have access to the company's clients and confidential information. You will not share this information with anyone outside the company and not use it for your benefit. On the completion of the internship program, you will return the equipment, property, and all the documents of the company.

For the best performer company can offer **PPO (pre-placement offer)**, a CTC would be up to "Rs. 5-9 LPA-fixed" during the first 6 months of the probation period, and a Pay per Performance up to "Rs.3-6 LPA" variable pay applicable after 6 months of probation period. Further career growth will depend on candidates' performance and will be rewarded accordingly then. When students join the company, from that day to the internship end date, the company will share every assignment and attendance report with the college. If any students just join the company and do not complete any assignments, not attend company meetings, and do not work on the case study provided by the company, in that case, the company is not liable to pay any specific perks. The Company encourages a friendly environment and teamwork with professional conduct as mentioned in the reporting procedures. All questions and concerns should be directed through your immediate supervisor as well as the office administrator/HR.

If you have any questions, please feel free to reach out to us.

Congratulations on the internship!

Best Wishes,

Thanks & Regards,

Neha Sharma

Manager,HR

Neha Sharma



Note: - This is a computer-generated document. No signature is required.

INTERNSHIP OFFER LETTER FROM CINCOONI

Date: - 13-04-2024

College: - Oxford College of Engineering(Banglore)
Subject: - Offer letter for the Internship Program.

Dear Meganathan S,

We are pleased to offer you an internship position as a **Growth Executive in various departments of CINCOONI**, as mentioned in your email. The company's main priority will be your specific domain, and upon the end of the internship, you will receive a certificate in the specialization you have been chosen.

Your first day of joining will be on **20/04/2024, and the internship will end on 20/06/2024**. In addition to the duties outlined in the interview, you will report to your **Manager of Business Growth**, and your mentor, **Vikas Vivek, for technical and syllabus-related help**.

Subject to your acceptance of the terms and conditions contained herein, your project and responsibilities during the Term will be determined by the supervisor assigned to you for the duration of the internship.

For daily roles and responsibilities, please follow the **domain description documents**.

Bear in mind that the internship program that we offer is one of the finest and highly recommended programs in the industry. Our company aims to provide its interns with the best internship experience and to have a holistic education. As an intern, you are not the company's employee; and therefore, will not receive health and compensation benefits. You understand that participating in the internship program is not an offer of employment.

You will be paid 10K /month, an amount direct link 5% of intern performance reward through his/her employee dashboard panel at the end of this internship program. During the internship, you will have access to the company's clients and confidential information. You will not share this information with anyone outside the company and not use it for your benefit. On the completion of the internship program, you will return the equipment, property, and all the documents of the company.

For the best performer company can offer **PPO (pre-placement offer)**, a CTC would be up to "Rs. 5-9 LPA-fixed" during the first 6 months of the probation period, and a Pay per Performance up to "Rs.3-6 LPA" variable pay applicable after 6 months of probation period. Further career growth will depend on candidates' performance and will be rewarded accordingly then. When students join the company, from that day to the internship end date, the company will share every assignment and attendance report with the college. If any students just join the company and do not complete any assignments, not attend company meetings, and do not work on the case study provided by the company, in that case, the company is not liable to pay any specific perks. The Company encourages a friendly environment and teamwork with professional conduct as mentioned in the reporting procedures. All questions and concerns should be directed through your immediate supervisor as well as the office administrator/HR.

If you have any questions, please feel free to reach out to us.

Congratulations on the internship!

Best Wishes,

Thanks & Regards,

Neha Sharma

Manager,HR

Neha Sharma



Note: - This is a computer-generated document. No signature is required.

INTERNSHIP OFFER LETTER FROM CINCOONI

Date: - 13-04-2024

College: - Oxford College of Engineering(Banglore)
Subject: - Offer letter for the Internship Program.

Dear N S Shravana kumar,

We are pleased to offer you an internship position as a **Growth Executive in various departments of CINCOONI**, as mentioned in your email. The company's main priority will be your specific domain, and upon the end of the internship, you will receive a certificate in the specialization you have been chosen.

Your first day of joining will be on **20/04/2024, and the internship will end on 20/06/2024**. In addition to the duties outlined in the interview, you will report to your **Manager of Business Growth**, and your mentor, **Vikas Vivek, for technical and syllabus-related help**.

Subject to your acceptance of the terms and conditions contained herein, your project and responsibilities during the Term will be determined by the supervisor assigned to you for the duration of the internship.

For daily roles and responsibilities, please follow the **domain description documents**.

Bear in mind that the internship program that we offer is one of the finest and highly recommended programs in the industry. Our company aims to provide its interns with the best internship experience and to have a holistic education. As an intern, you are not the company's employee; and therefore, will not receive health and compensation benefits. You understand that participating in the internship program is not an offer of employment.

You will be paid 10K /month, an amount direct link 5% of intern performance reward through his/her employee dashboard panel at the end of this internship program. During the internship, you will have access to the company's clients and confidential information. You will not share this information with anyone outside the company and not use it for your benefit. On the completion of the internship program, you will return the equipment, property, and all the documents of the company.

For the best performer company can offer **PPO (pre-placement offer)**, a CTC would be up to "Rs. 5-9 LPA-fixed" during the first 6 months of the probation period, and a Pay per Performance up to "Rs.3-6 LPA" variable pay applicable after 6 months of probation period. Further career growth will depend on candidates' performance and will be rewarded accordingly then. When students join the company, from that day to the internship end date, the company will share every assignment and attendance report with the college. If any students just join the company and do not complete any assignments, not attend company meetings, and do not work on the case study provided by the company, in that case, the company is not liable to pay any specific perks. The Company encourages a friendly environment and teamwork with professional conduct as mentioned in the reporting procedures. All questions and concerns should be directed through your immediate supervisor as well as the office administrator/HR.

If you have any questions, please feel free to reach out to us.

Congratulations on the internship!

Best Wishes,

Thanks & Regards,

Neha Sharma

Manager,HR

Neha Sharma



Note: - This is a computer-generated document. No signature is required.

INTERNSHIP OFFER LETTER FROM CINCOONI

Date: - 13-04-2024

College: - Oxford College of Engineering(Banglore)
Subject: - Offer letter for the Internship Program.

Dear Sanketh H U,

We are pleased to offer you an internship position as a **Growth Executive in various departments of CINCOONI**, as mentioned in your email. The company's main priority will be your specific domain, and upon the end of the internship, you will receive a certificate in the specialization you have been chosen.

Your first day of joining will be on **20/04/2024, and the internship will end on 20/06/2024**. In addition to the duties outlined in the interview, you will report to your **Manager of Business Growth**, and your mentor, **Vikas Vivek, for technical and syllabus-related help**.

Subject to your acceptance of the terms and conditions contained herein, your project and responsibilities during the Term will be determined by the supervisor assigned to you for the duration of the internship.

For daily roles and responsibilities, please follow the **domain description documents**.

Bear in mind that the internship program that we offer is one of the finest and highly recommended programs in the industry. Our company aims to provide its interns with the best internship experience and to have a holistic education. As an intern, you are not the company's employee; and therefore, will not receive health and compensation benefits. You understand that participating in the internship program is not an offer of employment.

You will be paid 10K /month, an amount direct link 5% of intern performance reward through his/her employee dashboard panel at the end of this internship program. During the internship, you will have access to the company's clients and confidential information. You will not share this information with anyone outside the company and not use it for your benefit. On the completion of the internship program, you will return the equipment, property, and all the documents of the company.

For the best performer company can offer **PPO (pre-placement offer)**, a CTC would be up to "Rs. 5-9 LPA-fixed" during the first 6 months of the probation period, and a Pay per Performance up to "Rs.3-6 LPA" variable pay applicable after 6 months of probation period. Further career growth will depend on candidates' performance and will be rewarded accordingly then. When students join the company, from that day to the internship end date, the company will share every assignment and attendance report with the college. If any students just join the company and do not complete any assignments, not attend company meetings, and do not work on the case study provided by the company, in that case, the company is not liable to pay any specific perks. The Company encourages a friendly environment and teamwork with professional conduct as mentioned in the reporting procedures. All questions and concerns should be directed through your immediate supervisor as well as the office administrator/HR.

If you have any questions, please feel free to reach out to us.

Congratulations on the internship!

Best Wishes,

Thanks & Regards,

Neha Sharma

Manager,HR

Neha Sharma



Note: - This is a computer-generated document. No signature is required.

INTERNSHIP OFFER LETTER FROM CINCOONI

Date: - 13-04-2024

College: - Oxford College of Engineering(Banglore)
Subject: - Offer letter for the Internship Program.

Dear Shravani N,

We are pleased to offer you an internship position as a **Growth Executive in various departments of CINCOONI**, as mentioned in your email. The company's main priority will be your specific domain, and upon the end of the internship, you will receive a certificate in the specialization you have been chosen.

Your first day of joining will be on **20/04/2024, and the internship will end on 20/06/2024**. In addition to the duties outlined in the interview, you will report to your **Manager of Business Growth**, and your mentor, **Vikas Vivek, for technical and syllabus-related help**.

Subject to your acceptance of the terms and conditions contained herein, your project and responsibilities during the Term will be determined by the supervisor assigned to you for the duration of the internship.

For daily roles and responsibilities, please follow the **domain description documents**.

Bear in mind that the internship program that we offer is one of the finest and highly recommended programs in the industry. Our company aims to provide its interns with the best internship experience and to have a holistic education. As an intern, you are not the company's employee; and therefore, will not receive health and compensation benefits. You understand that participating in the internship program is not an offer of employment.

You will be paid 10K /month, an amount direct link 5% of intern performance reward through his/her employee dashboard panel at the end of this internship program. During the internship, you will have access to the company's clients and confidential information. You will not share this information with anyone outside the company and not use it for your benefit. On the completion of the internship program, you will return the equipment, property, and all the documents of the company.

For the best performer company can offer **PPO (pre-placement offer)**, a CTC would be up to "Rs. 5-9 LPA-fixed" during the first 6 months of the probation period, and a Pay per Performance up to "Rs.3-6 LPA" variable pay applicable after 6 months of probation period. Further career growth will depend on candidates' performance and will be rewarded accordingly then. When students join the company, from that day to the internship end date, the company will share every assignment and attendance report with the college. If any students just join the company and do not complete any assignments, not attend company meetings, and do not work on the case study provided by the company, in that case, the company is not liable to pay any specific perks. The Company encourages a friendly environment and teamwork with professional conduct as mentioned in the reporting procedures. All questions and concerns should be directed through your immediate supervisor as well as the office administrator/HR.

If you have any questions, please feel free to reach out to us.

Congratulations on the internship!

Best Wishes,

Thanks & Regards,

Neha Sharma

Manager,HR

Neha Sharma



Note: - This is a computer-generated document. No signature is required.



The Oxford Educational Institutions . <hodplacements@theoxford.edu>

Codeyoung - Selected Candidates

1 message

Aishwarya Naik <aishwarya@smaowl.com>
To: hodplacements@theoxford.edu
Cc: TA Team <TATEAM@smaowl.com>

Sat, Feb 24, 2024 at 7:17 PM

Dear Dr. Bhimeshwara ,

Greetings from Codeyoung!

It was indeed a great pleasure to conduct interviews with the " **The Oxford College of Engineering**" as a part of our Campus Connect -2024.

We are pleased to inform you that the following is the list of students selected for the Job role of '**International Sales Specialist**' at Codeyoung.

Name	Email	Contact
Neha Farheen	nehafarheen54@gmail.com	9916486274
Anvitha MA	anvian93@gmail.com	7348841547

The Joining date of the selected candidates will be **4th March 2024**

Grateful for the continuous support and cooperation.

We kindly request you to Block these students for Codeyoung.

Kindly do the needful and Update us which all candidates will be accepting the Offer. We are open to receiving more applications.

Please note that our company policy requires the candidate to carry their own laptop

Thanks

Aishwarya Naik
Sr. Human Resource

aishwarya@codeyoung.com

www.codeyoung.com





CORIZO

Empowering Tomorrow's Leaders

OFFER LETTER

DATE: 04.02.2024

Dear **KANNAN**

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with **Corizo Edutech**.

We take this opportunity in wishing you the very best in your new employment as well as advising you that our offer letter is on the following terms and conditions:

1. Period of Service: The minimum period of service is **three (3) months** from the date of enforcement of this offer letter. The employee may **choose to extend their employment** via communication verbally as well as via written communication to their reporting HR personnel for an additional period as per their wishes. The **minimum period of service is not negotiable**.

Please be informed that upon joining the office, the initial **10 days** will be designated as **on-the-job training (OJT)**, and during this period, **remuneration will not be provided**.

2. Designation and Salary: You shall be employed as a **Business Development Associate** with us and your benefits will be as follows:

3. Remuneration: For the duration of your probation period you will be eligible for a compensation of **INR 15,000** which will be fixed and **Rs.10,000** will be the variable pay per calendar month.

Please find the following confirmation of your employment.

Probation Start Date: **04/03/2024**

Probation End Date: **04/06/2024**

Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.



CORIZO

Empowering Tomorrow's Leaders

During the probationary period, the company will have all the rights, to terminate your services without offering any reason and you are required to give 10 days' notice should you wish to terminate your offer before the end of your probation period.

By accepting this offer letter of employment, you acknowledge that you will keep all this information strictly confidential and refrain from using it for your own purposes, that is, disclosing it to anyone outside of the company. In addition, you agree that upon conclusion of your tenure, you will immediately return to the Company all its property, equipment and documents including electronically stored information.

Intellectual Property Rights

The company will retain ownership of all intellectual properties generated during the course of your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during the course of your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

Non Solicitation

During your employment with Corizo Edutech and for an year thereafter you shall not solicit any employee of the Company to leave their employment in order to join another company or provide services to another company/person/entity which is not affiliated to Corizo Edutech. You shall also not directly or indirectly on behalf of another person or entity solicit or entice any customers or potential customers away from the company.

Breaches and violations

Over and above the terms mentioned in this document you are also liable for disciplinary action including and not limited to warnings, suspensions, demotion, denial of promotion or increments for violations of codes of conduct and company policies. The said policy and related company manuals shall be treated as part and parcel of this Agreement. The company reserves the right to terminate your employment and further legal actions will be taken.

By accepting this offer letter, you agree that throughout your employment, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. **Official communication either within the company or outside the company should be through the official Email of the HR only.**



CORIZO

Empowering Tomorrow's Leaders

To indicate your acceptance, please mail the signed and scanned soft copy of the Offer Letter and the documents as mentioned below to <radhika@corizo.co.in> **within 2 working days from the receipt of this mail**. The offer shall stand automatically withdrawn without further action on the part of **Corizo Edutech** if we do not receive your acceptance as per the mentioned timeline.

Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full-Time Employment (After Probation Period)

Location: Bangalore

Pay after Probation Period: 4 LPA (Fixed) + 2.5 LPA (Variable)

DOJ: 04/03/2024

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Corizo Edutech.

NAME: _____

DATE: _____

(Candidate's Signature)

1. Graduation Certificate-12th standard or equivalent examination mark sheet
2. Colour scanned copy of your photographs
3. Aadhar Card Scanned Copy
4. PAN Card Scanned Copy
5. Bank Account Details: Bank Name, Your Name as per Bank records
6. Account Number, IFSC Code



CORIZO

Empowering Tomorrow's Leaders

OFFER LETTER

DATE: 04.02.2024

Dear **Monika s**

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with **Corizo Edutech**.

We take this opportunity in wishing you the very best in your new employment as well as advising you that our offer letter is on the following terms and conditions:

1. Period of Service: The minimum period of service is **three (3) months** from the date of enforcement of this offer letter. The employee may **choose to extend their employment** via communication verbally as well as via written communication to their reporting HR personnel for an additional period as per their wishes. The **minimum period of service is not negotiable**.

Please be informed that upon joining the office, the initial **10 days** will be designated as **on-the-job training (OJT)**, and during this period, **remuneration will not be provided**.

2. Designation and Salary: You shall be employed as a **Business Development Associate** with us and your benefits will be as follows:

3. Remuneration: For the duration of your probation period you will be eligible for a compensation of **INR 15,000** which will be fixed and **Rs.10,000** will be the variable pay per calendar month.

Please find the following confirmation of your employment.

Probation Start Date: **04/03/2024**

Probation End Date: **04/06/2024**

Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.



CORIZO

Empowering Tomorrow's Leaders

During the probationary period, the company will have all the rights, to terminate your services without offering any reason and you are required to give 10 days' notice should you wish to terminate your offer before the end of your probation period.

By accepting this offer letter of employment, you acknowledge that you will keep all this information strictly confidential and refrain from using it for your own purposes, that is, disclosing it to anyone outside of the company. In addition, you agree that upon conclusion of your tenure, you will immediately return to the Company all its property, equipment and documents including electronically stored information.

Intellectual Property Rights

The company will retain ownership of all intellectual properties generated during the course of your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during the course of your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

Non Solicitation

During your employment with Corizo Edutech and for an year thereafter you shall not solicit any employee of the Company to leave their employment in order to join another company or provide services to another company/person/entity which is not affiliated to Corizo Edutech. You shall also not directly or indirectly on behalf of another person or entity solicit or entice any customers or potential customers away from the company.

Breaches and violations

Over and above the terms mentioned in this document you are also liable for disciplinary action including and not limited to warnings, suspensions, demotion, denial of promotion or increments for violations of codes of conduct and company policies. The said policy and related company manuals shall be treated as part and parcel of this Agreement. The company reserves the right to terminate your employment and further legal actions will be taken.

By accepting this offer letter, you agree that throughout your employment, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. **Official communication either within the company or outside the company should be through the official Email of the HR only.**



CORIZO

Empowering Tomorrow's Leaders

To indicate your acceptance, please mail the signed and scanned soft copy of the Offer Letter and the documents as mentioned below to <radhika@corizo.co.in> **within 2 working days from the receipt of this mail**. The offer shall stand automatically withdrawn without further action on the part of **Corizo Edutech** if we do not receive your acceptance as per the mentioned timeline.

Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full-Time Employment (After Probation Period)

Location: Bangalore

Pay after Probation Period: 4 LPA (Fixed) + 2.5 LPA (Variable)

DOJ: 04/03/2024

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Corizo Edutech.

NAME: _____

DATE: _____

(Candidate's Signature)

1. Graduation Certificate-12th standard or equivalent examination mark sheet
2. Colour scanned copy of your photographs
3. Aadhar Card Scanned Copy
4. PAN Card Scanned Copy
5. Bank Account Details: Bank Name, Your Name as per Bank records
6. Account Number, IFSC Code



CORIZO

Empowering Tomorrow's Leaders

OFFER LETTER

DATE: 04.02.2024

Dear **Rathnavel S**

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with **Corizo Edutech**.

We take this opportunity in wishing you the very best in your new employment as well as advising you that our offer letter is on the following terms and conditions:

1. Period of Service: The minimum period of service is **three (3) months** from the date of enforcement of this offer letter. The employee may **choose to extend their employment** via communication verbally as well as via written communication to their reporting HR personnel for an additional period as per their wishes. The **minimum period of service is not negotiable**.

Please be informed that upon joining the office, the initial **10 days** will be designated as **on-the-job training (OJT)**, and during this period, **remuneration will not be provided**.

2. Designation and Salary: You shall be employed as a **Business Development Associate** with us and your benefits will be as follows:

3. Remuneration: For the duration of your probation period you will be eligible for a compensation of **INR 15,000** which will be fixed and **Rs.10,000** will be the variable pay per calendar month.

Please find the following confirmation of your employment.

Probation Start Date: **04/03/2024**

Probation End Date: **04/06/2024**

Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.



CORIZO

Empowering Tomorrow's Leaders

During the probationary period, the company will have all the rights, to terminate your services without offering any reason and you are required to give 10 days' notice should you wish to terminate your offer before the end of your probation period.

By accepting this offer letter of employment, you acknowledge that you will keep all this information strictly confidential and refrain from using it for your own purposes, that is, disclosing it to anyone outside of the company. In addition, you agree that upon conclusion of your tenure, you will immediately return to the Company all its property, equipment and documents including electronically stored information.

Intellectual Property Rights

The company will retain ownership of all intellectual properties generated during the course of your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during the course of your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

Non Solicitation

During your employment with Corizo Edutech and for an year thereafter you shall not solicit any employee of the Company to leave their employment in order to join another company or provide services to another company/person/entity which is not affiliated to Corizo Edutech. You shall also not directly or indirectly on behalf of another person or entity solicit or entice any customers or potential customers away from the company.

Breaches and violations

Over and above the terms mentioned in this document you are also liable for disciplinary action including and not limited to warnings, suspensions, demotion, denial of promotion or increments for violations of codes of conduct and company policies. The said policy and related company manuals shall be treated as part and parcel of this Agreement. The company reserves the right to terminate your employment and further legal actions will be taken.

By accepting this offer letter, you agree that throughout your employment, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. **Official communication either within the company or outside the company should be through the official Email of the HR only.**



CORIZO

Empowering Tomorrow's Leaders

To indicate your acceptance, please mail the signed and scanned soft copy of the Offer Letter and the documents as mentioned below to <radhika@corizo.co.in> **within 2 working days from the receipt of this mail**. The offer shall stand automatically withdrawn without further action on the part of **Corizo Edutech** if we do not receive your acceptance as per the mentioned timeline.

Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full-Time Employment (After Probation Period)

Location: Bangalore

Pay after Probation Period: 4 LPA (Fixed) + 2.5 LPA (Variable)

DOJ: 04/03/2024

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Corizo Edutech.

NAME: _____

DATE: _____

(Candidate's Signature)

1. Graduation Certificate-12th standard or equivalent examination mark sheet
2. Colour scanned copy of your photographs
3. Aadhar Card Scanned Copy
4. PAN Card Scanned Copy
5. Bank Account Details: Bank Name, Your Name as per Bank records
6. Account Number, IFSC Code



CORIZO

Empowering Tomorrow's Leaders

OFFER LETTER

DATE: 04.02.2024

Dear **Chandrakanth S**

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with **Corizo Edutech**.

We take this opportunity in wishing you the very best in your new employment as well as advising you that our offer letter is on the following terms and conditions:

1. Period of Service: The minimum period of service is **three (3) months** from the date of enforcement of this offer letter. The employee may **choose to extend their employment** via communication verbally as well as via written communication to their reporting HR personnel for an additional period as per their wishes. The **minimum period of service is not negotiable**.

Please be informed that upon joining the office, the initial **10 days** will be designated as **on-the-job training (OJT)**, and during this period, **remuneration will not be provided**.

2. Designation and Salary: You shall be employed as a **Business Development Associate** with us and your benefits will be as follows:

3. Remuneration: For the duration of your probation period you will be eligible for a compensation of **INR 15,000** which will be fixed and **Rs.10,000** will be the variable pay per calendar month.

Please find the following confirmation of your employment.

Probation Start Date: **04/03/2024**

Probation End Date: **04/06/2024**

Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.



CORIZO

Empowering Tomorrow's Leaders

During the probationary period, the company will have all the rights, to terminate your services without offering any reason and you are required to give 10 days' notice should you wish to terminate your offer before the end of your probation period.

By accepting this offer letter of employment, you acknowledge that you will keep all this information strictly confidential and refrain from using it for your own purposes, that is, disclosing it to anyone outside of the company. In addition, you agree that upon conclusion of your tenure, you will immediately return to the Company all its property, equipment and documents including electronically stored information.

Intellectual Property Rights

The company will retain ownership of all intellectual properties generated during the course of your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during the course of your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

Non Solicitation

During your employment with Corizo Edutech and for an year thereafter you shall not solicit any employee of the Company to leave their employment in order to join another company or provide services to another company/person/entity which is not affiliated to Corizo Edutech. You shall also not directly or indirectly on behalf of another person or entity solicit or entice any customers or potential customers away from the company.

Breaches and violations

Over and above the terms mentioned in this document you are also liable for disciplinary action including and not limited to warnings, suspensions, demotion, denial of promotion or increments for violations of codes of conduct and company policies. The said policy and related company manuals shall be treated as part and parcel of this Agreement. The company reserves the right to terminate your employment and further legal actions will be taken.

By accepting this offer letter, you agree that throughout your employment, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. **Official communication either within the company or outside the company should be through the official Email of the HR only.**



CORIZO

Empowering Tomorrow's Leaders

To indicate your acceptance, please mail the signed and scanned soft copy of the Offer Letter and the documents as mentioned below to <radhika@corizo.co.in> **within 2 working days from the receipt of this mail**. The offer shall stand automatically withdrawn without further action on the part of **Corizo Edutech** if we do not receive your acceptance as per the mentioned timeline.

Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full-Time Employment (After Probation Period)

Location: Bangalore

Pay after Probation Period: 4 LPA (Fixed) + 2.5 LPA (Variable)

DOJ: 04/03/2024

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Corizo Edutech.

NAME: _____

DATE: _____

(Candidate's Signature)

1. Graduation Certificate-12th standard or equivalent examination mark sheet
2. Colour scanned copy of your photographs
3. Aadhar Card Scanned Copy
4. PAN Card Scanned Copy
5. Bank Account Details: Bank Name, Your Name as per Bank records
6. Account Number, IFSC Code



CORIZO

Empowering Tomorrow's Leaders

OFFER LETTER

DATE: 04.02.2024

Dear **GOKUL PRASATH P**

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with **Corizo Edutech**.

We take this opportunity in wishing you the very best in your new employment as well as advising you that our offer letter is on the following terms and conditions:

1. Period of Service: The minimum period of service is **three (3) months** from the date of enforcement of this offer letter. The employee may **choose to extend their employment** via communication verbally as well as via written communication to their reporting HR personnel for an additional period as per their wishes. The **minimum period of service is not negotiable**.

Please be informed that upon joining the office, the initial **10 days** will be designated as **on-the-job training (OJT)**, and during this period, **remuneration will not be provided**.

2. Designation and Salary: You shall be employed as a **Business Development Associate** with us and your benefits will be as follows:

3. Remuneration: For the duration of your probation period you will be eligible for a compensation of **INR 15,000** which will be fixed and **Rs.10,000** will be the variable pay per calendar month.

Please find the following confirmation of your employment.

Probation Start Date: **04/03/2024**

Probation End Date: **04/06/2024**

Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.



CORIZO

Empowering Tomorrow's Leaders

During the probationary period, the company will have all the rights, to terminate your services without offering any reason and you are required to give 10 days' notice should you wish to terminate your offer before the end of your probation period.

By accepting this offer letter of employment, you acknowledge that you will keep all this information strictly confidential and refrain from using it for your own purposes, that is, disclosing it to anyone outside of the company. In addition, you agree that upon conclusion of your tenure, you will immediately return to the Company all its property, equipment and documents including electronically stored information.

Intellectual Property Rights

The company will retain ownership of all intellectual properties generated during the course of your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during the course of your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

Non Solicitation

During your employment with Corizo Edutech and for an year thereafter you shall not solicit any employee of the Company to leave their employment in order to join another company or provide services to another company/person/entity which is not affiliated to Corizo Edutech. You shall also not directly or indirectly on behalf of another person or entity solicit or entice any customers or potential customers away from the company.

Breaches and violations

Over and above the terms mentioned in this document you are also liable for disciplinary action including and not limited to warnings, suspensions, demotion, denial of promotion or increments for violations of codes of conduct and company policies. The said policy and related company manuals shall be treated as part and parcel of this Agreement. The company reserves the right to terminate your employment and further legal actions will be taken.

By accepting this offer letter, you agree that throughout your employment, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. **Official communication either within the company or outside the company should be through the official Email of the HR only.**



CORIZO

Empowering Tomorrow's Leaders

To indicate your acceptance, please mail the signed and scanned soft copy of the Offer Letter and the documents as mentioned below to <radhika@corizo.co.in> **within 2 working days from the receipt of this mail**. The offer shall stand automatically withdrawn without further action on the part of **Corizo Edutech** if we do not receive your acceptance as per the mentioned timeline.

Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full-Time Employment (After Probation Period)

Location: Bangalore

Pay after Probation Period: 4 LPA (Fixed) + 2.5 LPA (Variable)

DOJ: 04/03/2024

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Corizo Edutech.

NAME: _____

DATE: _____

(Candidate's Signature)

1. Graduation Certificate-12th standard or equivalent examination mark sheet
2. Colour scanned copy of your photographs
3. Aadhar Card Scanned Copy
4. PAN Card Scanned Copy
5. Bank Account Details: Bank Name, Your Name as per Bank records
6. Account Number, IFSC Code



CORIZO

Empowering Tomorrow's Leaders

OFFER LETTER

DATE: 04.02.2024

Dear **Rakshith.N**

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with **Corizo Edutech**.

We take this opportunity in wishing you the very best in your new employment as well as advising you that our offer letter is on the following terms and conditions:

1. Period of Service: The minimum period of service is **three (3) months** from the date of enforcement of this offer letter. The employee may **choose to extend their employment** via communication verbally as well as via written communication to their reporting HR personnel for an additional period as per their wishes. The **minimum period of service is not negotiable**.

Please be informed that upon joining the office, the initial **10 days** will be designated as **on-the-job training (OJT)**, and during this period, **remuneration will not be provided**.

2. Designation and Salary: You shall be employed as a **Business Development Associate** with us and your benefits will be as follows:

3. Remuneration: For the duration of your probation period you will be eligible for a compensation of **INR 15,000** which will be fixed and **Rs.10,000** will be the variable pay per calendar month.

Please find the following confirmation of your employment.

Probation Start Date: **04/03/2024**

Probation End Date: **04/06/2024**

Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.



CORIZO

Empowering Tomorrow's Leaders

During the probationary period, the company will have all the rights, to terminate your services without offering any reason and you are required to give 10 days' notice should you wish to terminate your offer before the end of your probation period.

By accepting this offer letter of employment, you acknowledge that you will keep all this information strictly confidential and refrain from using it for your own purposes, that is, disclosing it to anyone outside of the company. In addition, you agree that upon conclusion of your tenure, you will immediately return to the Company all its property, equipment and documents including electronically stored information.

Intellectual Property Rights

The company will retain ownership of all intellectual properties generated during the course of your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during the course of your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

Non Solicitation

During your employment with Corizo Edutech and for an year thereafter you shall not solicit any employee of the Company to leave their employment in order to join another company or provide services to another company/person/entity which is not affiliated to Corizo Edutech. You shall also not directly or indirectly on behalf of another person or entity solicit or entice any customers or potential customers away from the company.

Breaches and violations

Over and above the terms mentioned in this document you are also liable for disciplinary action including and not limited to warnings, suspensions, demotion, denial of promotion or increments for violations of codes of conduct and company policies. The said policy and related company manuals shall be treated as part and parcel of this Agreement. The company reserves the right to terminate your employment and further legal actions will be taken.

By accepting this offer letter, you agree that throughout your employment, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. **Official communication either within the company or outside the company should be through the official Email of the HR only.**



CORIZO

Empowering Tomorrow's Leaders

To indicate your acceptance, please mail the signed and scanned soft copy of the Offer Letter and the documents as mentioned below to <radhika@corizo.co.in> **within 2 working days from the receipt of this mail**. The offer shall stand automatically withdrawn without further action on the part of **Corizo Edutech** if we do not receive your acceptance as per the mentioned timeline.

Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full-Time Employment (After Probation Period)

Location: Bangalore

Pay after Probation Period: 4 LPA (Fixed) + 2.5 LPA (Variable)

DOJ: 04/03/2024

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Corizo Edutech.

NAME: _____

DATE: _____

(Candidate's Signature)

1. Graduation Certificate-12th standard or equivalent examination mark sheet
2. Colour scanned copy of your photographs
3. Aadhar Card Scanned Copy
4. PAN Card Scanned Copy
5. Bank Account Details: Bank Name, Your Name as per Bank records
6. Account Number, IFSC Code



CORIZO

Empowering Tomorrow's Leaders

OFFER LETTER

DATE: 04.02.2024

Dear **Vennila**

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with **Corizo Edutech**.

We take this opportunity in wishing you the very best in your new employment as well as advising you that our offer letter is on the following terms and conditions:

1. Period of Service: The minimum period of service is **three (3) months** from the date of enforcement of this offer letter. The employee may **choose to extend their employment** via communication verbally as well as via written communication to their reporting HR personnel for an additional period as per their wishes. The **minimum period of service is not negotiable**.

Please be informed that upon joining the office, the initial **10 days** will be designated as **on-the-job training (OJT)**, and during this period, **remuneration will not be provided**.

2. Designation and Salary: You shall be employed as a **Business Development Associate** with us and your benefits will be as follows:

3. Remuneration: For the duration of your probation period you will be eligible for a compensation of **INR 15,000** which will be fixed and **Rs.10,000** will be the variable pay per calendar month.

Please find the following confirmation of your employment.

Probation Start Date: **04/03/2024**

Probation End Date: **04/06/2024**

Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.



CORIZO

Empowering Tomorrow's Leaders

During the probationary period, the company will have all the rights, to terminate your services without offering any reason and you are required to give 10 days' notice should you wish to terminate your offer before the end of your probation period.

By accepting this offer letter of employment, you acknowledge that you will keep all this information strictly confidential and refrain from using it for your own purposes, that is, disclosing it to anyone outside of the company. In addition, you agree that upon conclusion of your tenure, you will immediately return to the Company all its property, equipment and documents including electronically stored information.

Intellectual Property Rights

The company will retain ownership of all intellectual properties generated during the course of your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during the course of your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

Non Solicitation

During your employment with Corizo Edutech and for an year thereafter you shall not solicit any employee of the Company to leave their employment in order to join another company or provide services to another company/person/entity which is not affiliated to Corizo Edutech. You shall also not directly or indirectly on behalf of another person or entity solicit or entice any customers or potential customers away from the company.

Breaches and violations

Over and above the terms mentioned in this document you are also liable for disciplinary action including and not limited to warnings, suspensions, demotion, denial of promotion or increments for violations of codes of conduct and company policies. The said policy and related company manuals shall be treated as part and parcel of this Agreement. The company reserves the right to terminate your employment and further legal actions will be taken.

By accepting this offer letter, you agree that throughout your employment, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. **Official communication either within the company or outside the company should be through the official Email of the HR only.**



CORIZO

Empowering Tomorrow's Leaders

To indicate your acceptance, please mail the signed and scanned soft copy of the Offer Letter and the documents as mentioned below to <radhika@corizo.co.in> **within 2 working days from the receipt of this mail**. The offer shall stand automatically withdrawn without further action on the part of **Corizo Edutech** if we do not receive your acceptance as per the mentioned timeline.

Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full-Time Employment (After Probation Period)

Location: Bangalore

Pay after Probation Period: 4 LPA (Fixed) + 2.5 LPA (Variable)

DOJ: 04/03/2024

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Corizo Edutech.

NAME: _____

DATE: _____

(Candidate's Signature)

1. Graduation Certificate-12th standard or equivalent examination mark sheet
2. Colour scanned copy of your photographs
3. Aadhar Card Scanned Copy
4. PAN Card Scanned Copy
5. Bank Account Details: Bank Name, Your Name as per Bank records
6. Account Number, IFSC Code



CORIZO

Empowering Tomorrow's Leaders

OFFER LETTER

DATE: 04.02.2024

Dear **Waseema Firdous**

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with **Corizo Edutech**.

We take this opportunity in wishing you the very best in your new employment as well as advising you that our offer letter is on the following terms and conditions:

1. Period of Service: The minimum period of service is **three (3) months** from the date of enforcement of this offer letter. The employee may **choose to extend their employment** via communication verbally as well as via written communication to their reporting HR personnel for an additional period as per their wishes. The **minimum period of service is not negotiable**.

Please be informed that upon joining the office, the initial **10 days** will be designated as **on-the-job training (OJT)**, and during this period, **remuneration will not be provided**.

2. Designation and Salary: You shall be employed as a **Business Development Associate** with us and your benefits will be as follows:

3. Remuneration: For the duration of your probation period you will be eligible for a compensation of **INR 15,000** which will be fixed and **Rs.10,000** will be the variable pay per calendar month.

Please find the following confirmation of your employment.

Probation Start Date: **04/03/2024**

Probation End Date: **04/06/2024**

Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.



CORIZO

Empowering Tomorrow's Leaders

During the probationary period, the company will have all the rights, to terminate your services without offering any reason and you are required to give 10 days' notice should you wish to terminate your offer before the end of your probation period.

By accepting this offer letter of employment, you acknowledge that you will keep all this information strictly confidential and refrain from using it for your own purposes, that is, disclosing it to anyone outside of the company. In addition, you agree that upon conclusion of your tenure, you will immediately return to the Company all its property, equipment and documents including electronically stored information.

Intellectual Property Rights

The company will retain ownership of all intellectual properties generated during the course of your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during the course of your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

Non Solicitation

During your employment with Corizo Edutech and for an year thereafter you shall not solicit any employee of the Company to leave their employment in order to join another company or provide services to another company/person/entity which is not affiliated to Corizo Edutech. You shall also not directly or indirectly on behalf of another person or entity solicit or entice any customers or potential customers away from the company.

Breaches and violations

Over and above the terms mentioned in this document you are also liable for disciplinary action including and not limited to warnings, suspensions, demotion, denial of promotion or increments for violations of codes of conduct and company policies. The said policy and related company manuals shall be treated as part and parcel of this Agreement. The company reserves the right to terminate your employment and further legal actions will be taken.

By accepting this offer letter, you agree that throughout your employment, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. **Official communication either within the company or outside the company should be through the official Email of the HR only.**



CORIZO

Empowering Tomorrow's Leaders

To indicate your acceptance, please mail the signed and scanned soft copy of the Offer Letter and the documents as mentioned below to <radhika@corizo.co.in> **within 2 working days from the receipt of this mail**. The offer shall stand automatically withdrawn without further action on the part of **Corizo Edutech** if we do not receive your acceptance as per the mentioned timeline.

Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full-Time Employment (After Probation Period)

Location: Bangalore

Pay after Probation Period: 4 LPA (Fixed) + 2.5 LPA (Variable)

DOJ: 04/03/2024

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Corizo Edutech.

NAME: _____

DATE: _____

(Candidate's Signature)

1. Graduation Certificate-12th standard or equivalent examination mark sheet
2. Colour scanned copy of your photographs
3. Aadhar Card Scanned Copy
4. PAN Card Scanned Copy
5. Bank Account Details: Bank Name, Your Name as per Bank records
6. Account Number, IFSC Code



Letter of Internship and Employment Offer: Private and Confidential

December 07, 2023

Dear **Ajay A,**

We are very pleased to invite you to join us as a **Technical Consultant** with **Doppio Group Private Limited (Doppio Group, Company, Employer), a wholly-owned subsidiary of Doppio Group Inc.,** a USA-based company. You will report to the **VP of Consulting Services, Bangalore** [or another person determined by the Company from time to time]. This offer is conditional upon having valid documents and is subject to verification and confirmation.

You will be joining **our internship program** for the first **3-4 months**. We hereby emphasize that your employment at Doppio Group will be confirmed upon the successful completion of the Internship Program.

Your internship and Employment are subject to a high degree of work ethics and diligence. The company is entitled to discontinue the internship and employment at any time with just cause.

You are requested to report to work on **Monday, 19th February 2024**, at our Bangalore office located at **StartupHuts, 1st Floor Cabin-C102 #334, 27th Main, HSR Layout, Sector 02, Bangalore-560102, Nearest Landmark: OPP to KLM fashion mall.**

- Your reporting time on the joining date is 11.00 am IST and the contact person is Ms. Ashwini Mahendra +91 9632164164.
- On your joining date, please bring the originals and one set of photocopies of the documents mentioned in ANNEXURE-B.
- For any clarifications, please contact ashwini@doppiogroup.com (Monday to Friday between 9:30 AM- 6:00 PM), +91 9632164164.

Our offer of Internship and employment is conditional upon you agreeing to and abiding by the terms and conditions defined by ANNEXURE-C. Kindly confirm your acceptance by sending a signed copy of this offer letter on all pages ASAP.

We look forward to a long and mutually rewarding relationship.

With best wishes

Yours sincerely
For Doppio Group Private Limited

Ashwini Mahendra
Director of Human Resources





EMPLOYMENT AGREEMENT

ANNEXURE-A: Effective from 20 February 2024 (or Internship start date)

Location:	Bangalore
Designation:	Technical Consultant, Intern

Components	Monthly Stipend (In Rs.)
Basic Fixed Stipend	15,000.00

Effective from Full-Time employment start date:

Designation:	Technical Consultant
---------------------	-----------------------------

Components	Annual Salary (In Rs.)
Basic	3,75,000.00
HRA	1,87,500.00
Conveyance & Medical Allowance	37,500.00
Telephone/Internet Allowance	36,000.00
EPF contribution	21,600.00
Special and other allowances	92,400.00
Total Fixed Pay	7,50,000.00

Notes:

- Your compensation is subject to deduction of income tax under the provisions of the Income Tax Act, 1961
- The above-mentioned CTC includes employer and employee contributions towards retirement benefits and taxes on employment as provided in law.
- You will be eligible for an Annual Bonus of up to **500 USD**.





ANNEXURE-B

We request you to provide us with scan copies of the following on your date of reporting.

Please note that the below documents are mandatory for **personnel records** and will be subject to **background verification**.

Documents

1. Aadhaar card
2. PAN card (if available)
3. Latest mark sheet
4. Current Address proof
5. Permanent address proof
6. Passport Size Photos
7. Copy of the Cheque or first page of the Bank Statement which has Bank account details





ANNEXURE-C

1. Other Benefits:

a. Company Leave benefits shall include:

- i. Ten National and festival holidays every calendar year. A list of these would be announced every year at the start of the calendar year.
- ii. Privileged/Paid leaves of 13 days in a year.
- iii. Sick leaves as per the leave policy of the organization.

b. Performance and Appraisals:

- i. Annual salaries raise consideration based on Individual Development Plan(IDP) and other measures of success.
- ii. Opportunity to achieve annual performance bonuses.

2. Position and duties:

a. You agree that you will perform effectively, diligently, and to the best of your ability all responsibilities assigned to you to achieve those results determined by the Company. You further agree that you will not engage in activities that have or may have an adverse impact on the reputation, image and business of the Company.

b. You shall faithfully and diligently serve Doppio Group and its associated companies. You shall diligently perform such duties and exercise such powers consistent with your employment as may from time to time be vested in you and shall obey the reasonable and lawful directions of your Manager. You shall devote yourself exclusively to the performance of your duties during normal working hours at your place of employment and at all other times that may be necessary for the proper performance of your duties except in case of illness or accident.

c. You may be required to travel on Company business for which you will be reimbursed as per the Company policy.

d. During the term of your employment, you shall disclose and execute assignments for the benefit of the Company in accordance with the terms and conditions of the Company.





3. Confidential Information: Employee agrees not to provide any third party with any confidential or proprietary information as to Doppio Group that the employee learns in the course of performing the Services or preparing the Works, including as to the terms and provisions of this agreement except to employee's legal and financial professional advisors. Employee shall hold in trust and confidence, and not disclose to others or use for employee's own benefit or for the benefit of another, any Proprietary Information which is disclosed to the employee by Doppio Group at any time. Employee shall disclose Proprietary Information received under this agreement to persons within its organization only if such persons (i) have a need to know and (ii) are bound in writing to protect the confidentiality of such Proprietary Information.

4. Conflicts of Interest:

- a) During the term of the Employee's employment with the Employer, it is understood and agreed that any business opportunity relating to or similar to the Employer's actual or reasonably anticipated business opportunities (with the exception of personal investments in less than 5% of the equity of a business, investments in established family businesses, real estate, or investments in stocks and bonds traded on public stock exchanges) coming to the attention of the Employee, is an opportunity belonging to the Employer. Therefore, the Employee will advise the Employer of the opportunity and cannot pursue the opportunity, directly or indirectly, without the written consent of the Employer, which consent will not be unreasonably withheld.
- b) During the term of the Employee's employment with the Employer, the Employee will not, directly or indirectly, engage or participate in any other business activities that the Employer, in its reasonable discretion, determines to be in conflict with the best interests of the Employer without the written consent of the Employer, which consent will not be unreasonably withheld.





5. Representation and Warranty of Employee.

a) Employee hereby represents and warrants that by accepting Employer's offer of employment and signing below, Employee currently has and will maintain the requisite skill level necessary to carry out Employee's assigned job duties for Employer.

b) Employee hereby represents and warrants to Employer that Employee is not party to any written or oral agreement with any third party that would restrict Employee's ability to enter into the herein Agreement or to perform Employee's obligations hereunder and that Employee will not, by joining Employer, breach any non-disclosure, proprietary rights, non-competition, non-solicitation or other covenant in favor of any third party.

6. Employee Representations and Warranties. Employee represents and warrants to Employer that: (a) Employee's employment by Employer and the performance of Employee's employment duties will not constitute a breach of any agreements to which Employee is a party, including any employment or non-competition agreement with any former employer, and (b) Employee has not disclosed and will not disclose to Employer, and will not use or disclose during the performance of Employee's employment services for Employer, any documents, materials, or information subject to any legally enforceable restrictions or obligations as to confidentiality.

7. General:

a) You agree that you have not, and will not, provide the Company with any false information or willfully suppressed any material information required herein or as part of your employment with the Company. Any violation of this provision shall subject you to immediate termination without notice. Please note that you are required to inform us if there are any agreements, oral or written, that you have entered into, and which relate to your commitments under this agreement.

b) If any of the provisions of this agreement are declared or found to be void or





unenforceable, the remaining provisions of this agreement shall continue in full force and effect.

c) The terms and conditions outlined in this Employment Agreement shall supersede and replace any existing agreement or understanding, if any, between the Company and you relating to the subject matter contained herein.

d) During your tenure of services, you may be advised to execute certain agreements for undergoing certain training programs, holding assets and training materials of the Company, credit policy compliances (if you are in the Sales/Technical Department), etc.

8. Separation & Termination:

a) The Company shall have the right to terminate your employment at any time due to your breach of the terms and conditions of this Employment Agreement. Upon such termination, you will be paid through the effective date of termination and thereafter the Company shall have no further obligation to you.

b) Your employment with the Company can be terminated by giving Ninety (90) days prior notice in writing from either side or Ninety (90) days pay in lieu of notice, as may be determined by the Company. However, in the event of any discrepancy or untrue information found in your application form or resume, willful neglect of your duties, breach of trust, gross indiscipline, or any other serious dereliction of duties that may be prejudicial to the interests of the Company, the Company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.

9. Governing Law: This Agreement shall be interpreted under and governed by the laws and decisions of the State of Karnataka, India (City Bangalore); applicable to agreements made and to be performed solely within said state.





Doppio Group Private Limited
StartupHuts, #334, 27th Main
HSR Layout, Sector 02, Bangalore-560102
Karnataka India

Acceptance and Acknowledgment

I HAVE READ THIS AGREEMENT CAREFULLY AND I UNDERSTAND AND ACCEPT THE OBLIGATIONS THAT IT IMPOSES UPON ME WITHOUT RESERVATION. NO PROMISES OR REPRESENTATIONS HAVE BEEN MADE TO ME TO INDUCE ME TO SIGN THIS AGREEMENT. I SIGN THIS AGREEMENT VOLUNTARILY AND FREELY, IN DUPLICATE, WITH THE UNDERSTANDING THAT ONE COUNTERPART WILL BE RETAINED BY THE COMPANY AND THE OTHER COUNTERPART WILL BE RETAINED BY ME.

DOPPIO GROUP PRIVATE LIMITED

EMPLOYEE

By:

Name: **Ashwini Mahendra**

Title: Director of Human Resources

Email: ashwini@doppiogroup.com

Signature & Date:

Name: **Ajay A**





Doppio Group Private Limited
StartupHuts, #334, 27th Main
HSR Layout, Sector 02, Bangalore-560102
Karnataka India

Letter of Internship and Employment Offer: Private and Confidential

December 07, 2023

Dear Ruchi Bharti,

We are very pleased to invite you to join us as a **Technical Consultant** with **Doppio Group Private Limited (Doppio Group, Company, Employer), a wholly-owned subsidiary of Doppio Group Inc.**, a USA-based company. You will report to the **VP of Consulting Services**, Bangalore [or another person determined by the Company from time to time]. This offer is conditional upon having valid documents and is subject to verification and confirmation.

You will be joining **our internship program** for the first **3-4 months**. We hereby emphasize that your employment at Doppio Group will be confirmed upon the successful completion of the Internship Program.

Your internship and Employment are subject to a high degree of work ethics and diligence. The company is entitled to discontinue the internship and employment at any time with just cause.

You are requested to report to work on **Monday, 19th February 2024**, at our Bangalore office located at **StartupHuts, 1st Floor Cabin-C102 #334, 27th Main, HSR Layout, Sector 02, Bangalore-560102, Nearest Landmark: OPP to KLM fashion mall.**

- Your reporting time on the joining date is 11.00 am IST and the contact person is Ms. Ashwini Mahendra +91 9632164164.
- On your joining date, please bring the originals and one set of photocopies of the documents mentioned in ANNEXURE-B.
- For any clarifications, please contact ashwini@doppiogroup.com (Monday to Friday between 9:30 AM- 6:00 PM), +91 9632164164.

Our offer of Internship and employment is conditional upon you agreeing to and abiding by the terms and conditions defined by ANNEXURE-C. Kindly confirm your acceptance by sending a signed copy of this offer letter on all pages ASAP.

We look forward to a long and mutually rewarding relationship.

With best wishes

Yours sincerely
For Doppio Group Private Limited

Ashwini Mahendra
Director of Human Resources



www.doppiogroup.com
GSTIN: 29AAFCD6846FIZE

| Email: info@doppiogroup.com
| CIN U72900KA2016FTC092715



EMPLOYMENT AGREEMENT

ANNEXURE-A: Effective from 20 February 2024 (or Internship start date)

Location:	Bangalore
Designation:	Technical Consultant, Intern

Components	Monthly Stipend (In Rs.)
Basic Fixed Stipend	15,000.00

Effective from Full-Time employment start date:

Designation:	Technical Consultant
---------------------	-----------------------------

Components	Annual Salary (In Rs.)
Basic	3,75,000.00
HRA	1,87,500.00
Conveyance & Medical Allowance	37,500.00
Telephone/Internet Allowance	36,000.00
EPF contribution	21,600.00
Special and other allowances	92,400.00
Total Fixed Pay	7,50,000.00

Notes:

- Your compensation is subject to deduction of income tax under the provisions of the Income Tax Act, 1961
- The above-mentioned CTC includes employer and employee contributions towards retirement benefits and taxes on employment as provided in law.
- You will be eligible for an Annual Bonus of up to **500 USD**.





ANNEXURE-B

We request you to provide us with scan copies of the following on your date of reporting.

Please note that the below documents are mandatory for **personnel records** and will be subject to **background verification**.

Documents

1. Aadhaar card
2. PAN card (if available)
3. Latest mark sheet
4. Current Address proof
5. Permanent address proof
6. Passport Size Photos
7. Copy of the Cheque or first page of the Bank Statement which has Bank account details





ANNEXURE-C

1. Other Benefits:

a. Company Leave benefits shall include:

- i. Ten National and festival holidays every calendar year. A list of these would be announced every year at the start of the calendar year.
- ii. Privileged/Paid leaves of 13 days in a year.
- iii. Sick leaves as per the leave policy of the organization.

b. Performance and Appraisals:

- i. Annual salaries raise consideration based on Individual Development Plan(IDP) and other measures of success.
- ii. Opportunity to achieve annual performance bonuses.

2. Position and duties:

a. You agree that you will perform effectively, diligently, and to the best of your ability all responsibilities assigned to you to achieve those results determined by the Company. You further agree that you will not engage in activities that have or may have an adverse impact on the reputation, image and business of the Company.

b. You shall faithfully and diligently serve Doppio Group and its associated companies. You shall diligently perform such duties and exercise such powers consistent with your employment as may from time to time be vested in you and shall obey the reasonable and lawful directions of your Manager. You shall devote yourself exclusively to the performance of your duties during normal working hours at your place of employment and at all other times that may be necessary for the proper performance of your duties except in case of illness or accident.

c. You may be required to travel on Company business for which you will be reimbursed as per the Company policy.

d. During the term of your employment, you shall disclose and execute assignments for the benefit of the Company in accordance with the terms and conditions of the Company.





3. Confidential Information: Employee agrees not to provide any third party with any confidential or proprietary information as to Doppio Group that the employee learns in the course of performing the Services or preparing the Works, including as to the terms and provisions of this agreement except to employee's legal and financial professional advisors. Employee shall hold in trust and confidence, and not disclose to others or use for employee's own benefit or for the benefit of another, any Proprietary Information which is disclosed to the employee by Doppio Group at any time. Employee shall disclose Proprietary Information received under this agreement to persons within its organization only if such persons (i) have a need to know and (ii) are bound in writing to protect the confidentiality of such Proprietary Information.

4. Conflicts of Interest:

a) During the term of the Employee's employment with the Employer, it is understood and agreed that any business opportunity relating to or similar to the Employer's actual or reasonably anticipated business opportunities (with the exception of personal investments in less than 5% of the equity of a business, investments in established family businesses, real estate, or investments in stocks and bonds traded on public stock exchanges) coming to the attention of the Employee, is an opportunity belonging to the Employer. Therefore, the Employee will advise the Employer of the opportunity and cannot pursue the opportunity, directly or indirectly, without the written consent of the Employer, which consent will not be unreasonably withheld.

b) During the term of the Employee's employment with the Employer, the Employee will not, directly or indirectly, engage or participate in any other business activities that the Employer, in its reasonable discretion, determines to be in conflict with the best interests of the Employer without the written consent of the Employer, which consent will not be unreasonably withheld.





5. Representation and Warranty of Employee.

a) Employee hereby represents and warrants that by accepting Employer's offer of employment and signing below, Employee currently has and will maintain the requisite skill level necessary to carry out Employee's assigned job duties for Employer.

b) Employee hereby represents and warrants to Employer that Employee is not party to any written or oral agreement with any third party that would restrict Employee's ability to enter into the herein Agreement or to perform Employee's obligations hereunder and that Employee will not, by joining Employer, breach any non-disclosure, proprietary rights, non-competition, non-solicitation or other covenant in favor of any third party.

6. Employee Representations and Warranties. Employee represents and warrants to Employer that: (a) Employee's employment by Employer and the performance of Employee's employment duties will not constitute a breach of any agreements to which Employee is a party, including any employment or non-competition agreement with any former employer, and (b) Employee has not disclosed and will not disclose to Employer, and will not use or disclose during the performance of Employee's employment services for Employer, any documents, materials, or information subject to any legally enforceable restrictions or obligations as to confidentiality.

7. General:

a) You agree that you have not, and will not, provide the Company with any false information or willfully suppressed any material information required herein or as part of your employment with the Company. Any violation of this provision shall subject you to immediate termination without notice. Please note that you are required to inform us if there are any agreements, oral or written, that you have entered into, and which relate to your commitments under this agreement.

b) If any of the provisions of this agreement are declared or found to be void or





unenforceable, the remaining provisions of this agreement shall continue in full force and effect.

c) The terms and conditions outlined in this Employment Agreement shall supersede and replace any existing agreement or understanding, if any, between the Company and you relating to the subject matter contained herein.

d) During your tenure of services, you may be advised to execute certain agreements for undergoing certain training programs, holding assets and training materials of the Company, credit policy compliances (if you are in the Sales/Technical Department), etc.

8. Separation & Termination:

a) The Company shall have the right to terminate your employment at any time due to your breach of the terms and conditions of this Employment Agreement. Upon such termination, you will be paid through the effective date of termination and thereafter the Company shall have no further obligation to you.

b) Your employment with the Company can be terminated by giving Ninety (90) days prior notice in writing from either side or Ninety (90) days pay in lieu of notice, as may be determined by the Company. However, in the event of any discrepancy or untrue information found in your application form or resume, willful neglect of your duties, breach of trust, gross indiscipline, or any other serious dereliction of duties that may be prejudicial to the interests of the Company, the Company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.

9. Governing Law: This Agreement shall be interpreted under and governed by the laws and decisions of the State of Karnataka, India (City Bangalore); applicable to agreements made and to be performed solely within said state.





Doppio Group Private Limited
StartupHuts, #334, 27th Main
HSR Layout, Sector 02, Bangalore-560102
Karnataka India

Acceptance and Acknowledgment

I HAVE READ THIS AGREEMENT CAREFULLY AND I UNDERSTAND AND ACCEPT THE OBLIGATIONS THAT IT IMPOSES UPON ME WITHOUT RESERVATION. NO PROMISES OR REPRESENTATIONS HAVE BEEN MADE TO ME TO INDUCE ME TO SIGN THIS AGREEMENT. I SIGN THIS AGREEMENT VOLUNTARILY AND FREELY, IN DUPLICATE, WITH THE UNDERSTANDING THAT ONE COUNTERPART WILL BE RETAINED BY THE COMPANY AND THE OTHER COUNTERPART WILL BE RETAINED BY ME.

DOPPIO GROUP PRIVATE LIMITED

EMPLOYEE

By:

Name: **Ashwini Mahendra**

Title: Director of Human Resources

Email: ashwini@doppiogroup.com

Signature & Date:

Name: Ruchi Bharti





Letter of Internship and Employment Offer: Private and Confidential

December 07, 2023

Dear Sayan Majumdar,

We are very pleased to invite you to join us as a **Technical Consultant** with **Doppio Group Private Limited (Doppio Group, Company, Employer), a wholly-owned subsidiary of Doppio Group Inc.**, a USA-based company. You will report to the **VP of Consulting Services**, Bangalore [or another person determined by the Company from time to time]. This offer is conditional upon having valid documents and is subject to verification and confirmation.

You will be joining **our internship program** for the first **3-4 months**. We hereby emphasize that your employment at Doppio Group will be confirmed upon the successful completion of the Internship Program.

Your internship and Employment are subject to a high degree of work ethics and diligence. The company is entitled to discontinue the internship and employment at any time with just cause.

You are requested to report to work on **Monday, 19th February 2024**, at our Bangalore office located at **StartupHuts, 1st Floor Cabin-C102 #334, 27th Main, HSR Layout, Sector 02, Bangalore-560102, Nearest Landmark: OPP to KLM fashion mall.**

- Your reporting time on the joining date is 11.00 am IST and the contact person is Ms. Ashwini Mahendra +91 9632164164.
- On your joining date, please bring the originals and one set of photocopies of the documents mentioned in ANNEXURE-B.
- For any clarifications, please contact ashwini@doppiogroup.com (Monday to Friday between 9:30 AM- 6:00 PM), +91 9632164164.

Our offer of Internship and employment is conditional upon you agreeing to and abiding by the terms and conditions defined by ANNEXURE-C. Kindly confirm your acceptance by sending a signed copy of this offer letter on all pages ASAP.

We look forward to a long and mutually rewarding relationship.

With best wishes

Yours sincerely
For Doppio Group Private Limited

Ashwini Mahendra
Director of Human Resources





EMPLOYMENT AGREEMENT

ANNEXURE-A: Effective from 20 February 2024 (or Internship start date)

Location:	Bangalore
Designation:	Technical Consultant, Intern

Components	Monthly Stipend (In Rs.)
Basic Fixed Stipend	15,000.00

Effective from Full-Time employment start date:

Designation:	Technical Consultant
---------------------	-----------------------------

Components	Annual Salary (In Rs.)
Basic	3,75,000.00
HRA	1,87,500.00
Conveyance & Medical Allowance	37,500.00
Telephone/Internet Allowance	36,000.00
EPF contribution	21,600.00
Special and other allowances	92,400.00
Total Fixed Pay	7,50,000.00

Notes:

- Your compensation is subject to deduction of income tax under the provisions of the Income Tax Act, 1961
- The above-mentioned CTC includes employer and employee contributions towards retirement benefits and taxes on employment as provided in law.
- You will be eligible for an Annual Bonus of up to **500 USD**.





ANNEXURE-B

We request you to provide us with scan copies of the following on your date of reporting.

Please note that the below documents are mandatory for **personnel records** and will be subject to **background verification**.

Documents

1. Aadhaar card
2. PAN card (if available)
3. Latest mark sheet
4. Current Address proof
5. Permanent address proof
6. Passport Size Photos
7. Copy of the Cheque or first page of the Bank Statement which has Bank account details





ANNEXURE-C

1. Other Benefits:

a. Company Leave benefits shall include:

- i. Ten National and festival holidays every calendar year. A list of these would be announced every year at the start of the calendar year.
- ii. Privileged/Paid leaves of 13 days in a year.
- iii. Sick leaves as per the leave policy of the organization.

b. Performance and Appraisals:

- i. Annual salaries raise consideration based on Individual Development Plan(IDP) and other measures of success.
- ii. Opportunity to achieve annual performance bonuses.

2. Position and duties:

a. You agree that you will perform effectively, diligently, and to the best of your ability all responsibilities assigned to you to achieve those results determined by the Company. You further agree that you will not engage in activities that have or may have an adverse impact on the reputation, image and business of the Company.

b. You shall faithfully and diligently serve Doppio Group and its associated companies. You shall diligently perform such duties and exercise such powers consistent with your employment as may from time to time be vested in you and shall obey the reasonable and lawful directions of your Manager. You shall devote yourself exclusively to the performance of your duties during normal working hours at your place of employment and at all other times that may be necessary for the proper performance of your duties except in case of illness or accident.

c. You may be required to travel on Company business for which you will be reimbursed as per the Company policy.

d. During the term of your employment, you shall disclose and execute assignments for the benefit of the Company in accordance with the terms and conditions of the Company.





3. Confidential Information: Employee agrees not to provide any third party with any confidential or proprietary information as to Doppio Group that the employee learns in the course of performing the Services or preparing the Works, including as to the terms and provisions of this agreement except to employee's legal and financial professional advisors. Employee shall hold in trust and confidence, and not disclose to others or use for employee's own benefit or for the benefit of another, any Proprietary Information which is disclosed to the employee by Doppio Group at any time. Employee shall disclose Proprietary Information received under this agreement to persons within its organization only if such persons (i) have a need to know and (ii) are bound in writing to protect the confidentiality of such Proprietary Information.

4. Conflicts of Interest:

a) During the term of the Employee's employment with the Employer, it is understood and agreed that any business opportunity relating to or similar to the Employer's actual or reasonably anticipated business opportunities (with the exception of personal investments in less than 5% of the equity of a business, investments in established family businesses, real estate, or investments in stocks and bonds traded on public stock exchanges) coming to the attention of the Employee, is an opportunity belonging to the Employer. Therefore, the Employee will advise the Employer of the opportunity and cannot pursue the opportunity, directly or indirectly, without the written consent of the Employer, which consent will not be unreasonably withheld.

b) During the term of the Employee's employment with the Employer, the Employee will not, directly or indirectly, engage or participate in any other business activities that the Employer, in its reasonable discretion, determines to be in conflict with the best interests of the Employer without the written consent of the Employer, which consent will not be unreasonably withheld.





5. Representation and Warranty of Employee.

a) Employee hereby represents and warrants that by accepting Employer's offer of employment and signing below, Employee currently has and will maintain the requisite skill level necessary to carry out Employee's assigned job duties for Employer.

b) Employee hereby represents and warrants to Employer that Employee is not party to any written or oral agreement with any third party that would restrict Employee's ability to enter into the herein Agreement or to perform Employee's obligations hereunder and that Employee will not, by joining Employer, breach any non-disclosure, proprietary rights, non-competition, non-solicitation or other covenant in favor of any third party.

6. Employee Representations and Warranties. Employee represents and warrants to Employer that: (a) Employee's employment by Employer and the performance of Employee's employment duties will not constitute a breach of any agreements to which Employee is a party, including any employment or non-competition agreement with any former employer, and (b) Employee has not disclosed and will not disclose to Employer, and will not use or disclose during the performance of Employee's employment services for Employer, any documents, materials, or information subject to any legally enforceable restrictions or obligations as to confidentiality.

7. General:

a) You agree that you have not, and will not, provide the Company with any false information or willfully suppressed any material information required herein or as part of your employment with the Company. Any violation of this provision shall subject you to immediate termination without notice. Please note that you are required to inform us if there are any agreements, oral or written, that you have entered into, and which relate to your commitments under this agreement.

b) If any of the provisions of this agreement are declared or found to be void or





unenforceable, the remaining provisions of this agreement shall continue in full force and effect.

c) The terms and conditions outlined in this Employment Agreement shall supersede and replace any existing agreement or understanding, if any, between the Company and you relating to the subject matter contained herein.

d) During your tenure of services, you may be advised to execute certain agreements for undergoing certain training programs, holding assets and training materials of the Company, credit policy compliances (if you are in the Sales/Technical Department), etc.

8. Separation & Termination:

a) The Company shall have the right to terminate your employment at any time due to your breach of the terms and conditions of this Employment Agreement. Upon such termination, you will be paid through the effective date of termination and thereafter the Company shall have no further obligation to you.

b) Your employment with the Company can be terminated by giving Ninety (90) days prior notice in writing from either side or Ninety (90) days pay in lieu of notice, as may be determined by the Company. However, in the event of any discrepancy or untrue information found in your application form or resume, willful neglect of your duties, breach of trust, gross indiscipline, or any other serious dereliction of duties that may be prejudicial to the interests of the Company, the Company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.

9. Governing Law: This Agreement shall be interpreted under and governed by the laws and decisions of the State of Karnataka, India (City Bangalore); applicable to agreements made and to be performed solely within said state.





Doppio Group Private Limited
StartupHuts, #334, 27th Main
HSR Layout, Sector 02, Bangalore-560102
Karnataka India

Acceptance and Acknowledgment

I HAVE READ THIS AGREEMENT CAREFULLY AND I UNDERSTAND AND ACCEPT THE OBLIGATIONS THAT IT IMPOSES UPON ME WITHOUT RESERVATION. NO PROMISES OR REPRESENTATIONS HAVE BEEN MADE TO ME TO INDUCE ME TO SIGN THIS AGREEMENT. I SIGN THIS AGREEMENT VOLUNTARILY AND FREELY, IN DUPLICATE, WITH THE UNDERSTANDING THAT ONE COUNTERPART WILL BE RETAINED BY THE COMPANY AND THE OTHER COUNTERPART WILL BE RETAINED BY ME.

DOPPIO GROUP PRIVATE LIMITED

EMPLOYEE

By:

Name: **Ashwini Mahendra**

Title: Director of Human Resources

Email: ashwini@doppiogroup.com

Signature & Date:

Name: Sayan Majumdar





Dover India Private Limited
Bagmane Laurel, Block C, Level 2,
Bagmane Tech Park
Bangalore – 560093
India.

Date: 26th March 2024

Intent to Offer

Dear **Manthan A Jadav**

Congratulations!

Subsequent to your discussions we intend to make an offer for you to join us as a **Design Engineer**. This position will be based at Bangalore and the date of joining is **1st July 2024**.

Remuneration:

Salary Components	Annual	Monthly
Basic	2,60,000	21,667
HRA	1,04,000	8,667
FBP	2,10,819	17,568
Total Gross Salary	5,74,819	47,902
Employer Contribution to PF	31,200	2,600
(A) Total Fixed Salary	6,06,019	50,502
(B) Total Variable Pay	-	-
Gratuity	12,500	
Medical Insurance	31,481	
(C) Total Benefits	43,981	
Total CTC (A+B+C)	6,50,000	

A joining bonus of **1,00,000 INR** will be paid in the first month of joining, provided you join us on the prescribed date as mentioned in the offer letter. Please note you will be liable to repay the 100% of sign-on bonus amount to the company if you decide to leave the organization within 24 months of employment with DIPL.

The other allowance will be planned to enable efficient tax planning, subject to the Income Tax laws prevailing from time to time.

We look forward to welcome you to Dover India Pvt Ltd and wish you a long and rewarding career with us.

With warm regards,
For Dover India Private Limited,

Digvijay Singh Tomar
Senior Director Human Resources



The Oxford Educational Institutions . <hodplacements@theoxford.edu>

Edukon Calling All Talented Students:- Internship Opportunities Await! (Oxford University)

Edukon <hr.edukon@gmail.com>

Sat, Mar 2, 2024 at 2:49 PM

To: "The Oxford Educational Institutions ." <hodplacements@theoxford.edu>

Cc: Vikas Kumar <edukonindia@gmail.com>

Dear **Dr. Bheemeswara Reddy V,**

I trust this message finds you well. I am writing to inform you that the selection process for our internship program has been completed, and we are excited to extend internship offers to the following students from your institution. We kindly request your assistance in notifying these selected students about their internship offers. **PFA Selected students' names and locked them in for an internship at Edukon Digital. Also confirm the Date of Joining as well as Mode of working.**

Selected Students are :-

1. Sanjay Shetty
2. Liyakath
3. Baskar
4. Harini
5. Hemawathi
6. Robert
7. Chandru G
8. Akshay Darshan

If you have any queries feel free to contact me.

Regards,
Raj Aryan
HR Head
7380304674

[Quoted text hidden]

52

Compose

Mail

Inbox

52

Chat

Starred

Snoozed

Meet

Important

Sent

Drafts

107

Categories

More

Labels

Follow up

Junk E-mail

Misc

Placement offer letter 2...

Priority

TOCE Placement

More

Q Ellucian

✕ ☰



Sivasubramanian, Harisudhan <Harisudhan.S@ellucian.com>
to Santhosh, me

Hello Amrutha/Bheemeswara Reddy,

PFB the students who we have selected to offer the role of Technical Intern.

Confirm their availability and acceptance of this role to work out on their offer.

Upon your confirmation, we will release the offer before the end of 1st week September.

Name	Gender	Email	Roll No
Kanak Massy	F	kanakcse2024@gmail.com	1OX20CS056
sai chaturab	F	saichaturab3118@gmail.com	1OX20CS109
Shruthi R	F	shruthirise2024@gmail.com	1OX20IS075
Liya Pramod	F	liyapramodksom@gmail.com	1OX20CS068
SUBHAM KUMAR	M	subhamkumarcse2024@gmail.com	1OX20CS126

P **placement oxford** <placements@theoxford.edu>
to Harisudhan

Dear Sir,

Thank you for the information, we will block these students for ellucian and will not allow these students for any oth

Regards

Amrutha V
Assistant Placement Officer,
The Oxford College Of Engineering
M: 8951904279
M: 8951998719
E: placements@theoxford.edu

www.theoxford.edu

OFFER LETTER

Date : 12 Jan 2024

Dear Akhil Gajannavar,

We are pleased to inform you that you have been selected for **Free Training & Placements**. Your online reporting schedule will be conveyed to you on your registered email ID.

For verification, please share the below-mentioned documents with e-cap@excelr.com

- 2 Passport size photo
- Copy of your College ID
- Any one Govt ID proof (Driving License / PAN card / AADHAR card)
- Signed copy of this Offer letter as an acceptance.

Following are the details for Job Profile

Full Stack Developer | Front End | Back End

Job Location: **PAN India**

Job Description

Job Profile: **Full Stack Developer | Front End Developer | Back End Developer**

Position: **Developer**

Location: **PAN India**

Duration: **5 months of training and 100% Placement Assistance**

Package*: **2.8LPA to 6LPA**

Best Regards,



Mr. Ram Tavva

CEO, ExcelR EdTech. Pvt. Ltd.




***Note : This offer is valid only when you satisfy all the criteria of the training and placement process. Final Package depends on the interview performance.**

ExcelR EdTech Private Limited

Registered Office

#49, 1st Cross, 27th Main, 1st Stage,
BTM Layout, Bengaluru, Karnataka - 560068

 +91 96321 56744

 enquiry@excelr.com

 www.excelr.com

 CIN U62099KA2023PTC173077

OFFER LETTER

Date : 12 Jan 2024

Dear **AKSHAY K A,**

We are pleased to inform you that you have been selected for **Free Training & Placements**. Your online reporting schedule will be conveyed to you on your registered email ID.

For verification, please share the below-mentioned documents with e-cap@excelr.com

- 2 Passport size photo
- Copy of your College ID
- Any one Govt ID proof (Driving License / PAN card / AADHAR card)
- Signed copy of this Offer letter as an acceptance.

Following are the details for Job Profile

Full Stack Developer | Front End | Back End

Job Location: **PAN India**

Job Description

Job Profile: **Full Stack Developer | Front End Developer | Back End Developer**

Position: **Developer**

Location: **PAN India**

Duration: **5 months of training and 100% Placement Assistance**

Package*: **2.8LPA to 6LPA**

Best Regards,



Mr. Ram Tavva

CEO, ExcelR EdTech. Pvt. Ltd.



***Note : This offer is valid only when you satisfy all the criteria of the training and placement process. Final Package depends on the interview performance.**


ExcelR EdTech Private Limited

Registered Office

#49, 1st Cross, 27th Main, 1st Stage,
BTM Layout, Bengaluru, Karnataka - 560068

 +91 96321 55744

 enquiry@excelr.com

 www.excelr.com

 CIN U62099KA2023PTC173077

OFFER LETTER

Date : 12 Jan 2024

Dear Maitri Mahadeva Naik,

We are pleased to inform you that you have been selected for **Free Training & Placements**. Your online reporting schedule will be conveyed to you on your registered email ID.

For verification, please share the below-mentioned documents with e-cap@excelr.com

- 2 Passport size photo
- Copy of your College ID
- Any one Govt ID proof (Driving License / PAN card / AADHAR card)
- Signed copy of this Offer letter as an acceptance.

Following are the details for Job Profile

Full Stack Developer | Front End | Back End

Job Location: **PAN India**

Job Description

Job Profile: **Full Stack Developer | Front End Developer | Back End Developer**

Position: **Developer**

Location: **PAN India**

Duration: **5 months of training and 100% Placement Assistance**

Package*: **2.8LPA to 6LPA**

Best Regards,



Mr. Ram Tavva

CEO, ExcelR EdTech. Pvt. Ltd.



***Note : This offer is valid only when you satisfy all the criteria of the training and placement process. Final Package depends on the interview performance.**

ExcelR EdTech Private Limited

Registered Office

#49, 1st Cross, 27th Main, 1st Stage,
BTM Layout, Bengaluru, Karnataka - 560068



+91 96321 56744



enquiry@excelr.com



www.excelr.com

CIN:U62099KA2023PTC173077

OFFER LETTER

Date : 12 Jan 2024

Dear **Mohammed Suhail R,**

We are pleased to inform you that you have been selected for **Free Training & Placements**. Your online reporting schedule will be conveyed to you on your registered email ID.

For verification, please share the below-mentioned documents with e-cap@excelr.com

- 2 Passport size photo
- Copy of your College ID
- Any one Govt ID proof (Driving License / PAN card / AADHAR card)
- Signed copy of this Offer letter as an acceptance.

Following are the details for Job Profile

Full Stack Developer | Front End | Back End

Job Location: **PAN India**

Job Description

Job Profile: **Full Stack Developer | Front End Developer | Back End Developer**


Position: **Developer**

Location: **PAN India**

Duration: **5 months of training and 100% Placement Assistance**

Package*: **2.8LPA to 6LPA**

Best Regards,



Mr. Ram Tavva

CEO, ExcelR EdTech. Pvt. Ltd.



***Note : This offer is valid only when you satisfy all the criteria of the training and placement process. Final Package depends on the interview performance.**

ExcelR EdTech Private Limited

Registered Office

#49, 1st Cross, 27th Main, 1st Stage,

BTM Layout, Bengaluru, Karnataka - 560069



+91 96321 36744



enquiry@excelr.com



www.excelr.com

CIN:U62099KA2023PTC173077

OFFER LETTER

Date : 12 Jan 2024

Dear Piyush Ranjan,

We are pleased to inform you that you have been selected for **Free Training & Placements**. Your online reporting schedule will be conveyed to you on your registered email ID.

For verification, please share the below-mentioned documents with e-cap@excelr.com

- 2 Passport size photo
- Copy of your College ID
- Any one Govt ID proof (Driving License / PAN card / AADHAR card)
- Signed copy of this Offer letter as an acceptance.

Following are the details for Job Profile

Full Stack Developer | Front End | Back End

Job Location: PAN India

Job Description

Job Profile: **Full Stack Developer | Front End Developer | Back End Developer**

Position: Developer

Location: PAN India

Duration: 5 months of training and 100% Placement Assistance

Package*: 2.8LPA to 6LPA

Best Regards,



Mr. **Ram Tavva**

CEO, ExcelR EdTech. Pvt. Ltd.

***Note : This offer is valid only when you satisfy all the criteria of the training and placement process. Final Package depends on the interview performance.**

ExcelR EdTech Private Limited

Registered Office

#49 1st Cross, 27th Main, 1st Stage

BTM Layout, Bengaluru, Karnataka - 560068



+91 96321 56744



enquiry@excelr.com



www.excelr.com

CIN:U62099KA2023PTC173077

OFFER LETTER

Date : 12 Jan 2024

Dear Shree Lakshmi M B,

We are pleased to inform you that you have been selected for **Free Training & Placements**. Your online reporting schedule will be conveyed to you on your registered email ID.

For verification, please share the below-mentioned documents with e-cap@excelr.com

- 2 Passport size photo
- Copy of your College ID
- Any one Govt ID proof (Driving License / PAN card / AADHAR card)
- Signed copy of this Offer letter as an acceptance.

Following are the details for Job Profile

Full Stack Developer | Front End | Back End

Job Location: PAN India

Job Description

Job Profile: **Full Stack Developer | Front End Developer | Back End Developer**

Position: Developer

Location: PAN India

Duration: 5 months of training and 100% Placement Assistance

Package*: 2.8LPA to 6LPA

Best Regards,



Mr. Ram Tavva

CEO, ExcelR EdTech. Pvt. Ltd.



***Note : This offer is valid only when you satisfy all the criteria of the training and placement process. Final Package depends on the interview performance.**

ExcelR EdTech Private Limited

Registered Office

#49, 1st Cross, 27th Main, 1st Stage
BTM Layout, Bengaluru, Karnataka - 560068



+91 96321 50744



enquiry@excelr.com



www.excelr.com

CIN:U52099KA2023PTC173077

OFFER LETTER

Date : 12 Jan 2024

Dear Vaibhavi M,

We are pleased to inform you that you have been selected for **Free Training & Placements**. Your online reporting schedule will be conveyed to you on your registered email ID.

For verification, please share the below-mentioned documents with e-cap@excelr.com

- 2 Passport size photo
- Copy of your College ID
- Any one Govt ID proof (Driving License / PAN card / AADHAR card)
- Signed copy of this Offer letter as an acceptance.

Following are the details for Job Profile

Full Stack Developer | Front End | Back End

Job Location: **PAN India**

Job Description

Job Profile: **Full Stack Developer | Front End Developer | Back End Developer**


Position: **Developer**

Location: **PAN India**

Duration: **5 months of training and 100% Placement Assistance**

Package*: **2.8LPA to 6LPA**

Best Regards,



Mr. Ram Tawwa

CEO, ExcelR EdTech. Pvt. Ltd.

***Note : This offer is valid only when you satisfy all the criteria of the training and placement process. Final Package depends on the interview performance.**

ExcelR EdTech Private Limited

Registered Office

#49, 1st Cross, 27th Main, 1st Stage,
BTM Layout, Bengaluru, Karnataka - 560068



+91 96321 36744



enquiry@excelr.com



www.excelr.com

CIN:U62099KA2023PTC173077

OFFER LETTER

Date : 12 Jan 2024

Dear Venkatachalam G,

We are pleased to inform you that you have been selected for **Free Training & Placements**. Your online reporting schedule will be conveyed to you on your registered email ID.

For verification, please share the below-mentioned documents with e-cap@excelr.com

- 2 Passport size photo
- Copy of your College ID
- Any one Govt ID proof (Driving License / PAN card / AADHAR card)
- Signed copy of this Offer letter as an acceptance.

Following are the details for Job Profile

Full Stack Developer | Front End | Back End

Job Location: **PAN India**

Job Description

Job Profile: **Full Stack Developer | Front End Developer | Back End Developer**


Position: **Developer**

Location: **PAN India**

Duration: **5 months of training and 100% Placement Assistance**

Package*: **2.8LPA to 6LPA**

Best Regards,



Mr. Ram Tavva

CEO, ExcelR EdTech. Pvt. Ltd.



***Note : This offer is valid only when you satisfy all the criteria of the training and placement process. Final Package depends on the interview performance.**

ExcelR EdTech Private Limited

Registered Office

#49, 1st Cross, 27th Main, 1st Stage,
BTM Layout, Bengaluru, Karnataka - 560068



+91 96221 56744



enquiry@excelr.com



www.excelr.com



CIN:U62099KA2023PTCT173077



Fortrea Drug Development



- 99+
- Compose
- Mail
- Inbox 4,644
- Starred
- Snoozed
- Sent
- Drafts 161
- More

Labels

- General Aeronautics - 2...
- Training Proposals 2021 ...
- More

Selected Students - Oxford Engineering College External Inbox x

**Hegde, Chinmay** <Chinmay.Hegde@fortrea.com>

to me, Shweta(HR), Aditi, Vani

Dear Bheemeswara Sir,

It gives us immense pleasure to inform you that we had a very successful recruitment drive at Oxford College. We have shortlisted 6 candidates for the internship program.

Please find below the candidate details. Request you to share with us the authorization letter in the attached format by

Sl. No	Student Name	Login Id	Project shortlisted	Job Location
1	Sumaiya Fathima .	sunnykumarpcse2024@gmail.com	Statistical Programming	Bengaluru
2	Veena P .	avanishripcse2024@gmail.com	Statistical Programming	Bengaluru
3	Avanishri PB .	veenapcse2024@gmail.com	Statistical Programming	Bengaluru
4	Sunny Kumar Pal .	sumaiyafathima745@gmail.com	Statistical Programming	Bengaluru
5	Harsha M V .	harshamvcse2024@gmail.com	FSP Statistical Programming	Bengaluru
6	Aarya Shambhavi .	aaryacse2024@gmail.com	FSP Statistical Programming	Mumbai

As discussed, the virtual interviews for Biotechnology students will be conducted in the week of 20th November.

Please feel free to connect with me for any further questions.

Thanks & Regards,

Chinmay Hegde

Recruitment Coordinator

E: chinmay.hegde@fortrea.com

M: +91 8867706775 | fortrea.com

Fortrea India Private Limited



-
Labcorp's Clinical Development Business will become Fortrea



Fortrea Drug Development



- 99+
- Compose
- Mail
- Inbox 4,644
- Starred
- Snoozed
- Sent
- Drafts 161
- More

Labels

- General Aeronautics - 2...
- Training Proposals 2021 ...
- More

Selected Students - Oxford Engineering College External Inbox x

**Hegde, Chinmay** <Chinmay.Hegde@fortrea.com>

to me, Shweta(HR), Aditi, Vani

Dear Bheemeswara Sir,

It gives us immense pleasure to inform you that we had a very successful recruitment drive at Oxford College. We have shortlisted 6 candidates for the internship program.

Please find below the candidate details. Request you to share with us the authorization letter in the attached format by

Sl. No	Student Name	Login Id	Project shortlisted	Job Location
1	Sumaiya Fathima .	sunnykumarpcse2024@gmail.com	Statistical Programming	Bengaluru
2	Veena P .	avanishripcse2024@gmail.com	Statistical Programming	Bengaluru
3	Avanishri PB .	veenapcse2024@gmail.com	Statistical Programming	Bengaluru
4	Sunny Kumar Pal .	sumaiyafathima745@gmail.com	Statistical Programming	Bengaluru
5	Harsha M V .	harshamvcse2024@gmail.com	FSP Statistical Programming	Bengaluru
6	Aarya Shambhavi .	aaryacse2024@gmail.com	FSP Statistical Programming	Mumbai

As discussed, the virtual interviews for Biotechnology students will be conducted in the week of 20th November.

Please feel free to connect with me for any further questions.

Thanks & Regards,

Chinmay Hegde

Recruitment Coordinator

E: chinmay.hegde@fortrea.com

M: +91 8867706775 | fortrea.com

Fortrea India Private Limited



-
Labcorp's Clinical Development Business will become Fortrea



Foundit



- 52
- Compose
- Mail
- Inbox 52
- Starred
- Snoozed
- Important
- Sent
- Drafts 107
- Categories
- More

Labels

- Follow up
- Junk E-mail
- Misc
- Placement offer letter 2...
- Priority
- TOCE Placement
- More



Hameeda Lalani
to Amudha, Priya, me

Hi Amrutha/Dr Bheemeswara Reddy,

I would like to thank the entire Oxford team for coordinating the recent campus drive.
As discussed, business has shortlisted below mentioned candidates for an internship stipend with

- Harini S
- Waseema Firdous
- Annapoorna R
- Chethan R

We intend to offer them 6Lac (4Lac fix + 2 Variable) once onboarded for Seeker Business and so
We would be rolling out the internship offer and the clause for the full-time employment details with
We have a batch joining on 31st January,2024 and want them to join on the same day.
To initiate the offers to the selected candidates, I would need the below mentioned list of documents

1. Aadhar Card (front and back side)
2. Pan Card (front and back side)
3. Highest educational qualification degree certificate & consolidated mark sheet
4. Updated resume.

Also need the below details:

Name	DOB	PAN	Aadhar	Father Name	Mother Name	Name as per Bar
	dd-mm-yyyy					

Address							
Permanent (Address)	City	State	Pincode	Present (Address)	City	State	Pincode



April 5, 2024

Rakshitha k

Bengaluru

Subject: Offer of Employment

Dear Rakshitha k,

On behalf of GyanSys Infotech Private Limited (the "Employer"), I am pleased to confirm our offer of employment to you as **Software Engineer Trainee** based in **Bengaluru**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met, and we are excited with the prospect of you joining our organization **on August 6, 2024**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. As part of your annual compensation, you will receive a Total Salary of **Rs 450,000/-**. At your level, the Variable Pay will be **Rs 45,000** of your annual salary. The details of your compensation breakdown are provided in attached Annexure A.

You may also receive additional benefits as are generally accorded to the employees of the Employer, subject to the applicable policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in Annexure B, as well as all rules, regulations, guidelines, policies, and practices of the Employer, which may be amended from time to time. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in Annexure B.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Code of Conduct and other policies (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

This letter and GyanSys Infotech Private Limited employment application are intended to be final.

Your compensation details are confidential, and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

Everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

If you wish to discuss any detail of this offer, please feel free to contact us.

Sincerely,

For GyanSys Infotech Private Limited



Rajeev Subudhi

Director Human Resource

ACCEPTANCE OF OFFER OF EMPLOYMENT

I, **Rakshitha k**, hereby accept the terms and conditions of this employment offer. I will furnish all the documents for your records and will ensure to join on the given date of joining. I also hereby accept the documents submitted by me are true and correct.

Signature

Name: Rakshitha k

Date: August 6 , 2024

Place: Hosur

ANNEXURE A

	Component	Basis	Annual	Monthly
A	Fixed Cash Salary			
	Basic Salary	40% of A	Rs 162,000	Rs 13,500
	HRA	50% OF Basic Salary	Rs 81,000	Rs 6,750
	Communication Allowance	Rs 3000 per month	Rs 36,000	Rs 3,000
	Statutory Bonus	8.33% of Basic	Rs 13,500	Rs 1,125
	Special Allowance #	Balance	Rs 78,112	Rs 6,509
	Total (A)		Rs 370,612	Rs 30,884
B	Fixed Non- Cash Salary			
	Medical Insurance	-	Rs 5,000	Rs 417
	Employer Provident Fund	As per PF Act	Rs 21,600	Rs 1,800
	Gratuity	As per Gratuity Act	Rs 7,788	Rs 649
	Total (B)		Rs 34,388	Rs 2,866
C	Fixed Salary C = A+B		Rs 405,000	Rs 33,750
D	Variable Salary			
	Utilization Bonus	Payable Monthly	Rs 45,000	Rs 3,750
	Total (D)		Rs 45,000	Rs 3,750
E	Total CTC E=C+D		Rs 450,000	Rs 37,500

You are also entitled for Group Term Insurance coverage, which is addition to your CTC mentioned above in Annexure A

Group Term Insurance

You will be entitled to Term Life Insurance from Life Insurance Corporation of India. Details of the Scheme are mentioned below

Group Term Life Cover Scheme	
Insurer	Life Insurance Corporation (LIC)
Scope of Cover	Comprehensive Life Cover (Death due to any reason during the term of the policy)
Life Cover Sum Assured	1 time of Annual CTC subject to maximum 20 Lakh

Utilization Bonus*

You will be eligible for a performance linked monthly paid Utilization bonus. The Utilization Bonus will vary, primarily based on your performance and billing from the project in the given month. Utilization Bonus is set at Rs 45,000/- of your CTC. To be eligible for any bonus pay-out, you must not be on Performance Improvement Plan (PIP). Employer may amend or terminate the Utilization Bonus at any time.

Utilization Bonus calculation

If your utilization is 160 billable hours in the given month, you will be paid 100% of the monthly utilization bonus amount. In case, it is less than 160 hours in a given month, this amount will be calculated and paid on pro-rata basis.

Utilization Bonus Pay out

Month	Payout Month
January	February
February	March
March	April

Details of Annexure A

HRA:

House Rent Allowance is calculated at 50% of Basic Salary. The taxability will be as per prevailing Income Tax Act.

Employer Provident Fund Contribution:

GyanSys Provident Fund Contribution is calculated as per Employees' Provident Fund and Miscellaneous Provisions Act, 1952 and other applicable Provident Fund Rules. Taxability of this component is based on prevailing Income Tax Rules.

Communication Allowance:

An allowance of Rs 3000 per month is payable on a monthly basis. (Rs 36000/- per annum). Tax benefits will be available as per the prevailing Income Tax Rules on submission of proofs. Communication Expenses can be claimed for one Post-paid mobile or one Land Phone. Telephone/ Mobile bills should be in the name of the Employee. Time to submit proof of documents shall be intimated time to time.

Uniform Allowance

An allowance of Rs 1600 per month is payable monthly (Rs 19,200/- per annum). Tax benefits will be available as per the prevailing Income Tax Rules on submission of proofs. Bills for the amount spent for the purchase of business formal/ Business casuals can be submitted as proof.

Statutory

Statutory Bonus payable as per The Payment of Bonus Act, 1965 is calculated at 8.33% of your Basic Salary. This component is paid out monthly and is fully taxable as per prevailing Income Tax Laws.

Special Allowance:

Special Allowance is the benefit provided to Employees after considering all other components in Salary.

Medical Insurance:

You will be entitled to Annual Floating Medical Insurance Coverage (Rs 3,00,000 coverage) for self and dependents limited to Spouse and 2 Children. You will also be entitled to Round-the-clock Personal Accident Insurance Coverage (Rs 5,00,000 coverage) for self. Actual amount may vary depending upon the number of dependents. Self-Coverage is mandatory, but you may opt for dependents.

Over Time Allowance:

Overtime Allowance will be calculated and paid out on a quarterly basis from January to December of current year. All billable hours above 480 will be considered for Overtime Allowance. This amount will be calculated at the rate of Rs 700 per hour.

Please refer and follow the guidelines to understand the process for availing Overtime Allowance as per the policy which is shared in the GyanSys ESS portal.

Over Time Allowance Pay-out

Quarter	Payout Month
January - March	May
April - June	August
July - September	November
October - December	February



Gratuity:

On completion of five years of continuous service with the company you will be eligible for the gratuity as per the payment of Gratuity Act. This amount will accrue to your account annually. The amount towards gratuity accrual is also a part of the above package.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

August 6 , 2024

Signature

Date

General Instructions / Checklist of Documents

Dear Professional,

Congratulations and welcome aboard!!!

This checklist is to prepare you for your journey with us. The documents/material requested here are mandatory and must be carried along on your date of joining. Please carry photocopies of applicable documents as listed below.

Education		
Graduation		
Marksheets for all the years	<input type="checkbox"/>	
Convocation Certificate and Provisional Certificate	<input type="checkbox"/>	
Post-Graduation		
Marksheets for all the years	<input type="checkbox"/>	
Convocation Certificate and Provisional Certificate	<input type="checkbox"/>	
Professional [CA/CS/ICWA/etc.] *		
Marksheets for all the years	<input type="checkbox"/>	
Convocation Certificate and Provisional Certificate	<input type="checkbox"/>	
Membership Number allocation proof/document [if applicable]	<input type="checkbox"/>	
Employment		
Relieving Letter or Service Certificate [All Prior Employment(s)]	<input type="checkbox"/>	
Previous Employment Last Payslip	<input type="checkbox"/>	
Last Employer Relieving letter/Service certificate	<input type="checkbox"/>	
Form 16 for the Current Financial Year or the Salary Certificate*	<input type="checkbox"/>	
General		
Photocopy of PAN card is mandatory and should be submitted on your day of joining**{non-PAN card holders, please apply immediately}	<input type="checkbox"/>	
Photocopy of Aadhar is mandatory and should be submitted on your day of joining.	<input type="checkbox"/>	
2 Passport Size Photographs	<input type="checkbox"/>	
Photocopy of the Passport*	<input type="checkbox"/>	
Candidate Blood Group Information	<input type="checkbox"/>	
Additional Documents - If any	<input type="checkbox"/>	

* If applicable

** Very important and Critical document

We look forward to you joining us, where the BEST chooses to be.



April 5, 2024

**HarshaVardhini
V**

Bengaluru

Subject: Offer of Employment

Dear HarshaVardhini V,

On behalf of GyanSys Infotech Private Limited (the “Employer”), I am pleased to confirm our offer of employment to you as **Software Engineer Trainee** based in **Bengaluru**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met, and we are excited with the prospect of you joining our organization **on August 6, 2024**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. As part of your annual compensation, you will receive a Total Salary of **Rs 450,000/-**. At your level, the Variable Pay will be **Rs 45,000** of your annual salary. The details of your compensation breakdown are provided in attached Annexure A.

You may also receive additional benefits as are generally accorded to the employees of the Employer, subject to the applicable policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in Annexure B, as well as all rules, regulations, guidelines, policies, and practices of the Employer, which may be amended from time to time. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer’s Independence Representations requirements, as further explained in Annexure B.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Code of Conduct and other policies (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

This letter and GyanSys Infotech Private Limited employment application are intended to be final.

Your compensation details are confidential, and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

Everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

If you wish to discuss any detail of this offer, please feel free to contact us.

Sincerely,

For GyanSys Infotech Private Limited



Rajeev Subudhi

Director Human Resource

ACCEPTANCE OF OFFER OF EMPLOYMENT

I, **HarshaVardhini V**, hereby accept the terms and conditions of this employment offer. I will furnish all the documents for your records and will ensure to join on the given date of joining. I also hereby accept the documents submitted by me are true and correct.

Signature

Name: HarshaVardhini V

Date: August 6 , 2024

Place: Hosur

ANNEXURE A

	Component	Basis	Annual	Monthly
A	Fixed Cash Salary			
	Basic Salary	40% of A	Rs 162,000	Rs 13,500
	HRA	50% OF Basic Salary	Rs 81,000	Rs 6,750
	Communication Allowance	Rs 3000 per month	Rs 36,000	Rs 3,000
	Statutory Bonus	8.33% of Basic	Rs 13,500	Rs 1,125
	Special Allowance #	Balance	Rs 78,112	Rs 6,509
	Total (A)		Rs 370,612	Rs 30,884
B	Fixed Non- Cash Salary			
	Medical Insurance	-	Rs 5,000	Rs 417
	Employer Provident Fund	As per PF Act	Rs 21,600	Rs 1,800
	Gratuity	As per Gratuity Act	Rs 7,788	Rs 649
	Total (B)		Rs 34,388	Rs 2,866
C	Fixed Salary C = A+B		Rs 405,000	Rs 33,750
D	Variable Salary			
	Utilization Bonus	Payable Monthly	Rs 45,000	Rs 3,750
	Total (D)		Rs 45,000	Rs 3,750
E	Total CTC E=C+D		Rs 450,000	Rs 37,500

You are also entitled for Group Term Insurance coverage, which is addition to your CTC mentioned above in Annexure A

Group Term Insurance

You will be entitled to Term Life Insurance from Life Insurance Corporation of India. Details of the Scheme are mentioned below

Group Term Life Cover Scheme	
Insurer	Life Insurance Corporation (LIC)
Scope of Cover	Comprehensive Life Cover (Death due to any reason during the term of the policy)
Life Cover Sum Assured	1 time of Annual CTC subject to maximum 20 Lakh

Utilization Bonus*

You will be eligible for a performance linked monthly paid Utilization bonus. The Utilization Bonus will vary, primarily based on your performance and billing from the project in the given month. Utilization Bonus is set at Rs 45,000/- of your CTC. To be eligible for any bonus pay-out, you must not be on Performance Improvement Plan (PIP). Employer may amend or terminate the Utilization Bonus at any time.

Utilization Bonus calculation

If your utilization is 160 billable hours in the given month, you will be paid 100% of the monthly utilization bonus amount. In case, it is less than 160 hours in a given month, this amount will be calculated and paid on pro-rata basis.

Utilization Bonus Pay out

Month	Payout Month
January	February
February	March
March	April

Details of Annexure A

HRA:

House Rent Allowance is calculated at 50% of Basic Salary. The taxability will be as per prevailing Income Tax Act.

Employer Provident Fund Contribution:

GyanSys Provident Fund Contribution is calculated as per Employees' Provident Fund and Miscellaneous Provisions Act, 1952 and other applicable Provident Fund Rules. Taxability of this component is based on prevailing Income Tax Rules.

Communication Allowance:

An allowance of Rs 3000 per month is payable on a monthly basis. (Rs 36000/- per annum). Tax benefits will be available as per the prevailing Income Tax Rules on submission of proofs. Communication Expenses can be claimed for one Post-paid mobile or one Land Phone. Telephone/ Mobile bills should be in the name of the Employee. Time to submit proof of documents shall be intimated time to time.

Uniform Allowance

An allowance of Rs 1600 per month is payable monthly (Rs 19,200/- per annum). Tax benefits will be available as per the prevailing Income Tax Rules on submission of proofs. Bills for the amount spent for the purchase of business formal/ Business casuals can be submitted as proof.

Statutory

Statutory Bonus payable as per The Payment of Bonus Act, 1965 is calculated at 8.33% of your Basic Salary. This component is paid out monthly and is fully taxable as per prevailing Income Tax Laws.

Special Allowance:

Special Allowance is the benefit provided to Employees after considering all other components in Salary.

Medical Insurance:

You will be entitled to Annual Floating Medical Insurance Coverage (Rs 3,00,000 coverage) for self and dependents limited to Spouse and 2 Children. You will also be entitled to Round-the-clock Personal Accident Insurance Coverage (Rs 5,00,000 coverage) for self. Actual amount may vary depending upon the number of dependents. Self-Coverage is mandatory, but you may opt for dependents.

Over Time Allowance:

Overtime Allowance will be calculated and paid out on a quarterly basis from January to December of current year. All billable hours above 480 will be considered for Overtime Allowance. This amount will be calculated at the rate of Rs 700 per hour.

Please refer and follow the guidelines to understand the process for availing Overtime Allowance as per the policy which is shared in the GyanSys ESS portal.

Over Time Allowance Pay-out

Quarter	Payout Month
January - March	May
April - June	August
July - September	November
October - December	February



Gratuity:

On completion of five years of continuous service with the company you will be eligible for the gratuity as per the payment of Gratuity Act. This amount will accrue to your account annually. The amount towards gratuity accrual is also a part of the above package.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

August 6 , 2024

Signature

Date

General Instructions / Checklist of Documents

Dear Professional,

Congratulations and welcome aboard!!!

This checklist is to prepare you for your journey with us. The documents/material requested here are mandatory and must be carried along on your date of joining. Please carry photocopies of applicable documents as listed below.

Education		
Graduation		
Marksheets for all the years	<input type="checkbox"/>	
Convocation Certificate and Provisional Certificate	<input type="checkbox"/>	
Post-Graduation		
Marksheets for all the years	<input type="checkbox"/>	
Convocation Certificate and Provisional Certificate	<input type="checkbox"/>	
Professional [CA/CS/ICWA/etc.] *		
Marksheets for all the years	<input type="checkbox"/>	
Convocation Certificate and Provisional Certificate	<input type="checkbox"/>	
Membership Number allocation proof/document [if applicable]	<input type="checkbox"/>	
Employment		
Relieving Letter or Service Certificate [All Prior Employment(s)]	<input type="checkbox"/>	
Previous Employment Last Payslip	<input type="checkbox"/>	
Last Employer Relieving letter/Service certificate	<input type="checkbox"/>	
Form 16 for the Current Financial Year or the Salary Certificate*	<input type="checkbox"/>	
General		
Photocopy of PAN card is mandatory and should be submitted on your day of joining**{non-PAN card holders, please apply immediately}	<input type="checkbox"/>	
Photocopy of Aadhar is mandatory and should be submitted on your day of joining.	<input type="checkbox"/>	
2 Passport Size Photographs	<input type="checkbox"/>	
Photocopy of the Passport*	<input type="checkbox"/>	
Candidate Blood Group Information	<input type="checkbox"/>	
Additional Documents - If any	<input type="checkbox"/>	

* If applicable

** Very important and Critical document

We look forward to you joining us, where the BEST chooses to be.



April 5, 2024

DIVYA A N

Bengaluru

Subject: Offer of Employment

Dear DIVYA A N,

On behalf of GyanSys Infotech Private Limited (the “Employer”), I am pleased to confirm our offer of employment to you as **Software Engineer Trainee** based in **Bengaluru**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met, and we are excited with the prospect of you joining our organization **on August 6, 2024**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. As part of your annual compensation, you will receive a Total Salary of **Rs 450,000/-**. At your level, the Variable Pay will be **Rs 45,000** of your annual salary. The details of your compensation breakdown are provided in attached Annexure A.

You may also receive additional benefits as are generally accorded to the employees of the Employer, subject to the applicable policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in Annexure B, as well as all rules, regulations, guidelines, policies, and practices of the Employer, which may be amended from time to time. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer’s Independence Representations requirements, as further explained in Annexure B.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Code of Conduct and other policies (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

This letter and GyanSys Infotech Private Limited employment application are intended to be final.

Your compensation details are confidential, and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

Everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

If you wish to discuss any detail of this offer, please feel free to contact us.

Sincerely,

For GyanSys Infotech Private Limited



Rajeev Subudhi

Director Human Resource

ACCEPTANCE OF OFFER OF EMPLOYMENT

I, **DIVYA A N**, hereby accept the terms and conditions of this employment offer. I will furnish all the documents for your records and will ensure to join on the given date of joining. I also hereby accept the documents submitted by me are true and correct.

Signature

Name: DIVYA A N

Date: August 6 , 2024

Place: Hosur

ANNEXURE A

	Component	Basis	Annual	Monthly
A	Fixed Cash Salary			
	Basic Salary	40% of A	Rs 162,000	Rs 13,500
	HRA	50% OF Basic Salary	Rs 81,000	Rs 6,750
	Communication Allowance	Rs 3000 per month	Rs 36,000	Rs 3,000
	Statutory Bonus	8.33% of Basic	Rs 13,500	Rs 1,125
	Special Allowance #	Balance	Rs 78,112	Rs 6,509
	Total (A)		Rs 370,612	Rs 30,884
B	Fixed Non- Cash Salary			
	Medical Insurance	-	Rs 5,000	Rs 417
	Employer Provident Fund	As per PF Act	Rs 21,600	Rs 1,800
	Gratuity	As per Gratuity Act	Rs 7,788	Rs 649
	Total (B)		Rs 34,388	Rs 2,866
C	Fixed Salary C = A+B		Rs 405,000	Rs 33,750
D	Variable Salary			
	Utilization Bonus	Payable Monthly	Rs 45,000	Rs 3,750
	Total (D)		Rs 45,000	Rs 3,750
E	Total CTC E=C+D		Rs 450,000	Rs 37,500

You are also entitled for Group Term Insurance coverage, which is addition to your CTC mentioned above in Annexure A

Group Term Insurance

You will be entitled to Term Life Insurance from Life Insurance Corporation of India. Details of the Scheme are mentioned below

Group Term Life Cover Scheme	
Insurer	Life Insurance Corporation (LIC)
Scope of Cover	Comprehensive Life Cover (Death due to any reason during the term of the policy)
Life Cover Sum Assured	1 time of Annual CTC subject to maximum 20 Lakh

Utilization Bonus*

You will be eligible for a performance linked monthly paid Utilization bonus. The Utilization Bonus will vary, primarily based on your performance and billing from the project in the given month. Utilization Bonus is set at Rs 45,000/- of your CTC. To be eligible for any bonus pay-out, you must not be on Performance Improvement Plan (PIP). Employer may amend or terminate the Utilization Bonus at any time.

Utilization Bonus calculation

If your utilization is 160 billable hours in the given month, you will be paid 100% of the monthly utilization bonus amount. In case, it is less than 160 hours in a given month, this amount will be calculated and paid on pro-rata basis.

Utilization Bonus Pay out

Month	Payout Month
January	February
February	March
March	April

Details of Annexure A

HRA:

House Rent Allowance is calculated at 50% of Basic Salary. The taxability will be as per prevailing Income Tax Act.

Employer Provident Fund Contribution:

GyanSys Provident Fund Contribution is calculated as per Employees' Provident Fund and Miscellaneous Provisions Act, 1952 and other applicable Provident Fund Rules. Taxability of this component is based on prevailing Income Tax Rules.

Communication Allowance:

An allowance of Rs 3000 per month is payable on a monthly basis. (Rs 36000/- per annum). Tax benefits will be available as per the prevailing Income Tax Rules on submission of proofs. Communication Expenses can be claimed for one Post-paid mobile or one Land Phone. Telephone/ Mobile bills should be in the name of the Employee. Time to submit proof of documents shall be intimated time to time.

Uniform Allowance

An allowance of Rs 1600 per month is payable monthly (Rs 19,200/- per annum). Tax benefits will be available as per the prevailing Income Tax Rules on submission of proofs. Bills for the amount spent for the purchase of business formal/ Business casuals can be submitted as proof.

Statutory

Statutory Bonus payable as per The Payment of Bonus Act, 1965 is calculated at 8.33% of your Basic Salary. This component is paid out monthly and is fully taxable as per prevailing Income Tax Laws.

Special Allowance:

Special Allowance is the benefit provided to Employees after considering all other components in Salary.

Medical Insurance:

You will be entitled to Annual Floating Medical Insurance Coverage (Rs 3,00,000 coverage) for self and dependents limited to Spouse and 2 Children. You will also be entitled to Round-the-clock Personal Accident Insurance Coverage (Rs 5,00,000 coverage) for self. Actual amount may vary depending upon the number of dependents. Self-Coverage is mandatory, but you may opt for dependents.

Over Time Allowance:

Overtime Allowance will be calculated and paid out on a quarterly basis from January to December of current year. All billable hours above 480 will be considered for Overtime Allowance. This amount will be calculated at the rate of Rs 700 per hour.

Please refer and follow the guidelines to understand the process for availing Overtime Allowance as per the policy which is shared in the GyanSys ESS portal.

Over Time Allowance Pay-out

Quarter	Payout Month
January - March	May
April - June	August
July - September	November
October - December	February



Gratuity:

On completion of five years of continuous service with the company you will be eligible for the gratuity as per the payment of Gratuity Act. This amount will accrue to your account annually. The amount towards gratuity accrual is also a part of the above package.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

August 6 , 2024

Signature

Date

General Instructions / Checklist of Documents

Dear Professional,

Congratulations and welcome aboard!!!

This checklist is to prepare you for your journey with us. The documents/material requested here are mandatory and must be carried along on your date of joining. Please carry photocopies of applicable documents as listed below.

Education

Graduation

Marksheets for all the years

Convocation Certificate and Provisional Certificate

Post-Graduation

Marksheets for all the years

Convocation Certificate and Provisional Certificate

Professional [CA/CS/ICWA/etc.] *

Marksheets for all the years

Convocation Certificate and Provisional Certificate

Membership Number allocation proof/document [if applicable]

Employment

Relieving Letter or Service Certificate [All Prior Employment(s)]

Previous Employment Last Payslip

Last Employer Relieving letter/Service certificate

Form 16 for the Current Financial Year or the Salary Certificate*

General

Photocopy of PAN card is mandatory and should be submitted on your day of joining**{non-PAN card holders, please apply immediately}

Photocopy of Aadhar is mandatory and should be submitted on your day of joining.

2 Passport Size Photographs

Photocopy of the Passport*

Candidate Blood Group Information

Additional Documents - If any

* If applicable

** Very important and Critical document

We look forward to you joining us, where the BEST chooses to be.



April 5, 2024

**NANDIHALLI
MANJUNATHA**

Bengaluru

Subject: Offer of Employment

Dear NANDIHALLI MANJUNATHA,

On behalf of GyanSys Infotech Private Limited (the "Employer"), I am pleased to confirm our offer of employment to you as **Software Engineer Trainee** based in **Bengaluru**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met, and we are excited with the prospect of you joining our organization **on August 6, 2024**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. As part of your annual compensation, you will receive a Total Salary of **Rs 450,000/-**. At your level, the Variable Pay will be **Rs 45,000** of your annual salary. The details of your compensation breakdown are provided in attached Annexure A.

You may also receive additional benefits as are generally accorded to the employees of the Employer, subject to the applicable policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in Annexure B, as well as all rules, regulations, guidelines, policies, and practices of the Employer, which may be amended from time to time. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in Annexure B.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Code of Conduct and other policies (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

This letter and GyanSys Infotech Private Limited employment application are intended to be final.

Your compensation details are confidential, and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

Everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

If you wish to discuss any detail of this offer, please feel free to contact us.

Sincerely,

For GyanSys Infotech Private Limited



Rajeev Subudhi

Director Human Resource

ACCEPTANCE OF OFFER OF EMPLOYMENT

I, **NANDIHALLI MANJUNATHA**, hereby accept the terms and conditions of this employment offer. I will furnish all the documents for your records and will ensure to join on the given date of joining. I also hereby accept the documents submitted by me are true and correct.

Signature

Name: NANDIHALLI MANJUNATHA

Date: August 6 , 2024

Place: Hosur

ANNEXURE A

	Component	Basis	Annual	Monthly
A	Fixed Cash Salary			
	Basic Salary	40% of A	Rs 162,000	Rs 13,500
	HRA	50% OF Basic Salary	Rs 81,000	Rs 6,750
	Communication Allowance	Rs 3000 per month	Rs 36,000	Rs 3,000
	Statutory Bonus	8.33% of Basic	Rs 13,500	Rs 1,125
	Special Allowance #	Balance	Rs 78,112	Rs 6,509
	Total (A)		Rs 370,612	Rs 30,884
B	Fixed Non- Cash Salary			
	Medical Insurance	-	Rs 5,000	Rs 417
	Employer Provident Fund	As per PF Act	Rs 21,600	Rs 1,800
	Gratuity	As per Gratuity Act	Rs 7,788	Rs 649
	Total (B)		Rs 34,388	Rs 2,866
C	Fixed Salary C = A+B		Rs 405,000	Rs 33,750
D	Variable Salary			
	Utilization Bonus	Payable Monthly	Rs 45,000	Rs 3,750
	Total (D)		Rs 45,000	Rs 3,750
E	Total CTC E=C+D		Rs 450,000	Rs 37,500

You are also entitled for Group Term Insurance coverage, which is addition to your CTC mentioned above in Annexure A

Group Term Insurance

You will be entitled to Term Life Insurance from Life Insurance Corporation of India. Details of the Scheme are mentioned below

Group Term Life Cover Scheme	
Insurer	Life Insurance Corporation (LIC)
Scope of Cover	Comprehensive Life Cover (Death due to any reason during the term of the policy)
Life Cover Sum Assured	1 time of Annual CTC subject to maximum 20 Lakh

Utilization Bonus*

You will be eligible for a performance linked monthly paid Utilization bonus. The Utilization Bonus will vary, primarily based on your performance and billing from the project in the given month. Utilization Bonus is set at Rs 45,000/- of your CTC. To be eligible for any bonus pay-out, you must not be on Performance Improvement Plan (PIP). Employer may amend or terminate the Utilization Bonus at any time.

Utilization Bonus calculation

If your utilization is 160 billable hours in the given month, you will be paid 100% of the monthly utilization bonus amount. In case, it is less than 160 hours in a given month, this amount will be calculated and paid on pro-rata basis.

Utilization Bonus Pay out

Month	Payout Month
January	February
February	March
March	April

Details of Annexure A

HRA:

House Rent Allowance is calculated at 50% of Basic Salary. The taxability will be as per prevailing Income Tax Act.

Employer Provident Fund Contribution:

GyanSys Provident Fund Contribution is calculated as per Employees' Provident Fund and Miscellaneous Provisions Act, 1952 and other applicable Provident Fund Rules. Taxability of this component is based on prevailing Income Tax Rules.

Communication Allowance:

An allowance of Rs 3000 per month is payable on a monthly basis. (Rs 36000/- per annum). Tax benefits will be available as per the prevailing Income Tax Rules on submission of proofs. Communication Expenses can be claimed for one Post-paid mobile or one Land Phone. Telephone/ Mobile bills should be in the name of the Employee. Time to submit proof of documents shall be intimated time to time.

Uniform Allowance

An allowance of Rs 1600 per month is payable monthly (Rs 19,200/- per annum). Tax benefits will be available as per the prevailing Income Tax Rules on submission of proofs. Bills for the amount spent for the purchase of business formal/ Business casuals can be submitted as proof.

Statutory

Statutory Bonus payable as per The Payment of Bonus Act, 1965 is calculated at 8.33% of your Basic Salary. This component is paid out monthly and is fully taxable as per prevailing Income Tax Laws.

Special Allowance:

Special Allowance is the benefit provided to Employees after considering all other components in Salary.

Medical Insurance:

You will be entitled to Annual Floating Medical Insurance Coverage (Rs 3,00,000 coverage) for self and dependents limited to Spouse and 2 Children. You will also be entitled to Round-the-clock Personal Accident Insurance Coverage (Rs 5,00,000 coverage) for self. Actual amount may vary depending upon the number of dependents. Self-Coverage is mandatory, but you may opt for dependents.

Over Time Allowance:

Overtime Allowance will be calculated and paid out on a quarterly basis from January to December of current year. All billable hours above 480 will be considered for Overtime Allowance. This amount will be calculated at the rate of Rs 700 per hour.

Please refer and follow the guidelines to understand the process for availing Overtime Allowance as per the policy which is shared in the GyanSys ESS portal.

Over Time Allowance Pay-out

Quarter	Payout Month
January - March	May
April - June	August
July - September	November
October - December	February



Gratuity:

On completion of five years of continuous service with the company you will be eligible for the gratuity as per the payment of Gratuity Act. This amount will accrue to your account annually. The amount towards gratuity accrual is also a part of the above package.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

August 6 , 2024

Signature

Date

General Instructions / Checklist of Documents

Dear Professional,

Congratulations and welcome aboard!!!

This checklist is to prepare you for your journey with us. The documents/material requested here are mandatory and must be carried along on your date of joining. Please carry photocopies of applicable documents as listed below.

Education		
Graduation		
Marksheets for all the years	<input type="checkbox"/>	
Convocation Certificate and Provisional Certificate	<input type="checkbox"/>	
Post-Graduation		
Marksheets for all the years	<input type="checkbox"/>	
Convocation Certificate and Provisional Certificate	<input type="checkbox"/>	
Professional [CA/CS/ICWA/etc.] *		
Marksheets for all the years	<input type="checkbox"/>	
Convocation Certificate and Provisional Certificate	<input type="checkbox"/>	
Membership Number allocation proof/document [if applicable]	<input type="checkbox"/>	
Employment		
Relieving Letter or Service Certificate [All Prior Employment(s)]	<input type="checkbox"/>	
Previous Employment Last Payslip	<input type="checkbox"/>	
Last Employer Relieving letter/Service certificate	<input type="checkbox"/>	
Form 16 for the Current Financial Year or the Salary Certificate*	<input type="checkbox"/>	
General		
Photocopy of PAN card is mandatory and should be submitted on your day of joining**{non-PAN card holders, please apply immediately}	<input type="checkbox"/>	
Photocopy of Aadhar is mandatory and should be submitted on your day of joining.	<input type="checkbox"/>	
2 Passport Size Photographs	<input type="checkbox"/>	
Photocopy of the Passport*	<input type="checkbox"/>	
Candidate Blood Group Information	<input type="checkbox"/>	
Additional Documents - If any	<input type="checkbox"/>	

* If applicable

** Very important and Critical document

We look forward to you joining us, where the BEST chooses to be.



April 5, 2024

NAYAN V

Bengaluru

Subject: Offer of Employment

Dear NAYAN V,

On behalf of GyanSys Infotech Private Limited (the “Employer”), I am pleased to confirm our offer of employment to you as **Software Engineer Trainee** based in **Bengaluru**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met, and we are excited with the prospect of you joining our organization **on August 6, 2024**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. As part of your annual compensation, you will receive a Total Salary of **Rs 450,000/-**. At your level, the Variable Pay will be **Rs 45,000** of your annual salary. The details of your compensation breakdown are provided in attached Annexure A.

You may also receive additional benefits as are generally accorded to the employees of the Employer, subject to the applicable policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in Annexure B, as well as all rules, regulations, guidelines, policies, and practices of the Employer, which may be amended from time to time. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer’s Independence Representations requirements, as further explained in Annexure B.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Code of Conduct and other policies (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

This letter and GyanSys Infotech Private Limited employment application are intended to be final.

Your compensation details are confidential, and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

Everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

If you wish to discuss any detail of this offer, please feel free to contact us.

Sincerely,

For GyanSys Infotech Private Limited



Rajeev Subudhi

Director Human Resource

ACCEPTANCE OF OFFER OF EMPLOYMENT

I, **NAYAN V**, hereby accept the terms and conditions of this employment offer. I will furnish all the documents for your records and will ensure to join on the given date of joining. I also hereby accept the documents submitted by me are true and correct.

Signature

Name: NAYAN V

Date: August 6 , 2024

Place: Hosur

ANNEXURE A

	Component	Basis	Annual	Monthly
A	Fixed Cash Salary			
	Basic Salary	40% of A	Rs 162,000	Rs 13,500
	HRA	50% OF Basic Salary	Rs 81,000	Rs 6,750
	Communication Allowance	Rs 3000 per month	Rs 36,000	Rs 3,000
	Statutory Bonus	8.33% of Basic	Rs 13,500	Rs 1,125
	Special Allowance #	Balance	Rs 78,112	Rs 6,509
	Total (A)		Rs 370,612	Rs 30,884
B	Fixed Non- Cash Salary			
	Medical Insurance	-	Rs 5,000	Rs 417
	Employer Provident Fund	As per PF Act	Rs 21,600	Rs 1,800
	Gratuity	As per Gratuity Act	Rs 7,788	Rs 649
	Total (B)		Rs 34,388	Rs 2,866
C	Fixed Salary C = A+B		Rs 405,000	Rs 33,750
D	Variable Salary			
	Utilization Bonus	Payable Monthly	Rs 45,000	Rs 3,750
	Total (D)		Rs 45,000	Rs 3,750
E	Total CTC E=C+D		Rs 450,000	Rs 37,500

You are also entitled for Group Term Insurance coverage, which is addition to your CTC mentioned above in Annexure A

Group Term Insurance

You will be entitled to Term Life Insurance from Life Insurance Corporation of India. Details of the Scheme are mentioned below

Group Term Life Cover Scheme	
Insurer	Life Insurance Corporation (LIC)
Scope of Cover	Comprehensive Life Cover (Death due to any reason during the term of the policy)
Life Cover Sum Assured	1 time of Annual CTC subject to maximum 20 Lakh

Utilization Bonus*

You will be eligible for a performance linked monthly paid Utilization bonus. The Utilization Bonus will vary, primarily based on your performance and billing from the project in the given month. Utilization Bonus is set at Rs 45,000/- of your CTC. To be eligible for any bonus pay-out, you must not be on Performance Improvement Plan (PIP). Employer may amend or terminate the Utilization Bonus at any time.

Utilization Bonus calculation

If your utilization is 160 billable hours in the given month, you will be paid 100% of the monthly utilization bonus amount. In case, it is less than 160 hours in a given month, this amount will be calculated and paid on pro-rata basis.

Utilization Bonus Pay out

Month	Payout Month
January	February
February	March
March	April

Details of Annexure A

HRA:

House Rent Allowance is calculated at 50% of Basic Salary. The taxability will be as per prevailing Income Tax Act.

Employer Provident Fund Contribution:

GyanSys Provident Fund Contribution is calculated as per Employees' Provident Fund and Miscellaneous Provisions Act, 1952 and other applicable Provident Fund Rules. Taxability of this component is based on prevailing Income Tax Rules.

Communication Allowance:

An allowance of Rs 3000 per month is payable on a monthly basis. (Rs 36000/- per annum). Tax benefits will be available as per the prevailing Income Tax Rules on submission of proofs. Communication Expenses can be claimed for one Post-paid mobile or one Land Phone. Telephone/ Mobile bills should be in the name of the Employee. Time to submit proof of documents shall be intimated time to time.

Uniform Allowance

An allowance of Rs 1600 per month is payable monthly (Rs 19,200/- per annum). Tax benefits will be available as per the prevailing Income Tax Rules on submission of proofs. Bills for the amount spent for the purchase of business formal/ Business casuals can be submitted as proof.

Statutory

Statutory Bonus payable as per The Payment of Bonus Act, 1965 is calculated at 8.33% of your Basic Salary. This component is paid out monthly and is fully taxable as per prevailing Income Tax Laws.

Special Allowance:

Special Allowance is the benefit provided to Employees after considering all other components in Salary.

Medical Insurance:

You will be entitled to Annual Floating Medical Insurance Coverage (Rs 3,00,000 coverage) for self and dependents limited to Spouse and 2 Children. You will also be entitled to Round-the-clock Personal Accident Insurance Coverage (Rs 5,00,000 coverage) for self. Actual amount may vary depending upon the number of dependents. Self-Coverage is mandatory, but you may opt for dependents.

Over Time Allowance:

Overtime Allowance will be calculated and paid out on a quarterly basis from January to December of current year. All billable hours above 480 will be considered for Overtime Allowance. This amount will be calculated at the rate of Rs 700 per hour.

Please refer and follow the guidelines to understand the process for availing Overtime Allowance as per the policy which is shared in the GyanSys ESS portal.

Over Time Allowance Pay-out

Quarter	Payout Month
January - March	May
April - June	August
July - September	November
October - December	February



Gratuity:

On completion of five years of continuous service with the company you will be eligible for the gratuity as per the payment of Gratuity Act. This amount will accrue to your account annually. The amount towards gratuity accrual is also a part of the above package.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

August 6 , 2024

Signature

Date

General Instructions / Checklist of Documents

Dear Professional,

Congratulations and welcome aboard!!!

This checklist is to prepare you for your journey with us. The documents/material requested here are mandatory and must be carried along on your date of joining. Please carry photocopies of applicable documents as listed below.

Education		
Graduation		
Marksheets for all the years	<input type="checkbox"/>	
Convocation Certificate and Provisional Certificate	<input type="checkbox"/>	
Post-Graduation		
Marksheets for all the years	<input type="checkbox"/>	
Convocation Certificate and Provisional Certificate	<input type="checkbox"/>	
Professional [CA/CS/ICWA/etc.] *		
Marksheets for all the years	<input type="checkbox"/>	
Convocation Certificate and Provisional Certificate	<input type="checkbox"/>	
Membership Number allocation proof/document [if applicable]	<input type="checkbox"/>	
Employment		
Relieving Letter or Service Certificate [All Prior Employment(s)]	<input type="checkbox"/>	
Previous Employment Last Payslip	<input type="checkbox"/>	
Last Employer Relieving letter/Service certificate	<input type="checkbox"/>	
Form 16 for the Current Financial Year or the Salary Certificate*	<input type="checkbox"/>	
General		
Photocopy of PAN card is mandatory and should be submitted on your day of joining**{non-PAN card holders, please apply immediately}	<input type="checkbox"/>	
Photocopy of Aadhar is mandatory and should be submitted on your day of joining.	<input type="checkbox"/>	
2 Passport Size Photographs	<input type="checkbox"/>	
Photocopy of the Passport*	<input type="checkbox"/>	
Candidate Blood Group Information	<input type="checkbox"/>	
Additional Documents - If any	<input type="checkbox"/>	

* If applicable

** Very important and Critical document

We look forward to you joining us, where the BEST chooses to be.



April 5, 2024

ADARSH KUMAR

TG

Bengaluru

Subject: Offer of Employment

Dear ADARSH KUMAR TG,

On behalf of GyanSys Infotech Private Limited (the “Employer”), I am pleased to confirm our offer of employment to you as **Software Engineer Trainee** based in **Bengaluru**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met, and we are excited with the prospect of you joining our organization **on August 6, 2024**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. As part of your annual compensation, you will receive a Total Salary of **Rs 450,000/-**. At your level, the Variable Pay will be **Rs 45,000** of your annual salary. The details of your compensation breakdown are provided in attached Annexure A.

You may also receive additional benefits as are generally accorded to the employees of the Employer, subject to the applicable policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in Annexure B, as well as all rules, regulations, guidelines, policies, and practices of the Employer, which may be amended from time to time. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer’s Independence Representations requirements, as further explained in Annexure B.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Code of Conduct and other policies (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

This letter and GyanSys Infotech Private Limited employment application are intended to be final.

Your compensation details are confidential, and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

Everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

If you wish to discuss any detail of this offer, please feel free to contact us.

Sincerely,

For GyanSys Infotech Private Limited



Rajeev Subudhi

Director Human Resource

ACCEPTANCE OF OFFER OF EMPLOYMENT

I, **ADARSH KUMAR TG**, hereby accept the terms and conditions of this employment offer. I will furnish all the documents for your records and will ensure to join on the given date of joining. I also hereby accept the documents submitted by me are true and correct.

Signature

Name: ADARSH KUMAR TG

Date: August 6 , 2024

Place: Hosur

ANNEXURE A

	Component	Basis	Annual	Monthly
A	Fixed Cash Salary			
	Basic Salary	40% of A	Rs 162,000	Rs 13,500
	HRA	50% OF Basic Salary	Rs 81,000	Rs 6,750
	Communication Allowance	Rs 3000 per month	Rs 36,000	Rs 3,000
	Statutory Bonus	8.33% of Basic	Rs 13,500	Rs 1,125
	Special Allowance #	Balance	Rs 78,112	Rs 6,509
	Total (A)		Rs 370,612	Rs 30,884
B	Fixed Non- Cash Salary			
	Medical Insurance	-	Rs 5,000	Rs 417
	Employer Provident Fund	As per PF Act	Rs 21,600	Rs 1,800
	Gratuity	As per Gratuity Act	Rs 7,788	Rs 649
	Total (B)		Rs 34,388	Rs 2,866
C	Fixed Salary C = A+B		Rs 405,000	Rs 33,750
D	Variable Salary			
	Utilization Bonus	Payable Monthly	Rs 45,000	Rs 3,750
	Total (D)		Rs 45,000	Rs 3,750
E	Total CTC E=C+D		Rs 450,000	Rs 37,500

You are also entitled for Group Term Insurance coverage, which is addition to your CTC mentioned above in Annexure A

Group Term Insurance

You will be entitled to Term Life Insurance from Life Insurance Corporation of India. Details of the Scheme are mentioned below

Group Term Life Cover Scheme	
Insurer	Life Insurance Corporation (LIC)
Scope of Cover	Comprehensive Life Cover (Death due to any reason during the term of the policy)
Life Cover Sum Assured	1 time of Annual CTC subject to maximum 20 Lakh

Utilization Bonus*

You will be eligible for a performance linked monthly paid Utilization bonus. The Utilization Bonus will vary, primarily based on your performance and billing from the project in the given month. Utilization Bonus is set at Rs 45,000/- of your CTC. To be eligible for any bonus pay-out, you must not be on Performance Improvement Plan (PIP). Employer may amend or terminate the Utilization Bonus at any time.

Utilization Bonus calculation

If your utilization is 160 billable hours in the given month, you will be paid 100% of the monthly utilization bonus amount. In case, it is less than 160 hours in a given month, this amount will be calculated and paid on pro-rata basis.

Utilization Bonus Pay out

Month	Payout Month
January	February
February	March
March	April

Details of Annexure A

HRA:

House Rent Allowance is calculated at 50% of Basic Salary. The taxability will be as per prevailing Income Tax Act.

Employer Provident Fund Contribution:

GyanSys Provident Fund Contribution is calculated as per Employees' Provident Fund and Miscellaneous Provisions Act, 1952 and other applicable Provident Fund Rules. Taxability of this component is based on prevailing Income Tax Rules.

Communication Allowance:

An allowance of Rs 3000 per month is payable on a monthly basis. (Rs 36000/- per annum). Tax benefits will be available as per the prevailing Income Tax Rules on submission of proofs. Communication Expenses can be claimed for one Post-paid mobile or one Land Phone. Telephone/ Mobile bills should be in the name of the Employee. Time to submit proof of documents shall be intimated time to time.

Uniform Allowance

An allowance of Rs 1600 per month is payable monthly (Rs 19,200/- per annum). Tax benefits will be available as per the prevailing Income Tax Rules on submission of proofs. Bills for the amount spent for the purchase of business formal/ Business casuals can be submitted as proof.

Statutory

Statutory Bonus payable as per The Payment of Bonus Act, 1965 is calculated at 8.33% of your Basic Salary. This component is paid out monthly and is fully taxable as per prevailing Income Tax Laws.

Special Allowance:

Special Allowance is the benefit provided to Employees after considering all other components in Salary.

Medical Insurance:

You will be entitled to Annual Floating Medical Insurance Coverage (Rs 3,00,000 coverage) for self and dependents limited to Spouse and 2 Children. You will also be entitled to Round-the-clock Personal Accident Insurance Coverage (Rs 5,00,000 coverage) for self. Actual amount may vary depending upon the number of dependents. Self-Coverage is mandatory, but you may opt for dependents.

Over Time Allowance:

Overtime Allowance will be calculated and paid out on a quarterly basis from January to December of current year. All billable hours above 480 will be considered for Overtime Allowance. This amount will be calculated at the rate of Rs 700 per hour.

Please refer and follow the guidelines to understand the process for availing Overtime Allowance as per the policy which is shared in the GyanSys ESS portal.

Over Time Allowance Pay-out

Quarter	Payout Month
January - March	May
April - June	August
July - September	November
October - December	February



Gratuity:

On completion of five years of continuous service with the company you will be eligible for the gratuity as per the payment of Gratuity Act. This amount will accrue to your account annually. The amount towards gratuity accrual is also a part of the above package.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

August 6 , 2024

Signature

Date

General Instructions / Checklist of Documents

Dear Professional,

Congratulations and welcome aboard!!!

This checklist is to prepare you for your journey with us. The documents/material requested here are mandatory and must be carried along on your date of joining. Please carry photocopies of applicable documents as listed below.

Education		
Graduation		
Marksheets for all the years	<input type="checkbox"/>	
Convocation Certificate and Provisional Certificate	<input type="checkbox"/>	
Post-Graduation		
Marksheets for all the years	<input type="checkbox"/>	
Convocation Certificate and Provisional Certificate	<input type="checkbox"/>	
Professional [CA/CS/ICWA/etc.] *		
Marksheets for all the years	<input type="checkbox"/>	
Convocation Certificate and Provisional Certificate	<input type="checkbox"/>	
Membership Number allocation proof/document [if applicable]	<input type="checkbox"/>	
Employment		
Relieving Letter or Service Certificate [All Prior Employment(s)]	<input type="checkbox"/>	
Previous Employment Last Payslip	<input type="checkbox"/>	
Last Employer Relieving letter/Service certificate	<input type="checkbox"/>	
Form 16 for the Current Financial Year or the Salary Certificate*	<input type="checkbox"/>	
General		
Photocopy of PAN card is mandatory and should be submitted on your day of joining**{non-PAN card holders, please apply immediately}	<input type="checkbox"/>	
Photocopy of Aadhar is mandatory and should be submitted on your day of joining.	<input type="checkbox"/>	
2 Passport Size Photographs	<input type="checkbox"/>	
Photocopy of the Passport*	<input type="checkbox"/>	
Candidate Blood Group Information	<input type="checkbox"/>	
Additional Documents - If any	<input type="checkbox"/>	

* If applicable

** Very important and Critical document

We look forward to you joining us, where the BEST chooses to be.



April 5, 2024

**B Indrasena
Reddy**

Bengaluru

Subject: Offer of Employment

Dear B Indrasena Reddy,

On behalf of GyanSys Infotech Private Limited (the "Employer"), I am pleased to confirm our offer of employment to you as **Software Engineer Trainee** based in **Bengaluru**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met, and we are excited with the prospect of you joining our organization **on August 6, 2024**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. As part of your annual compensation, you will receive a Total Salary of **Rs 450,000/-**. At your level, the Variable Pay will be **Rs 45,000** of your annual salary. The details of your compensation breakdown are provided in attached Annexure A.

You may also receive additional benefits as are generally accorded to the employees of the Employer, subject to the applicable policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in Annexure B, as well as all rules, regulations, guidelines, policies, and practices of the Employer, which may be amended from time to time. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in Annexure B.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Code of Conduct and other policies (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

This letter and GyanSys Infotech Private Limited employment application are intended to be final.

Your compensation details are confidential, and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

Everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

If you wish to discuss any detail of this offer, please feel free to contact us.

Sincerely,

For GyanSys Infotech Private Limited



Rajeev Subudhi

Director Human Resource

ACCEPTANCE OF OFFER OF EMPLOYMENT

I, **B Indrasena Reddy**, hereby accept the terms and conditions of this employment offer. I will furnish all the documents for your records and will ensure to join on the given date of joining. I also hereby accept the documents submitted by me are true and correct.

Signature

Name: B Indrasena Reddy

Date: August 6 , 2024

Place: Hosur

ANNEXURE A

	Component	Basis	Annual	Monthly
A	Fixed Cash Salary			
	Basic Salary	40% of A	Rs 162,000	Rs 13,500
	HRA	50% OF Basic Salary	Rs 81,000	Rs 6,750
	Communication Allowance	Rs 3000 per month	Rs 36,000	Rs 3,000
	Statutory Bonus	8.33% of Basic	Rs 13,500	Rs 1,125
	Special Allowance #	Balance	Rs 78,112	Rs 6,509
	Total (A)		Rs 370,612	Rs 30,884
B	Fixed Non- Cash Salary			
	Medical Insurance	-	Rs 5,000	Rs 417
	Employer Provident Fund	As per PF Act	Rs 21,600	Rs 1,800
	Gratuity	As per Gratuity Act	Rs 7,788	Rs 649
	Total (B)		Rs 34,388	Rs 2,866
C	Fixed Salary C = A+B		Rs 405,000	Rs 33,750
D	Variable Salary			
	Utilization Bonus	Payable Monthly	Rs 45,000	Rs 3,750
	Total (D)		Rs 45,000	Rs 3,750
E	Total CTC E=C+D		Rs 450,000	Rs 37,500

You are also entitled for Group Term Insurance coverage, which is addition to your CTC mentioned above in Annexure A

Group Term Insurance

You will be entitled to Term Life Insurance from Life Insurance Corporation of India. Details of the Scheme are mentioned below

Group Term Life Cover Scheme	
Insurer	Life Insurance Corporation (LIC)
Scope of Cover	Comprehensive Life Cover (Death due to any reason during the term of the policy)
Life Cover Sum Assured	1 time of Annual CTC subject to maximum 20 Lakh

Utilization Bonus*

You will be eligible for a performance linked monthly paid Utilization bonus. The Utilization Bonus will vary, primarily based on your performance and billing from the project in the given month. Utilization Bonus is set at Rs 45,000/- of your CTC. To be eligible for any bonus pay-out, you must not be on Performance Improvement Plan (PIP). Employer may amend or terminate the Utilization Bonus at any time.

Utilization Bonus calculation

If your utilization is 160 billable hours in the given month, you will be paid 100% of the monthly utilization bonus amount. In case, it is less than 160 hours in a given month, this amount will be calculated and paid on pro-rata basis.

Utilization Bonus Pay out

Month	Payout Month
January	February
February	March
March	April

Details of Annexure A

HRA:

House Rent Allowance is calculated at 50% of Basic Salary. The taxability will be as per prevailing Income Tax Act.

Employer Provident Fund Contribution:

GyanSys Provident Fund Contribution is calculated as per Employees' Provident Fund and Miscellaneous Provisions Act, 1952 and other applicable Provident Fund Rules. Taxability of this component is based on prevailing Income Tax Rules.

Communication Allowance:

An allowance of Rs 3000 per month is payable on a monthly basis. (Rs 36000/- per annum). Tax benefits will be available as per the prevailing Income Tax Rules on submission of proofs. Communication Expenses can be claimed for one Post-paid mobile or one Land Phone. Telephone/ Mobile bills should be in the name of the Employee. Time to submit proof of documents shall be intimated time to time.

Uniform Allowance

An allowance of Rs 1600 per month is payable monthly (Rs 19,200/- per annum). Tax benefits will be available as per the prevailing Income Tax Rules on submission of proofs. Bills for the amount spent for the purchase of business formal/ Business casuals can be submitted as proof.

Statutory

Statutory Bonus payable as per The Payment of Bonus Act, 1965 is calculated at 8.33% of your Basic Salary. This component is paid out monthly and is fully taxable as per prevailing Income Tax Laws.

Special Allowance:

Special Allowance is the benefit provided to Employees after considering all other components in Salary.

Medical Insurance:

You will be entitled to Annual Floating Medical Insurance Coverage (Rs 3,00,000 coverage) for self and dependents limited to Spouse and 2 Children. You will also be entitled to Round-the-clock Personal Accident Insurance Coverage (Rs 5,00,000 coverage) for self. Actual amount may vary depending upon the number of dependents. Self-Coverage is mandatory, but you may opt for dependents.

Over Time Allowance:

Overtime Allowance will be calculated and paid out on a quarterly basis from January to December of current year. All billable hours above 480 will be considered for Overtime Allowance. This amount will be calculated at the rate of Rs 700 per hour.

Please refer and follow the guidelines to understand the process for availing Overtime Allowance as per the policy which is shared in the GyanSys ESS portal.

Over Time Allowance Pay-out

Quarter	Payout Month
January - March	May
April - June	August
July - September	November
October - December	February



Gratuity:

On completion of five years of continuous service with the company you will be eligible for the gratuity as per the payment of Gratuity Act. This amount will accrue to your account annually. The amount towards gratuity accrual is also a part of the above package.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

August 6 , 2024

Signature

Date

General Instructions / Checklist of Documents

Dear Professional,

Congratulations and welcome aboard!!!

This checklist is to prepare you for your journey with us. The documents/material requested here are mandatory and must be carried along on your date of joining. Please carry photocopies of applicable documents as listed below.

Education		
Graduation		
Marksheets for all the years	<input type="checkbox"/>	
Convocation Certificate and Provisional Certificate	<input type="checkbox"/>	
Post-Graduation		
Marksheets for all the years	<input type="checkbox"/>	
Convocation Certificate and Provisional Certificate	<input type="checkbox"/>	
Professional [CA/CS/ICWA/etc.] *		
Marksheets for all the years	<input type="checkbox"/>	
Convocation Certificate and Provisional Certificate	<input type="checkbox"/>	
Membership Number allocation proof/document [if applicable]	<input type="checkbox"/>	
Employment		
Relieving Letter or Service Certificate [All Prior Employment(s)]	<input type="checkbox"/>	
Previous Employment Last Payslip	<input type="checkbox"/>	
Last Employer Relieving letter/Service certificate	<input type="checkbox"/>	
Form 16 for the Current Financial Year or the Salary Certificate*	<input type="checkbox"/>	
General		
Photocopy of PAN card is mandatory and should be submitted on your day of joining**{non-PAN card holders, please apply immediately}	<input type="checkbox"/>	
Photocopy of Aadhar is mandatory and should be submitted on your day of joining.	<input type="checkbox"/>	
2 Passport Size Photographs	<input type="checkbox"/>	
Photocopy of the Passport*	<input type="checkbox"/>	
Candidate Blood Group Information	<input type="checkbox"/>	
Additional Documents - If any	<input type="checkbox"/>	

* If applicable

** Very important and Critical document

We look forward to you joining us, where the BEST chooses to be.



April 5, 2024

PRAJWALKUMA

R SADANAND

MUTNALE

Bengaluru

Subject: Offer of Employment

Dear PRAJWALKUMAR SADANAND,

On behalf of GyanSys Infotech Private Limited (the "Employer"), I am pleased to confirm our offer of employment to you as **Software Engineer Trainee** based in **Bengaluru**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met, and we are excited with the prospect of you joining our organization **on August 6, 2024**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. As part of your annual compensation, you will receive a Total Salary of **Rs 450,000/-**. At your level, the Variable Pay will be **Rs 45,000** of your annual salary. The details of your compensation breakdown are provided in attached Annexure A.

You may also receive additional benefits as are generally accorded to the employees of the Employer, subject to the applicable policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in Annexure B, as well as all rules, regulations, guidelines, policies, and practices of the Employer, which may be amended from time to time. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in Annexure B.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Code of Conduct and other policies (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

This letter and GyanSys Infotech Private Limited employment application are intended to be final.



www.gyansys.com

Your compensation details are confidential, and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

Everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

If you wish to discuss any detail of this offer, please feel free to contact us.

Sincerely,

For GyanSys Infotech Private Limited



Rajeev Subudhi

Director Human Resource

ACCEPTANCE OF OFFER OF EMPLOYMENT

I, **PRAJWALKUMAR SADANAND MUTNALE**, hereby accept the terms and conditions of this employment offer. I will furnish all the documents for your records and will ensure to join on the given date of joining. I also hereby accept the documents submitted by me are true and correct.

Signature

Name: PRAJWALKUMAR SADANAND MUTNALE

Date: August 6, 2024

Place: Hosur

ANNEXURE A

	Component	Basis	Annual	Monthly
A	Fixed Cash Salary			
	Basic Salary	40% of A	Rs 162,000	Rs 13,500
	HRA	50% OF Basic Salary	Rs 81,000	Rs 6,750
	Communication Allowance	Rs 3000 per month	Rs 36,000	Rs 3,000
	Statutory Bonus	8.33% of Basic	Rs 13,500	Rs 1,125
	Special Allowance #	Balance	Rs 78,112	Rs 6,509
	Total (A)		Rs 370,612	Rs 30,884
B	Fixed Non- Cash Salary			
	Medical Insurance	-	Rs 5,000	Rs 417
	Employer Provident Fund	As per PF Act	Rs 21,600	Rs 1,800
	Gratuity	As per Gratuity Act	Rs 7,788	Rs 649
	Total (B)		Rs 34,388	Rs 2,866
C	Fixed Salary C = A+B		Rs 405,000	Rs 33,750
D	Variable Salary			
	Utilization Bonus	Payable Monthly	Rs 45,000	Rs 3,750
	Total (D)		Rs 45,000	Rs 3,750
E	Total CTC E=C+D		Rs 450,000	Rs 37,500

You are also entitled for Group Term Insurance coverage, which is addition to your CTC mentioned above in Annexure A

Group Term Insurance

You will be entitled to Term Life Insurance from Life Insurance Corporation of India. Details of the Scheme are mentioned below

Group Term Life Cover Scheme	
Insurer	Life Insurance Corporation (LIC)
Scope of Cover	Comprehensive Life Cover (Death due to any reason during the term of the policy)
Life Cover Sum Assured	1 time of Annual CTC subject to maximum 20 Lakh

Utilization Bonus*

You will be eligible for a performance linked monthly paid Utilization bonus. The Utilization Bonus will vary, primarily based on your performance and billing from the project in the given month. Utilization Bonus is set at Rs 45,000/- of your CTC. To be eligible for any bonus pay-out, you must not be on Performance Improvement Plan (PIP). Employer may amend or terminate the Utilization Bonus at any time.

Utilization Bonus calculation

If your utilization is 160 billable hours in the given month, you will be paid 100% of the monthly utilization bonus amount. In case, it is less than 160 hours in a given month, this amount will be calculated and paid on pro-rata basis.

Utilization Bonus Pay out

Month	Payout Month
January	February
February	March
March	April

Details of Annexure A

HRA:

House Rent Allowance is calculated at 50% of Basic Salary. The taxability will be as per prevailing Income Tax Act.

Employer Provident Fund Contribution:

GyanSys Provident Fund Contribution is calculated as per Employees' Provident Fund and Miscellaneous Provisions Act, 1952 and other applicable Provident Fund Rules. Taxability of this component is based on prevailing Income Tax Rules.

Communication Allowance:

An allowance of Rs 3000 per month is payable on a monthly basis. (Rs 36000/- per annum). Tax benefits will be available as per the prevailing Income Tax Rules on submission of proofs. Communication Expenses can be claimed for one Post-paid mobile or one Land Phone. Telephone/ Mobile bills should be in the name of the Employee. Time to submit proof of documents shall be intimated time to time.

Uniform Allowance

An allowance of Rs 1600 per month is payable monthly (Rs 19,200/- per annum). Tax benefits will be available as per the prevailing Income Tax Rules on submission of proofs. Bills for the amount spent for the purchase of business formal/ Business casuals can be submitted as proof.

Statutory

Statutory Bonus payable as per The Payment of Bonus Act, 1965 is calculated at 8.33% of your Basic Salary. This component is paid out monthly and is fully taxable as per prevailing Income Tax Laws.

Special Allowance:

Special Allowance is the benefit provided to Employees after considering all other components in Salary.

Medical Insurance:

You will be entitled to Annual Floating Medical Insurance Coverage (Rs 3,00,000 coverage) for self and dependents limited to Spouse and 2 Children. You will also be entitled to Round-the-clock Personal Accident Insurance Coverage (Rs 5,00,000 coverage) for self. Actual amount may vary depending upon the number of dependents. Self-Coverage is mandatory, but you may opt for dependents.

Over Time Allowance:

Overtime Allowance will be calculated and paid out on a quarterly basis from January to December of current year. All billable hours above 480 will be considered for Overtime Allowance. This amount will be calculated at the rate of Rs 700 per hour.

Please refer and follow the guidelines to understand the process for availing Overtime Allowance as per the policy which is shared in the GyanSys ESS portal.

Over Time Allowance Pay-out

Quarter	Payout Month
January - March	May
April - June	August
July - September	November
October - December	February



Gratuity:

On completion of five years of continuous service with the company you will be eligible for the gratuity as per the payment of Gratuity Act. This amount will accrue to your account annually. The amount towards gratuity accrual is also a part of the above package.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

August 6 , 2024

Signature

Date

General Instructions / Checklist of Documents

Dear Professional,

Congratulations and welcome aboard!!!

This checklist is to prepare you for your journey with us. The documents/material requested here are mandatory and must be carried along on your date of joining. Please carry photocopies of applicable documents as listed below.

Education

Graduation

Marksheets for all the years

Convocation Certificate and Provisional Certificate

Post-Graduation

Marksheets for all the years

Convocation Certificate and Provisional Certificate

Professional [CA/CS/ICWA/etc.] *

Marksheets for all the years

Convocation Certificate and Provisional Certificate

Membership Number allocation proof/document [if applicable]

Employment

Relieving Letter or Service Certificate [All Prior Employment(s)]

Previous Employment Last Payslip

Last Employer Relieving letter/Service certificate

Form 16 for the Current Financial Year or the Salary Certificate*

General

Photocopy of PAN card is mandatory and should be submitted on your day of joining**{non-PAN card holders, please apply immediately}

Photocopy of Aadhar is mandatory and should be submitted on your day of joining.

2 Passport Size Photographs

Photocopy of the Passport*

Candidate Blood Group Information

Additional Documents - If any

* If applicable

** Very important and Critical document

We look forward to you joining us, where the BEST chooses to be.

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L74140DL1991PLC048369

Technology Hub, Special Economic Zone

Plot No - 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 8125000 F +91 120 4683030

Registered Office: B06 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

OFFER & APPOINTMENT LETTER**Offer Release Date: November 18, 2023**Dear **Arun ms Aradhyamatt**,

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 **September 19, 2024** at 9:00 A.M at the following address **BengaluruSEZ-T4-U5-4F-6F,7F:2,8F:1-3**. 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 3,50,000** 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.

HCL Confidential**HCL**

HCL TECHNOLOGIES LTD.

Corporate Identification Number: L74140DL1991PLGD46369

B-39, Sector 1, NOIDA 201 301, UP, India.

T: +91 120 4024700, 3337000 F: +91 120 2425833

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

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.

Yours truly,
For HCL Technologies Ltd.



Amrita Das

Vice President, Head-Global Rewards

Annexure 1**COMPENSATION PLAN**

Name	Arun ms Aradhyamatt
Band	E1
Designation	Software Engineer
City	Bangalore
Monthly Components (in INR)	
Basic Salary	15,069
House Rent Allowance	7,523
Advance Statutory Bonus	-
Food Wallet	-
Holiday Allowance	-
Flexi Basket*	-
Compensatory Allowance	0
TOTAL: Monthly	22,592
TOTAL: Monthly Components : Annualized	271,107
Retirals & Other Benefits (in INR)	
Provident Fund	21,699
Medical Insurance Premium/ESIC	10,000
Gratuity	8,694
TOTAL : Retirals	40,393
Variable Components (in INR)	
Performance Bonus (in Rs.)	21,000
Engagement PB (paid monthly) @ 100% achievement levels	17,500
TOTAL: Variable Components	38,500
COST TO COMPANY	3,50,000
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	-

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

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:

1. Flexi Basket is only applicable in E2+ employees
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, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**1. Location**

As you are aware that HCL is coming up with IT/ITES SEZ Operating Units in some cities; till the time SEZ campus becomes operational, you may be assigned to another facility in the city of posting - Bangalore.

2. Medical Check up

Your employment is subject to you being declared medically fit by the company doctor.

3. HCLT 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. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12 months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **90 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. 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. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and 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.

6. 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 as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. 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. • In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. 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.

10. 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.

11. Retirement

You will retire from service on attaining superannuation at the age of 55 years.

12. 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.

13. 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.

14. 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.

15. Other Rules and Regulations of the Company

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

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 up to termination of your employment with HCL.

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 . 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.

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. 	
<u>Things to Remember</u>	
<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. 	

3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).

4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

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.

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 bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- 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.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

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	Mondays and Thursdays: Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) Tuesdays, Wednesdays and Fridays: Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm 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, 2nd Floor – Induction Room, 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
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan 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 LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE 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
-  Variable Pay
-  Retirals & Insurances Benefit

 **Disclaimer:**
 **Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.**

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.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **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.
- **VARIABLE PAY**

The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. This component allows employees to participate and take control of delivery excellence in their respective engagements. Payout of EPB will be based on EPB guidelines as applicable to the respective engagement.

RETIRALS & INSURANCES BENEFIT

You and your dependents 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.
- **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

HCL TECHNOLOGIES LTD.

Corporate Identification Number: L74140DL1991PLGD46369

B-39, Sector 1, NOIDA 201 301, UP, India.

T: +91 120 4024700, 3337000 F: +91 120 2425833

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

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!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

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 TECHNOLOGIES LTD.

Corporate Identity Number: L74140DL1991PLC048369

Technology Hub, Special Economic Zone

Plot No - 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 8125000 F +91 120 4683030

Registered Office: B06 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

OFFER & APPOINTMENT LETTER**Offer Release Date: November 18, 2023**Dear **Chandana M**,

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 **September 19, 2024** at 9:00 A.M at the following address **BengaluruSEZ-T4-U5-4F-6F,7F:2,8F:1-3**. 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 3,50,000** 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.

HCL Confidential**HCL**

HCL TECHNOLOGIES LTD.

Corporate Identification Number: L74140DL1991PLGD46369

B-39, Sector 1, NOIDA 201 301, UP, India.

T: +91 120 4024700, 3337000 F: +91 120 2425833

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

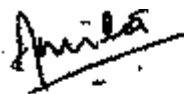
At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

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.

Yours truly,
For HCL Technologies Ltd.



Amrita Das

Vice President, Head-Global Rewards

Annexure 1**COMPENSATION PLAN**

COMPENSATION PLAN	
Name	Chandana M
Band	E1
Designation	Software Engineer
City	Bangalore
Monthly Components (in INR)	
Basic Salary	15,069
House Rent Allowance	7,523
Advance Statutory Bonus	-
Food Wallet	-
Holiday Allowance	-
Flexi Basket*	-
Compensatory Allowance	0
TOTAL: Monthly	22,592
TOTAL: Monthly Components : Annualized	271,107
Retirals & Other Benefits (in INR)	
Provident Fund	21,699
Medical Insurance Premium/ESIC	10,000
Gratuity	8,694
TOTAL : Retirals	40,393
Variable Components (in INR)	
Performance Bonus (in Rs.)	21,000
Engagement PB (paid monthly) @ 100% achievement levels	17,500
TOTAL: Variable Components	38,500
COST TO COMPANY	3,50,000
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	-

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

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:

1. Flexi Basket is only applicable in E2+ employees
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, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**1. Location**

As you are aware that HCL is coming up with IT/ITES SEZ Operating Units in some cities; till the time SEZ campus becomes operational, you may be assigned to another facility in the city of posting - Bangalore.

2. Medical Check up

Your employment is subject to you being declared medically fit by the company doctor.

3. HCLT 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. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12 months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **90 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. 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. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and 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.

6. 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 as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. 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. • In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. 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.

10. 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.

11. Retirement

You will retire from service on attaining superannuation at the age of 55 years.

12. 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.

13. 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.

14. 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.

15. Other Rules and Regulations of the Company

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

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 up to termination of your employment with HCL.

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 . 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.

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. 	
<u>Things to Remember</u>	
<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. 	

3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).

4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

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.

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 bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- 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.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

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	Mondays and Thursdays: Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) Tuesdays, Wednesdays and Fridays: Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm 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, 2nd Floor – Induction Room, 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
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan 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 LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE 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
-  Variable Pay
-  Retirals & Insurances Benefit

 **Disclaimer:**
 **Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.**

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.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **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.
- **VARIABLE PAY**

The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. This component allows employees to participate and take control of delivery excellence in their respective engagements. Payout of EPB will be based on EPB guidelines as applicable to the respective engagement.

RETIRALS & INSURANCES BENEFIT

You and your dependents 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.
- **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

HCL TECHNOLOGIES LTD.

Corporate Identification Number: L74140DL1991PLGD46369

B-39, Sector 1, NOIDA 201 301, UP, India.

T: +91 120 4024700, 3337000 F: +91 120 2425833

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

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!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

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 TECHNOLOGIES LTD.

Corporate Identity Number: L74140DL1991PLC048369

Technology Hub, Special Economic Zone

Plot No - 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 8125000 F +91 120 4683030

Registered Office: B06 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

OFFER & APPOINTMENT LETTER**Offer Release Date: November 18, 2023**Dear **Husain**,

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 **September 19, 2024** at 9:00 A.M at the following address **BengaluruSEZ-T4-U5-4F-6F,7F:2,8F:1-3**. 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 3,50,000** 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.

HCL Confidential**HCL**

HCL TECHNOLOGIES LTD.

Corporate Identification Number: L74140DL1991PLGD46369

B-39, Sector 1, NOIDA 201 301, UP, India.

T: +91 120 4024700, 3337000 F: +91 120 2425833

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

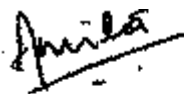
At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

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.

Yours truly,
For HCL Technologies Ltd.



Amrita Das

Vice President, Head-Global Rewards

Annexure 1**COMPENSATION PLAN**

Name	Husain
Band	E1
Designation	Software Engineer
City	Bangalore
Monthly Components (in INR)	
Basic Salary	15,069
House Rent Allowance	7,523
Advance Statutory Bonus	-
Food Wallet	-
Holiday Allowance	-
Flexi Basket*	-
Compensatory Allowance	0
TOTAL: Monthly	22,592
TOTAL: Monthly Components : Annualized	271,107
Retirals & Other Benefits (in INR)	
Provident Fund	21,699
Medical Insurance Premium/ESIC	10,000
Gratuity	8,694
TOTAL : Retirals	40,393
Variable Components (in INR)	
Performance Bonus (in Rs.)	21,000
Engagement PB (paid monthly) @ 100% achievement levels	17,500
TOTAL: Variable Components	38,500
COST TO COMPANY	3,50,000
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	-

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

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:

1. Flexi Basket is only applicable in E2+ employees
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, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**1. Location**

As you are aware that HCL is coming up with IT/ITES SEZ Operating Units in some cities; till the time SEZ campus becomes operational, you may be assigned to another facility in the city of posting - Bangalore.

2. Medical Check up

Your employment is subject to you being declared medically fit by the company doctor.

3. HCLT 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. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12 months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **90 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. 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. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and 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.

6. 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 as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. 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. • In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. 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.

10. 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.

11. Retirement

You will retire from service on attaining superannuation at the age of 55 years.

12. 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.

13. 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.

14. 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.

15. Other Rules and Regulations of the Company

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

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 up to termination of your employment with HCL.

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 . 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.

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. 	
<u>Things to Remember</u>	
<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. 	

3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).

4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

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.

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 bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- 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.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

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	Mondays and Thursdays: Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) Tuesdays, Wednesdays and Fridays: Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm 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, 2nd Floor – Induction Room, 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
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan 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 LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE 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
-  Variable Pay
-  Retirals & Insurances Benefit

 **Disclaimer:**
 **Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.**

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.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **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.
- **VARIABLE PAY**

The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. This component allows employees to participate and take control of delivery excellence in their respective engagements. Payout of EPB will be based on EPB guidelines as applicable to the respective engagement.

RETIRALS & INSURANCES BENEFIT

You and your dependents 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.
- **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

HCL TECHNOLOGIES LTD.

Corporate Identification Number: L74140DL1991PLGD46369

B-39, Sector 1, NOIDA 201 301, UP, India.

T: +91 120 4024700, 3337000 F: +91 120 2425833

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

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!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

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 TECHNOLOGIES LTD.

Corporate Identity Number: L74140DL1991PLC048369

Technology Hub, Special Economic Zone

Plot No - 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 8125000 F +91 120 4683030

Registered Office: B06 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

OFFER & APPOINTMENT LETTER**Offer Release Date: November 18, 2023**Dear **Lakshmi N**,

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 **September 19, 2024** at 9:00 A.M at the following address **BengaluruSEZ-T4-U5-4F-6F,7F:2,8F:1-3**. 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 3,50,000** 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.

HCL Confidential**HCL**

HCL TECHNOLOGIES LTD.

Corporate Identification Number: L74140DL1991PLGD46369

B-39, Sector 1, NOIDA 201 301, UP, India.

T: +91 120 4024700, 3337000 F: +91 120 2425833

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

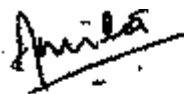
At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

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.

Yours truly,
For HCL Technologies Ltd.



Amrita Das

Vice President, Head-Global Rewards

Annexure 1**COMPENSATION PLAN**

COMPENSATION PLAN	
Name	Lakshmi N
Band	E1
Designation	Software Engineer
City	Bangalore
Monthly Components (in INR)	
Basic Salary	15,069
House Rent Allowance	7,523
Advance Statutory Bonus	-
Food Wallet	-
Holiday Allowance	-
Flexi Basket*	-
Compensatory Allowance	0
TOTAL: Monthly	22,592
TOTAL: Monthly Components : Annualized	271,107
Retirals & Other Benefits (in INR)	
Provident Fund	21,699
Medical Insurance Premium/ESIC	10,000
Gratuity	8,694
TOTAL : Retirals	40,393
Variable Components (in INR)	
Performance Bonus (in Rs.)	21,000
Engagement PB (paid monthly) @ 100% achievement levels	17,500
TOTAL: Variable Components	38,500
COST TO COMPANY	3,50,000
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	-

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

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:

1. Flexi Basket is only applicable in E2+ employees
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, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**1. Location**

As you are aware that HCL is coming up with IT/ITES SEZ Operating Units in some cities; till the time SEZ campus becomes operational, you may be assigned to another facility in the city of posting - Bangalore.

2. Medical Check up

Your employment is subject to you being declared medically fit by the company doctor.

3. HCLT 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. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12 months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **90 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. 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. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and 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.

6. 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 as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. 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. • In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. 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.

10. 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.

11. Retirement

You will retire from service on attaining superannuation at the age of 55 years.

12. 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.

13. 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.

14. 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.

15. Other Rules and Regulations of the Company

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

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 up to termination of your employment with HCL.

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 . 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.

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. 	
<u>Things to Remember</u>	
<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. 	

3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).

4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

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.

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 bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- 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.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

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	Mondays and Thursdays: Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) Tuesdays, Wednesdays and Fridays: Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm 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, 2nd Floor – Induction Room, 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
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan 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 LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE 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
-  Variable Pay
-  Retirals & Insurances Benefit

 **Disclaimer:**
 **Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.**

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.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **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.
- **VARIABLE PAY**

The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. This component allows employees to participate and take control of delivery excellence in their respective engagements. Payout of EPB will be based on EPB guidelines as applicable to the respective engagement.

RETIRALS & INSURANCES BENEFIT

You and your dependents 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.
- **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

HCL TECHNOLOGIES LTD.

Corporate Identification Number: L74140DL1991PLGD46369

B-39, Sector 1, NOIDA 201 301, UP, India.

T: +91 120 4024700, 3337000 F: +91 120 2425833

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

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!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

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 TECHNOLOGIES LTD.

Corporate Identity Number: L74140DL1991PLC048369

Technology Hub, Special Economic Zone

Plot No - 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 8125000 F +91 120 4683030

Registered Office: B06 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

OFFER & APPOINTMENT LETTER**Offer Release Date: November 18, 2023**Dear **Arpita Sinha**,

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 **September 19, 2024** at 9:00 A.M at the following address **BengaluruSEZ-T4-U5-4F-6F,7F:2,8F:1-3**. 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 3,50,000** 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.

HCL Confidential**HCL**

HCL TECHNOLOGIES LTD.

Corporate Identification Number: L74140DL1991PLGD46369

B-39, Sector 1, NOIDA 201 301, UP, India.

T: +91 120 4024700, 3337000 F: +91 120 2425833

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

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.

Yours truly,
For HCL Technologies Ltd.



Amrita Das

Vice President, Head-Global Rewards

Annexure 1**COMPENSATION PLAN**

Name	Arpita Sinha
Band	E1
Designation	Software Engineer
City	Bangalore
Monthly Components (in INR)	
Basic Salary	15,069
House Rent Allowance	7,523
Advance Statutory Bonus	-
Food Wallet	-
Holiday Allowance	-
Flexi Basket*	-
Compensatory Allowance	0
TOTAL: Monthly	22,592
TOTAL: Monthly Components : Annualized	271,107
Retirals & Other Benefits (in INR)	
Provident Fund	21,699
Medical Insurance Premium/ESIC	10,000
Gratuity	8,694
TOTAL : Retirals	40,393
Variable Components (in INR)	
Performance Bonus (in Rs.)	21,000
Engagement PB (paid monthly) @ 100% achievement levels	17,500
TOTAL: Variable Components	38,500
COST TO COMPANY	3,50,000
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	-

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

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:

1. Flexi Basket is only applicable in E2+ employees
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, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**1. Location**

As you are aware that HCL is coming up with IT/ITES SEZ Operating Units in some cities; till the time SEZ campus becomes operational, you may be assigned to another facility in the city of posting - Bangalore.

2. Medical Check up

Your employment is subject to you being declared medically fit by the company doctor.

3. HCLT 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. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12 months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **90 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. 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. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and 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.

6. 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 as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. 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. • In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. 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.

10. 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.

11. Retirement

You will retire from service on attaining superannuation at the age of 55 years.

12. 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.

13. 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.

14. 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.

15. Other Rules and Regulations of the Company

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

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 up to termination of your employment with HCL.

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 . 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.

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)	
1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail	
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.	
<u>Things to Remember</u>	
1. The information provided in Resume and background verification form must be same.	
2. Information provided in background verification form must be accurate.	

3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).

4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

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.

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 bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- 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.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

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	Mondays and Thursdays: Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) Tuesdays, Wednesdays and Fridays: Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm 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, 2nd Floor – Induction Room, 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
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan 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 LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE 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
-  Variable Pay
-  Retirals & Insurances Benefit

 **Disclaimer:**
 **Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.**

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.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **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.
- **VARIABLE PAY**

The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. This component allows employees to participate and take control of delivery excellence in their respective engagements. Payout of EPB will be based on EPB guidelines as applicable to the respective engagement.

RETIRALS & INSURANCES BENEFIT

You and your dependents 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.
- **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

HCL TECHNOLOGIES LTD.

Corporate Identification Number: L74140DL1991PLGD46369

B-39, Sector 1, NOIDA 201 301, UP, India.

T: +91 120 4024700, 3337000 F: +91 120 2425833

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

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!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

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 TECHNOLOGIES LTD.

Corporate Identity Number: L74140DL1991PLC048369

Technology Hub, Special Economic Zone

Plot No - 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 8125000 F +91 120 4683030

Registered Office: B06 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

OFFER & APPOINTMENT LETTER**Offer Release Date: November 18, 2023**Dear **E Likitha Devi**,

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 **September 19, 2024** at 9:00 A.M at the following address **BengaluruSEZ-T4-U5-4F-6F,7F:2,8F:1-3**. 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 3,50,000** 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.

HCL Confidential**HCL**

HCL TECHNOLOGIES LTD.

Corporate Identification Number: L74140DL1991PLGD46369

B-39, Sector 1, NOIDA 201 301, UP, India.

T: +91 120 4024700, 3337000 F: +91 120 2425833

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

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.

Yours truly,
For HCL Technologies Ltd.



Amrita Das

Vice President, Head-Global Rewards

Annexure 1**COMPENSATION PLAN**

Name	E Likitha Devi
Band	E1
Designation	Software Engineer
City	Bangalore
Monthly Components (in INR)	
Basic Salary	15,069
House Rent Allowance	7,523
Advance Statutory Bonus	-
Food Wallet	-
Holiday Allowance	-
Flexi Basket*	-
Compensatory Allowance	0
TOTAL: Monthly	22,592
TOTAL: Monthly Components : Annualized	271,107
Retirals & Other Benefits (in INR)	
Provident Fund	21,699
Medical Insurance Premium/ESIC	10,000
Gratuity	8,694
TOTAL : Retirals	40,393
Variable Components (in INR)	
Performance Bonus (in Rs.)	21,000
Engagement PB (paid monthly) @ 100% achievement levels	17,500
TOTAL: Variable Components	38,500
COST TO COMPANY	3,50,000
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	-

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

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:

1. Flexi Basket is only applicable in E2+ employees
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, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**1. Location**

As you are aware that HCL is coming up with IT/ITES SEZ Operating Units in some cities; till the time SEZ campus becomes operational, you may be assigned to another facility in the city of posting - Bangalore.

2. Medical Check up

Your employment is subject to you being declared medically fit by the company doctor.

3. HCLT 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. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12 months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **90 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. 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. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and 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.

6. 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 as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. 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. • In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. 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.

10. 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.

11. Retirement

You will retire from service on attaining superannuation at the age of 55 years.

12. 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.

13. 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.

14. 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.

15. Other Rules and Regulations of the Company

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

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 up to termination of your employment with HCL.

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 . 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.

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. 	
<u>Things to Remember</u>	
<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. 	

3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).

4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

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.

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 bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- 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.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

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	Mondays and Thursdays: Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) Tuesdays, Wednesdays and Fridays: Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm 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, 2nd Floor – Induction Room, 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
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan 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 LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE 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
-  Variable Pay
-  Retirals & Insurances Benefit

 **Disclaimer:**
 **Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.**

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.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **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.
- **VARIABLE PAY**

The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. This component allows employees to participate and take control of delivery excellence in their respective engagements. Payout of EPB will be based on EPB guidelines as applicable to the respective engagement.

RETIRALS & INSURANCES BENEFIT

You and your dependents 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.
- **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

HCL TECHNOLOGIES LTD.

Corporate Identification Number: L74140DL1991PLGD46369

B-39, Sector 1, NOIDA 201 301, UP, India.

T: +91 120 4024700, 3337000 F: +91 120 2425833

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

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!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

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 TECHNOLOGIES LTD.

Corporate Identity Number: L74140DL1991PLC048369

Technology Hub, Special Economic Zone

Plot No - 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 8125000 F +91 120 4683030

Registered Office: B06 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

OFFER & APPOINTMENT LETTER**Offer Release Date: November 18, 2023**Dear **Mahesha S N**,

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 **September 19, 2024** at 9:00 A.M at the following address **BengaluruSEZ-T4-U5-4F-6F,7F:2,8F:1-3**. 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 3,50,000** 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.

HCL Confidential**HCL**

HCL TECHNOLOGIES LTD.

Corporate Identification Number: L74140DL1991PLGD46369

B-39, Sector 1, NOIDA 201 301, UP, India.

T: +91 120 4024700, 3337000 F: +91 120 2425833

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

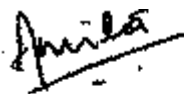
At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

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.

Yours truly,
For HCL Technologies Ltd.



Amrita Das

Vice President, Head-Global Rewards

Annexure 1**COMPENSATION PLAN**

Name	Mahesha S N
Band	E1
Designation	Software Engineer
City	Bangalore
Monthly Components (in INR)	
Basic Salary	15,069
House Rent Allowance	7,523
Advance Statutory Bonus	-
Food Wallet	-
Holiday Allowance	-
Flexi Basket*	-
Compensatory Allowance	0
TOTAL: Monthly	22,592
TOTAL: Monthly Components : Annualized	271,107
Retirals & Other Benefits (in INR)	
Provident Fund	21,699
Medical Insurance Premium/ESIC	10,000
Gratuity	8,694
TOTAL : Retirals	40,393
Variable Components (in INR)	
Performance Bonus (in Rs.)	21,000
Engagement PB (paid monthly) @ 100% achievement levels	17,500
TOTAL: Variable Components	38,500
COST TO COMPANY	3,50,000
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	-

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

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:

1. Flexi Basket is only applicable in E2+ employees
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, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**1. Location**

As you are aware that HCL is coming up with IT/ITES SEZ Operating Units in some cities; till the time SEZ campus becomes operational, you may be assigned to another facility in the city of posting - Bangalore.

2. Medical Check up

Your employment is subject to you being declared medically fit by the company doctor.

3. HCLT 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. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12 months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **90 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. 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. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and 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.

6. 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 as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. 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. • In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. 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.

10. 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.

11. Retirement

You will retire from service on attaining superannuation at the age of 55 years.

12. 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.

13. 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.

14. 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.

15. Other Rules and Regulations of the Company

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

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 up to termination of your employment with HCL.

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 . 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.

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. 	
<u>Things to Remember</u>	
<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. 	

3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).

4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

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.

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 bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- 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.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

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	Mondays and Thursdays: Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) Tuesdays, Wednesdays and Fridays: Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm 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, 2nd Floor – Induction Room, 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
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan 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 LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE 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
-  Variable Pay
-  Retirals & Insurances Benefit

 **Disclaimer:**
 **Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.**

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.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **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.
- **VARIABLE PAY**

The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. This component allows employees to participate and take control of delivery excellence in their respective engagements. Payout of EPB will be based on EPB guidelines as applicable to the respective engagement.

RETIRALS & INSURANCES BENEFIT

You and your dependents 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.
- **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

HCL TECHNOLOGIES LTD.

Corporate Identification Number: L74140DL1991PLGD46369

B-39, Sector 1, NOIDA 201 301, UP, India.

T: +91 120 4024700, 3337000 F: +91 120 2425833

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

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!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

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 TECHNOLOGIES LTD.

Corporate Identity Number: L74140DL1991PLC048369

Technology Hub, Special Economic Zone

Plot No - 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 8125000 F +91 120 4883030

Registered Office: B06 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

OFFER & APPOINTMENT LETTER**Offer Release Date: November 18, 2023**Dear **Akshay Kumar S,**

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 **September 19, 2024** at 9:00 A.M at the following address **BengaluruSEZ-T4-U5-4F-6F,7F:2,8F:1-3**. 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 3,50,000** 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.

HCL Confidential**HCL**

HCL TECHNOLOGIES LTD.

Corporate Identification Number: L74140DL1991PLGD46369

B-39, Sector 1, NOIDA 201 301, UP, India.

T: +91 120 4024700, 3337000 F: +91 120 2425833

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

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.

Yours truly,
For HCL Technologies Ltd.



Amrita Das

Vice President, Head-Global Rewards

Annexure 1**COMPENSATION PLAN**

Name	Akshay Kumar S
Band	E1
Designation	Software Engineer
City	Bangalore
Monthly Components (in INR)	
Basic Salary	15,069
House Rent Allowance	7,523
Advance Statutory Bonus	-
Food Wallet	-
Holiday Allowance	-
Flexi Basket*	-
Compensatory Allowance	0
TOTAL: Monthly	22,592
TOTAL: Monthly Components : Annualized	271,107
Retirals & Other Benefits (in INR)	
Provident Fund	21,699
Medical Insurance Premium/ESIC	10,000
Gratuity	8,694
TOTAL : Retirals	40,393
Variable Components (in INR)	
Performance Bonus (in Rs.)	21,000
Engagement PB (paid monthly) @ 100% achievement levels	17,500
TOTAL: Variable Components	38,500
COST TO COMPANY	3,50,000
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	-

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

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:

1. Flexi Basket is only applicable in E2+ employees
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, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**1. Location**

As you are aware that HCL is coming up with IT/ITES SEZ Operating Units in some cities; till the time SEZ campus becomes operational, you may be assigned to another facility in the city of posting - Bangalore.

2. Medical Check up

Your employment is subject to you being declared medically fit by the company doctor.

3. HCLT 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. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12 months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **90 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. 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. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and 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.

6. 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 as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. 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. • In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. 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.

10. 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.

11. Retirement

You will retire from service on attaining superannuation at the age of 55 years.

12. 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.

13. 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.

14. 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.

15. Other Rules and Regulations of the Company

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

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 up to termination of your employment with HCL.

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 . 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.

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. 	
<u>Things to Remember</u>	
<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. 	

3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).

4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

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.

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 bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- 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.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

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	Mondays and Thursdays: Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) Tuesdays, Wednesdays and Fridays: Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm 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, 2nd Floor – Induction Room, 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
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan 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 LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE 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
-  Variable Pay
-  Retirals & Insurances Benefit

 **Disclaimer:**
 **Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.**

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.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **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.
- **VARIABLE PAY**

The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. This component allows employees to participate and take control of delivery excellence in their respective engagements. Payout of EPB will be based on EPB guidelines as applicable to the respective engagement.

RETIRALS & INSURANCES BENEFIT

You and your dependents 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.
- **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

HCL TECHNOLOGIES LTD.

Corporate Identification Number: L74140DL1991PLGD46369

B-39, Sector 1, NOIDA 201 301, UP, India.

T: +91 120 4024700, 3337000 F: +91 120 2425833

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

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!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

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!

Annexure 1

Date: February 06, 2024
 Name: Geethanjali N
 Designation: Executive Trainee
 Band: 2

CTC STRUCTURE	
Components	Per Annum
(I) Fixed Pay	
Basic	142,500
House Rent Allowance	85,500
Other Allowance	132,275
Bonus	26,513
(II) Reimbursements	
LTA	11,875
Fuel	21,600
Mobile Handset	15,000
Total Fixed Pay and Reimbursements	
	435,262
(III) Retirals	
Provident Fund	21,600
Gratuity	6,888
(IV) Valued Benefits	
Group Insurance Benefit	11,250
Fixed Cost to Company (FCTC)	
	475,000

Other Benefits (as per prevalent Company Policy):
Group Term Insurance: Term cover of INR 1,200,000/-
Mediclam: INR 200,000/- for self (dependents are covered after 6 months)

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound,

N.M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

EST. 1981 | PHONE: 022-68446300

+91 22 6751 6666

1860-267-9999 | 022-68446530

Available Mon-Sat from 10am to 7 pm (Local Charges apply)
 DO NOT prefix any country code e.g. +91 or 99

www.hdfclife.com



Annexure 1

Date: February 06, 2024
 Name: Akash Gowda M Patil
 Designation: Executive Trainee
 Band: 2

CTC STRUCTURE	
Components	Per Annum
(I) Fixed Pay	
Basic	142,500
House Rent Allowance	85,500
Other Allowance	132,275
Bonus	26,513
(II) Reimbursements	
LTA	11,875
Fuel	21,600
Mobile Handset	15,000
Total Fixed Pay and Reimbursements	
	435,262
(III) Retirals	
Provident Fund	21,600
Gratuity	6,888
(IV) Valued Benefits	
Group Insurance Benefit	11,250
Fixed Cost to Company (FCTC)	
	475,000

Other Benefits (as per prevalent Company Policy):
Group Term Insurance: Term cover of INR 1,200,000/-
Mediclam: INR 200,000/- for self (dependents are covered after 6 months)

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound,

N.M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

EST. 1981 | PHONE: 022-68446300

+91 22 6751 6666

1860-267-9999 | 022-68446530

Available Mon-Sat from 10am to 7 pm (Local Charges apply)
 DO NOT prefix any country code e.g. +91 or 99

www.hdfclife.com



Annexure 1

Date: February 06, 2024
 Name: Karthik C M
 Designation: Executive Trainee
 Band: 2

CTC STRUCTURE	
Components	Per Annum
(I) Fixed Pay	
Basic	142,500
House Rent Allowance	85,500
Other Allowance	132,275
Bonus	26,513
(II) Reimbursements	
LTA	11,875
Fuel	21,600
Mobile Handset	15,000
Total Fixed Pay and Reimbursements	
	435,262
(III) Retirals	
Provident Fund	21,600
Gratuity	6,888
(IV) Valued Benefits	
Group Insurance Benefit	11,250
Fixed Cost to Company (FCTC)	
	475,000

Other Benefits (as per prevalent Company Policy):
Group Term Insurance: Term cover of INR 1,200,000/-
Mediclam: INR 200,000/- for self (dependents are covered after 6 months)

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound,

N.M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

EST. 1981 | PHONE: 022-68446300

+91 22 6751 6666

1860-267-9999 | 022-68446530

Available Mon-Sat from 10am to 7 pm (Local Charges apply)
 DO NOT prefix any country code e.g. +91 or 99

www.hdfclife.com



Annexure 1

Date: February 06, 2024
 Name: Kiran Gokanvi
 Designation: Executive Trainee
 Band: 2

CTC STRUCTURE	
Components	Per Annum
(I) Fixed Pay	
Basic	142,500
House Rent Allowance	85,500
Other Allowance	132,275
Bonus	26,513
(II) Reimbursements	
LTA	11,875
Fuel	21,600
Mobile Handset	15,000
Total Fixed Pay and Reimbursements	435,262
(III) Retirals	
Provident Fund	21,600
Gratuity	6,888
(IV) Valued Benefits	
Group Insurance Benefit	11,250
Fixed Cost to Company (FCTC)	475,000

Other Benefits (as per prevalent Company Policy):

Group Term Insurance: Term cover of INR 1,200,000/-
 Medclaim: INR 200,000/- for self (dependents are covered after 6 months)

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound,

N.M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

EST. 1981 | PHONE: 022-68446300

+91 22 6751 6666

1860-267-9999 | 022-68446530

Available Mon-Sat from 10am to 7 pm (Local Charges apply)
 DO NOT prefix any country code e.g. +91 or 99

www.hdfclife.com



Annexure 1

Date: February 06, 2024
 Name: Nithin
 Designation: Executive Trainee
 Band: 2

CTC STRUCTURE	
Components	Per Annum
(I) Fixed Pay	
Basic	142,500
House Rent Allowance	85,500
Other Allowance	132,275
Bonus	26,513
(II) Reimbursements	
LTA	11,875
Fuel	21,600
Mobile Handset	15,000
Total Fixed Pay and Reimbursements	
	435,262
(III) Retirals	
Provident Fund	21,600
Gratuity	6,888
(IV) Valued Benefits	
Group Insurance Benefit	11,250
Fixed Cost to Company (FCTC)	
	475,000

Other Benefits (as per prevalent Company Policy):
Group Term Insurance: Term cover of INR 1,200,000/-
Mediclam: INR 200,000/- for self (dependents are covered after 6 months)

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound,

N.M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

EST. 1981 | PHONE: 022-68446300

+91 22 6751 6666

1860-267-9999 | 022-68446530

Available Mon-Sat from 10am to 7 pm (Local Charges apply)
 DO NOT prefix any country code e.g. +91 or 99

www.hdfclife.com



Date: February 06, 2024

Subject: Offer of Employment

Dear S Chandana,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure 1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. Your joining will be subject to your successful completion and clearance of the Pre-Joining Training and Assessment.

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same. We would like to update that all necessary documents need to be submitted with us during your joining stage.

For & on behalf of
HDFC Life Insurance Company Limited



Sushil Chander
Vice President - Human Resources

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound,

N.M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

EST. 1987 | PHONE: 022-68446530

+91 22 6751 6566

1860-267-9999 | 022-68446530

Available Mon-Sat from 10am to 7 pm (Local Charges apply)
DO NOT prefix any country code e.g. +91 or 99

www.hdfclife.com



Annexure 1

Date: February 06, 2024
 Name: S Chandana
 Designation: Executive Trainee
 Band: 2

CTC STRUCTURE	
Components	Per Annum
(I) Fixed Pay	
Basic	142,500
House Rent Allowance	85,500
Other Allowance	132,275
Bonus	26,513
(II) Reimbursements	
LTA	11,875
Fuel	21,600
Mobile Handset	15,000
Total Fixed Pay and Reimbursements	
	435,262
(III) Retirals	
Provident Fund	21,600
Gratuity	6,888
(IV) Valued Benefits	
Group Insurance Benefit	11,250
Fixed Cost to Company (FCTC)	
	475,000

Other Benefits (as per prevalent Company Policy):
Group Term Insurance: Term cover of INR 1,200,000/-
Mediclam: INR 200,000/- for self (dependents are covered after 6 months)

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound,

N.M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

EST. 1971 | PHONE: 022-68446300

+91 22 6751 6666

1860-267-9999 | 022-68446530

Available Mon-Sat from 10am to 7 pm (Local Charges apply)
 DO NOT prefix any country code e.g. +91 or 99

www.hdfclife.com



Date: February 06, 2024

Subject: Offer of Employment

Dear Shruthi S,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure 1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. Your joining will be subject to your successful completion and clearance of the Pre-Joining Training and Assessment.

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same. We would like to update that all necessary documents need to be submitted with us during your joining stage.

For & on behalf of
HDFC Life Insurance Company Limited



Sushil Chander
Vice President - Human Resources

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound,

N.M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

EST. 1987 | PHONE: 022-68446530

+91 22 6751 6566

1860-267-9999 | 022-68446530

Available Mon-Sat from 10am to 7 pm (Local Charges apply)
DO NOT prefix any country code e.g. +91 or 99

www.hdfclife.com



Annexure 1

Date: February 06, 2024
 Name: Shruthi S
 Designation: Executive Trainee
 Band: 2

CTC STRUCTURE	
Components	Per Annum
(I) Fixed Pay	
Basic	142,500
House Rent Allowance	85,500
Other Allowance	132,275
Bonus	26,513
(II) Reimbursements	
LTA	11,875
Fuel	21,600
Mobile Handset	15,000
Total Fixed Pay and Reimbursements	
	435,262
(III) Retirals	
Provident Fund	21,600
Gratuity	6,888
(IV) Valued Benefits	
Group Insurance Benefit	11,250
Fixed Cost to Company (FCTC)	
	475,000

Other Benefits (as per prevalent Company Policy):
Group Term Insurance: Term cover of INR 1,200,000/-
Mediclam: INR 200,000/- for self (dependents are covered after 6 months)

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound,

N.M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

EST. 1971 | PHONE: 022-68446300

+91 22 6751 6666

1860-267-9999 | 022-68446530

Available Mon-Sat from 10am to 7 pm (Local Charges apply)
 DO NOT prefix any country code e.g. +91 or 99

www.hdfclife.com



Annexure 1

Date: February 06, 2024
 Name: Sirisha V
 Designation: Executive Trainee
 Band: 2

CTC STRUCTURE	
Components	Per Annum
(I) Fixed Pay	
Basic	142,500
House Rent Allowance	85,500
Other Allowance	132,275
Bonus	26,513
(II) Reimbursements	
LTA	11,875
Fuel	21,600
Mobile Handset	15,000
Total Fixed Pay and Reimbursements	
	435,262
(III) Retirals	
Provident Fund	21,600
Gratuity	6,888
(IV) Valued Benefits	
Group Insurance Benefit	11,250
Fixed Cost to Company (FCTC)	
	475,000

Other Benefits (as per prevalent Company Policy):
Group Term Insurance: Term cover of INR 1,200,000/-
Mediclam: INR 200,000/- for self (dependents are covered after 6 months)

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound,

N.M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

EST. 1971 | PHONE: 022-68446300

+91 22 6751 6666

1860-267-9999 | 022-68446530

Available Mon-Sat from 10am to 7 pm (Local Charges apply)
 DO NOT prefix any country code e.g. +91 or 99

www.hdfclife.com



Annexure 1

Date: February 06, 2024
 Name: Arika V
 Designation: Executive Trainee
 Band: 2

CTC STRUCTURE	
Components	Per Annum
(I) Fixed Pay	
Basic	142,500
House Rent Allowance	85,500
Other Allowance	132,275
Bonus	26,513
(II) Reimbursements	
LTA	11,875
Fuel	21,600
Mobile Handset	15,000
Total Fixed Pay and Reimbursements	
	435,262
(III) Retirals	
Provident Fund	21,600
Gratuity	6,888
(IV) Valued Benefits	
Group Insurance Benefit	11,250
Fixed Cost to Company (FCTC)	
	475,000

Other Benefits (as per prevalent Company Policy):
Group Term Insurance: Term cover of INR 1,200,000/-
Mediclam: INR 200,000/- for self (dependents are covered after 6 months)

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound,

N.M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

EST. 1981 | PHONE: 022-68446300

+91 22 6751 6666

1860-267-9999 | 022-68446530

Available Mon-Sat from 10am to 7 pm (Local Charges apply)
 DO NOT prefix any country code e.g. +91 or 99

www.hdfclife.com



Annexure 1

Date: February 06, 2024
 Name: Baskar B
 Designation: Executive Trainee
 Band: 2

CTC STRUCTURE	
Components	Per Annum
(I) Fixed Pay	
Basic	142,500
House Rent Allowance	85,500
Other Allowance	132,275
Bonus	26,513
(II) Reimbursements	
LTA	11,875
Fuel	21,600
Mobile Handset	15,000
Total Fixed Pay and Reimbursements	
	435,262
(III) Retirals	
Provident Fund	21,600
Gratuity	6,888
(IV) Valued Benefits	
Group Insurance Benefit	11,250
Fixed Cost to Company (FCTC)	
	475,000

Other Benefits (as per prevalent Company Policy):
Group Term Insurance: Term cover of INR 1,200,000/-
Mediclam: INR 200,000/- for self (dependents are covered after 6 months)

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound,

N.M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

EST. 1981 | PHONE: 022-68446300

+91 22 6751 6666

1860-267-9999 | 022-68446530

Available Mon-Sat from 10am to 7 pm (Local Charges apply)
 DO NOT prefix any country code e.g. +91 or 99

www.hdfclife.com



Annexure 1

Date: February 06, 2024
 Name: Meghana N
 Designation: Executive Trainee
 Band: 2

CTC STRUCTURE	
Components	Per Annum
(I) Fixed Pay	
Basic	142,500
House Rent Allowance	85,500
Other Allowance	132,275
Bonus	26,513
(II) Reimbursements	
LTA	11,875
Fuel	21,600
Mobile Handset	15,000
Total Fixed Pay and Reimbursements	
	435,262
(III) Retirals	
Provident Fund	21,600
Gratuity	6,888
(IV) Valued Benefits	
Group Insurance Benefit	11,250
Fixed Cost to Company (FCTC)	
	475,000

Other Benefits (as per prevalent Company Policy):
Group Term Insurance: Term cover of INR 1,200,000/-
Mediclaim: INR 200,000/- for self (dependents are covered after 6 months)

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound,

N.M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

EST. 1981 | PHONE: 022-68446300

+91 22 6751 6666

1860-267-9999 | 022-68446530

Available Mon-Sat from 10am to 7 pm (Local Charges apply)
 DO NOT prefix any country code e.g. +91 or 99

www.hdfclife.com



Annexure 1

Date: February 06, 2024
 Name: Rakshitha G
 Designation: Executive Trainee
 Band: 2

CTC STRUCTURE	
Components	Per Annum
(I) Fixed Pay	
Basic	142,500
House Rent Allowance	85,500
Other Allowance	132,275
Bonus	26,513
(II) Reimbursements	
LTA	11,875
Fuel	21,600
Mobile Handset	15,000
Total Fixed Pay and Reimbursements	
	435,262
(III) Retirals	
Provident Fund	21,600
Gratuity	6,888
(IV) Valued Benefits	
Group Insurance Benefit	11,250
Fixed Cost to Company (FCTC)	
	475,000

Other Benefits (as per prevalent Company Policy):
Group Term Insurance: Term cover of INR 1,200,000/-
Mediclam: INR 200,000/- for self (dependents are covered after 6 months)

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound,

N.M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

EST. 1981 | PHONE: 022-68446300

+91 22 6751 6666

1860-267-9999 | 022-68446530

Available Mon-Sat from 10am to 7 pm (Local Charges apply)
 DO NOT prefix any country code e.g. +91 or 99

www.hdfclife.com



Annexure 1

Date: February 06, 2024
 Name: Vijay Kumar B S
 Designation: Executive Trainee
 Band: 2

CTC STRUCTURE	
Components	Per Annum
(I) Fixed Pay	
Basic	142,500
House Rent Allowance	85,500
Other Allowance	132,275
Bonus	26,513
(II) Reimbursements	
LTA	11,875
Fuel	21,600
Mobile Handset	15,000
Total Fixed Pay and Reimbursements	
	435,262
(III) Retirals	
Provident Fund	21,600
Gratuity	6,888
(IV) Valued Benefits	
Group Insurance Benefit	11,250
Fixed Cost to Company (FCTC)	
	475,000

Other Benefits (as per prevalent Company Policy):
Group Term Insurance: Term cover of INR 1,200,000/-
Mediclam: INR 200,000/- for self (dependents are covered after 6 months)

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound,

N.M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

EST. 1981 | PHONE: 022-68446300

+91 22 6751 6666

1860-267-9999 | 022-68446530

Available Mon-Sat from 10am to 7 pm (Local Charges apply)
 DO NOT prefix any country code e.g. +91 or 99

www.hdfclife.com



November 27, 2023

LETTER OF INTENT

Dear Ankitha S Revankar,

Congratulations on your selection at “HiveMinds Innovative Market Solutions Pvt Ltd”
We are Pleased to offer you the position of “**Marketing Analyst**” in our organization

- 1. Compensation & Benefits:** Your compensation and benefits are all follows.
 - Your CTC would be **Rs. 3,00,000/- (Three lakh rupees only)** per Annum that includes.
 - Additional benefits: Mediclaim & Subsidized Food/Meals
- 2. Date of Joining:**
 - You are required to join us on **July 8, 2024.**
- 3. Joining Formalities:** on the joining day you are required to submit soft copy of the following documents
 - Certificates of Educational/ Professional qualification (10th Std. 12th Std. and Graduation Certificates), Pan card, Aadhar Card and Cancelled cheque

This is a Letter of Intent, and the detailed Appointment Letter will be issued on the date of Joining.

Congratulations once again on your selection and we look forward for your long and mutual association with “HiveMinds’ Innovative Market Solutions Pvt Ltd”



Sudipta Gupta
HR Director

Ankitha S Revankar
Employee Name

November 27, 2023

LETTER OF INTENT

Dear Bhuvanesh P Acharya,

Congratulations on your selection at “HiveMinds Innovative Market Solutions Pvt Ltd”
We are Pleased to offer you the position of “**Marketing Analyst**” in our organization

- 1. Compensation & Benefits:** Your compensation and benefits are all follows.
 - Your CTC would be **Rs. 3,00,000/- (Three lakh rupees only)** per Annum that includes.
 - Additional benefits: Mediclaim & Subsidized Food/Meals

- 2. Date of Joining:**
 - You are required to join us on **July 8, 2024.**

- 3. Joining Formalities:** on the joining day you are required to submit soft copy of the following documents
 - Certificates of Educational/ Professional qualification (10th Std. 12th Std. and Graduation Certificates), Pan card, Aadhar Card and Cancelled cheque

This is a Letter of Intent, and the detailed Appointment Letter will be issued on the date of Joining.

Congratulations once again on your selection and we look forward for your long and mutual association with “HiveMinds’ Innovative Market Solutions Pvt Ltd”



Sudipta Gupta
HR Director

Bhuvanesh P Acharya
Employee Name

November 27, 2023

LETTER OF INTENT

Dear Nandini M,

Congratulations on your selection at “HiveMinds Innovative Market Solutions Pvt Ltd”
We are Pleased to offer you the position of “**Marketing Analyst**” in our organization

- 1. Compensation & Benefits:** Your compensation and benefits are all follows.
 - Your CTC would be **Rs. 3,00,000/- (Three lakh rupees only)** per Annum that includes.
 - Additional benefits: Mediclaim & Subsidized Food/Meals

- 2. Date of Joining:**
 - You are required to join us on **July 8, 2024.**

- 3. Joining Formalities:** on the joining day you are required to submit soft copy of the following documents
 - Certificates of Educational/ Professional qualification (10th Std. 12th Std. and Graduation Certificates), Pan card, Aadhar Card and Cancelled cheque

This is a Letter of Intent, and the detailed Appointment Letter will be issued on the date of Joining.

Congratulations once again on your selection and we look forward for your long and mutual association with “HiveMinds’ Innovative Market Solutions Pvt Ltd”



Sudipta Gupta
HR Director

Nandini M
Employee Name

November 27, 2023

LETTER OF INTENT

Dear Nihal H,

Congratulations on your selection at “HiveMinds Innovative Market Solutions Pvt Ltd”
We are Pleased to offer you the position of “**Marketing Analyst**” in our organization

- 1. Compensation & Benefits:** Your compensation and benefits are all follows.
 - Your CTC would be **Rs. 3,00,000/- (Three lakh rupees only)** per Annum that includes.
 - Additional benefits: Mediclaim & Subsidized Food/Meals
- 2. Date of Joining:**
 - You are required to join us on **July 8, 2024.**
- 3. Joining Formalities:** on the joining day you are required to submit soft copy of the following documents
 - Certificates of Educational/ Professional qualification (10th Std. 12th Std. and Graduation Certificates), Pan card, Aadhar Card and Cancelled cheque

This is a Letter of Intent, and the detailed Appointment Letter will be issued on the date of Joining.

Congratulations once again on your selection and we look forward for your long and mutual association with “HiveMinds’ Innovative Market Solutions Pvt Ltd”



Sudipta Gupta
HR Director

Nihal H
Employee Name



01/17/204 18:11:25

HP PPS Services India Private Limited

2nd Floor, 24 Salapuria Arena, Hosur Main Road, Bangalore 560030, India, Tel. +91 80 61354320

Arpita Mailapur,

#84/9, 11th cross, kandaya giri nagar, IUDP layout, Chittradruga- 577502

Bangalore

Dear

Arpita,

We are pleased to inform you that you have been selected for training with {HP PPS Services India Private Limited ("HP" or the "Company")} from 10/03/2024 to 29/07/2024 for a period of 5 Months under the guidance and supervision of Shruthi M S. Your location would be BGC01 - Bangalore, IN-Salapuria GR Tech Park (BGC01).

1. During the tenure of the project, you will be paid a stipend of Rs 20,000 per month. The payment of stipend shall depend on your unconditional presence at any location that may be stipulated hereinabove. After successful completion of Internship you will be converted as Full time employee with 4 LPA.
2. It is clearly understood that you are not in any manner providing any service to HP and that the payment of stipend shall not in any manner be construed or deemed to be consideration for services rendered by you.
3. You will not be entitled to any statutory benefits of otherwise to which a regular employee of the company is entitled.
4. You will be entitled for 12 days leave per annum, weekly holidays and such other holidays declared by the Company.
5. During your training with the company you shall be bound by the company's rules and regulation applicable from time to time and any violation to this will result in immediate termination of your training.
6. During your training with the company you may come across certain confidential information related to the business of the company, any such information you shall not use or disclose to others or any third party in any circumstances.
7. You shall not publish your research / project report and about the company in any form in mass media and the same is to be treated strictly for academic purpose only.
8. You shall maintain utmost confidentiality on any information that you acquire during the project and sign the enclosed confidentiality agreement on or before the start of training period.
9. You shall not, during the period of your project study at HP, copy, duplicate, decompile or translate any intellectual property of HP without appropriate authorization. You shall not take out any intellectual property belonging to HP, outside the work place or HP's premises, without appropriate authorization from the supervisor.
10. You shall be obligated to compensate HP appropriately, in the event you cause any loss or damage to any property that is owned or leased by HP, during the training period.
11. It is expressly understood and agreed by and between us that the company shall in no way be liable /responsible for any injuries/ impairment in health arising during your training period.



12. This offer of appointment is conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by HP or an appropriate third party, and the results of such background checks being favorable in HP's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by HP.

We look forward to having you join us and wish you a fruitful training with us.

To accept the offer of employment and agree to the above, please E-sign by providing your full name and unique identifier.

With Best Regards,

Sd/-

Binu Mathew
Country Director Human Resources

* This is an electronically generated letter and hence does not require a signature

ACCEPTANCE

I accept the above referred general terms and conditions of the company.

Signature:

Name : Arpita Mailapur

Place : Bangalore

HP Employee Letter of Assurance Agreement Form

U.S. Export Controls on Technology Transfer:

I acknowledge that during my work for HP Inc. (HP) I may, directly or indirectly, receive or access software and/or technical data which HP has classified according to the US Commerce Control List (CCL) as eligible for export under license exemption "Technology and Software Under Restriction" (TSR) to all destinations except those listed below.

I agree not to export or re-export this software and/or technical data or any direct product based on this software or technical data without proper US government authorization to destinations not eligible for exports under license exemption TSR.

According to current US export regulations the following countries are not eligible for exports under the license exemption TSR. This list is subject to change without notice.



01/17/2024 18:11:28

HP PPS Services India Private Limited

2nd Floor, 24 Salapuria Arena, Hosur Main Road, Bangalore 560030, India, Tel. +91 80 61354320

Sandhya,

128/2, 3rd cross, Hennur road, Horamavu, Babusapalya ORR, Bangalore - 560043

Dear

Sandhya,

We are pleased to inform you that you have been selected for training with {HP PPS Services India Private Limited ("HP" or the "Company")} from 10/03/2024 to 29/07/2024 for a period of 5 Months under the guidance and supervision of Shruthi M S. Your location would be BGC01 - Bangalore, IN-Salapuria GR Tech Park (BGC01).

1. During the tenure of the project, you will be paid a stipend of Rs 20,000 per month. The payment of stipend shall depend on your unconditional presence at any location that may be stipulated hereinabove. After successful completion of Internship you will be converted as Full time employee with 4 LPA.
2. It is clearly understood that you are not in any manner providing any service to HP and that the payment of stipend shall not in any manner be construed or deemed to be consideration for services rendered by you.
3. You will not be entitled to any statutory benefits of otherwise to which a regular employee of the company is entitled.
4. You will be entitled for 12 days leave per annum, weekly holidays and such other holidays declared by the Company.
5. During your training with the company you shall be bound by the company's rules and regulation applicable from time to time and any violation to this will result in immediate termination of your training.
6. During your training with the company you may come across certain confidential information related to the business of the company, any such information you shall not use or disclose to others or any third party in any circumstances.
7. You shall not publish your research / project report and about the company in any form in mass media and the same is to be treated strictly for academic purpose only.
8. You shall maintain utmost confidentiality on any information that you acquire during the project and sign the enclosed confidentiality agreement on or before the start of training period.
9. You shall not, during the period of your project study at HP, copy, duplicate, decompile or translate any intellectual property of HP without appropriate authorization. You shall not take out any intellectual property belonging to HP, outside the work place or HP's premises, without appropriate authorization from the supervisor.
10. You shall be obligated to compensate HP appropriately, in the event you cause any loss or damage to any property that is owned or leased by HP, during the training period.
11. It is expressly understood and agreed by and between us that the company shall in no way be liable /responsible for any injuries/ impairment in health arising during your training period.



12. This offer of appointment is conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by HP or an appropriate third party, and the results of such background checks being favorable in HP's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by HP.

We look forward to having you join us and wish you a fruitful training with us.

To accept the offer of employment and agree to the above, please E-sign by providing your full name and unique identifier.

With Best Regards,

Sd/-

Binu Mathew
Country Director Human Resources

* This is an electronically generated letter and hence does not require a signature

ACCEPTANCE

I accept the above referred general terms and conditions of the company.

Signature:

Name : Sandhya

Place : Bangalore

HP Employee Letter of Assurance Agreement Form

U.S. Export Controls on Technology Transfer:

I acknowledge that during my work for HP Inc. (HP) I may, directly or indirectly, receive or access software and/or technical data which HP has classified according to the US Commerce Control List (CCL) as eligible for export under license exemption "Technology and Software Under Restriction" (TSR) to all destinations except those listed below.

I agree not to export or re-export this software and/or technical data or any direct product based on this software or technical data without proper US government authorization to destinations not eligible for exports under license exemption TSR.

According to current US export regulations the following countries are not eligible for exports under the license exemption TSR. This list is subject to change without notice.



01/17/2024 18:11:28

HP PPS Services India Private Limited

2nd Floor, 24 Salarpuria Arena, Hosur Main Road, Bangalore 560030, India, Tel. +91 80 61354320

Saichatura,

35th Main road, Someshwar Colony, BTM 2nd stage, Bengaluru - 560028

Dear

Saichatura,

We are pleased to inform you that you have been selected for training with {HP PPS Services India Private Limited ("HP" or the "Company")} from 10/03/2024 to 29/07/2024 for a period of 5 Months under the guidance and supervision of Shruthi M S. Your location would be BGC01 - Bangalore, IN-Salarpuria GR Tech Park (BGC01).

1. During the tenure of the project, you will be paid a stipend of Rs 20,000 per month. The payment of stipend shall depend on your unconditional presence at any location that may be stipulated hereinabove. After successful completion of Internship you will be converted as Full time employee with 4 LPA.
2. It is clearly understood that you are not in any manner providing any service to HP and that the payment of stipend shall not in any manner be construed or deemed to be consideration for services rendered by you.
3. You will not be entitled to any statutory benefits of otherwise to which a regular employee of the company is entitled.
4. You will be entitled for 12 days leave per annum, weekly holidays and such other holidays declared by the Company.
5. During your training with the company you shall be bound by the company's rules and regulation applicable from time to time and any violation to this will result in immediate termination of your training.
6. During your training with the company you may come across certain confidential information related to the business of the company, any such information you shall not use or disclose to others or any third party in any circumstances.
7. You shall not publish your research / project report and about the company in any form in mass media and the same is to be treated strictly for academic purpose only.
8. You shall maintain utmost confidentiality on any information that you acquire during the project and sign the enclosed confidentiality agreement on or before the start of training period.
9. You shall not, during the period of your project study at HP, copy, duplicate, decompile or translate any intellectual property of HP without appropriate authorization. You shall not take out any intellectual property belonging to HP, outside the work place or HP's premises, without appropriate authorization from the supervisor.
10. You shall be obligated to compensate HP appropriately, in the event you cause any loss or damage to any property that is owned or leased by HP, during the training period.
11. It is expressly understood and agreed by and between us that the company shall in no way be liable /responsible for any injuries/ impairment in health arising during your training period.



12. This offer of appointment is conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by HP or an appropriate third party, and the results of such background checks being favorable in HP's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by HP.

We look forward to having you join us and wish you a fruitful training with us.

To accept the offer of employment and agree to the above, please E-sign by providing your full name and unique identifier.

With Best Regards,

Sd/-

Binu Mathew
Country Director Human Resources

* This is an electronically generated letter and hence does not require a signature

ACCEPTANCE

I accept the above referred general terms and conditions of the company.

Signature:

Name : Saichatura

Place : Bangalore

HP Employee Letter of Assurance Agreement Form

U.S. Export Controls on Technology Transfer:

I acknowledge that during my work for HP Inc. (HP) I may, directly or indirectly, receive or access software and/or technical data which HP has classified according to the US Commerce Control List (CCL) as eligible for export under license exemption "Technology and Software Under Restriction" (TSR) to all destinations except those listed below.

I agree not to export or re-export this software and/or technical data or any direct product based on this software or technical data without proper US government authorization to destinations not eligible for exports under license exemption TSR.

According to current US export regulations the following countries are not eligible for exports under the license exemption TSR. This list is subject to change without notice.



01/17/2024 18:11:30

HP PPS Services India Private Limited

2nd Floor, 24 Salarpuria Arena, Hosur Main Road, Bangalore 560030, India, Tel. +91 80 61354320

Daphne Priya Cutinho,

No.7/4,lakshmi nivas,2nd floor , 4th cross, Shivan chetty gardens, shivajinagar,, Bangalore - 560-042. No.7/4,lakshmi nivas,2nd floor , 4th cross, Shivan chetty gardens, shivajinagar,, Bangalore - 560-042.

Dear

Daphne Priya

Cutinho,

We are pleased to inform you that you have been selected for training with {HP PPS Services India Private Limited ("HP" or the "Company")} from 10/03/2024 to 29/07/2024 for a period of 5 Months under the guidance and supervision of Shruthi M S. Your location would be BGC01 - Bangalore, IN-Salarpuria GR Tech Park (BGC01).

1. During the tenure of the project, you will be paid a stipend of Rs 20,000 per month. The payment of stipend shall depend on your unconditional presence at any location that may be stipulated hereinabove. After successful completion of Internship you will be converted as Full time employee with 4 LPA.
2. It is clearly understood that you are not in any manner providing any service to HP and that the payment of stipend shall not in any manner be construed or deemed to be consideration for services rendered by you.
3. You will not be entitled to any statutory benefits of otherwise to which a regular employee of the company is entitled.
4. You will be entitled for 12 days leave per annum, weekly holidays and such other holidays declared by the Company.
5. During your training with the company you shall be bound by the company's rules and regulation applicable from time to time and any violation to this will result in immediate termination of your training.
6. During your training with the company you may come across certain confidential information related to the business of the company, any such information you shall not use or disclose to others or any third party in any circumstances.
7. You shall not publish your research / project report and about the company in any form in mass media and the same is to be treated strictly for academic purpose only.
8. You shall maintain utmost confidentiality on any information that you acquire during the project and sign the enclosed confidentiality agreement on or before the start of training period.
9. You shall not, during the period of your project study at HP, copy, duplicate, decompile or translate any intellectual property of HP without appropriate authorization. You shall not take out any intellectual property belonging to HP, outside the work place or HP's premises, without appropriate authorization from the supervisor.
10. You shall be obligated to compensate HP appropriately, in the event you cause any loss or damage to any property that is owned or leased by HP, during the training period.
11. It is expressly understood and agreed by and between us that the company shall in no way be liable /responsible for any injuries/ impairment in health arising during your training period.



12. This offer of appointment is conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by HP or an appropriate third party, and the results of such background checks being favorable in HP's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by HP.

We look forward to having you join us and wish you a fruitful training with us.

To accept the offer of employment and agree to the above, please E-sign by providing your full name and unique identifier.

With Best Regards,

Sd/-

Binu Mathew
Country Director Human Resources

* This is an electronically generated letter and hence does not require a signature

ACCEPTANCE

I accept the above referred general terms and conditions of the company.

Signature:

Name : Daphne Priya

Cutinho

Place : Bangalore

HP Employee Letter of Assurance Agreement Form

U.S. Export Controls on Technology Transfer:

I acknowledge that during my work for HP Inc. (HP) I may, directly or indirectly, receive or access software and/or technical data which HP has classified according to the US Commerce Control List (CCL) as eligible for export under license exemption "Technology and Software Under Restriction" (TSR) to all destinations except those listed below.

I agree not to export or re-export this software and/or technical data or any direct product based on this software or technical data without proper US government authorization to destinations not eligible for exports under license exemption TSR.

According to current US export regulations the following countries are not eligible for exports under the license exemption TSR. This list is subject to change without notice.



01/17/2024 18:11:73

HP PPS Services India Private Limited

2nd Floor, 24 Salapuria Arena, Hosur Main Road, Bangalore 560030, India, Tel. +91 80 61354320

Nazim khan,
Bangalore

Dear Nazim khan,

We are pleased to inform you that you have been selected for training with {HP PPS Services India Private Limited ("HP" or the "Company")} from 10/03/2024 to 29/07/2024 for a period of 5 Months under the guidance and supervision of Shruthi M S. Your location would be BGC01 - Bangalore, IN-Salarpuria GR Tech Park (BGC01).

1. During the tenure of the project, you will be paid a stipend of Rs 20,000 per month. The payment of stipend shall depend on your unconditional presence at any location that may be stipulated herein above.
2. It is clearly understood that you are not in any manner providing any service to HP and that the payment of stipend shall not in any manner be construed or deemed to be consideration for services rendered by you.
3. You will not be entitled to any statutory benefits of otherwise to which a regular employee of the company is entitled.
4. You will be entitled for 12 days leave per annum, weekly holidays and such other holidays declared by the Company.
5. During your training with the company you shall be bound by the company's rules and regulation applicable from time to time and any violation to this will result in immediate termination of your training.
6. During your training with the company you may come across certain confidential information related to the business of the company, any such information you shall not use or disclose to others or any third party in any circumstances.
7. You shall not publish your research / project report and about the company in any form in mass media and the same is to be treated strictly for academic purpose only.
8. You shall maintain utmost confidentiality on any information that you acquire during the project and sign the enclosed confidentiality agreement on or before the start of training period.
9. You shall not, during the period of your project study at HP, copy, duplicate, decompile or translate any intellectual property of HP without appropriate authorization. You shall not take out any intellectual property belonging to HP, outside the work place or HP's premises, without appropriate authorization from the supervisor.
10. You shall be obligated to compensate HP appropriately, in the event you cause any loss or damage to any property that is owned or leased by HP, during the training period.
11. It is expressly understood and agreed by and between us that the company shall in no way be liable /responsible for any injuries/ impairment in health arising during your training period.



12. This offer of appointment is conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by HP or an appropriate third party, and the results of such background checks being favorable in HP's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by HP.

We look forward to having you join us and wish you a fruitful training with us.

To accept the offer of employment and agree to the above, please E-sign by providing your full name and unique identifier.

With Best Regards,

Sd/-

Binu Mathew
Country Director Human Resources

* This is an electronically generated letter and hence does not require a signature

ACCEPTANCE

I accept the above referred general terms and conditions of the company.

Signature:

Name : Nazim khan

Date :

Place : Bangalore

HP Employee Letter of Assurance Agreement Form

U.S. Export Controls on Technology Transfer:

I acknowledge that during my work for HP Inc. (HP) I may, directly or indirectly, receive or access software and/or technical data which HP has classified according to the US Commerce Control List (CCL) as eligible for export under license exemption "Technology and Software Under Restriction" (TSR) to all destinations except those listed below.

I agree not to export or re-export this software and/or technical data or any direct product based on this software or technical data without proper US government authorization to destinations not eligible for exports under license exemption TSR.

According to current US export regulations the following countries are not eligible for exports under license exemption TSR. This list is subject to change without notice.



01/17/2024 18:15:30

HP PPS Services India Private Limited

2nd Floor, 24 Salapurua Arena, Hosur Main Road, Bangalore 560030, India, Tel. +91 80 61354320

P Navya ,

5AC, 959, 1st block, Hennur Road, Horamavu, Babusapalya, ORR, Bangalore, Karnataka- 560043

Dear

P Navya ,

We are pleased to inform you that you have been selected for training with {HP PPS Services India Private Limited ("HP" or the "Company")} from 10/03/2024 to 29/07/2024 for a period of 5 Months under the guidance and supervision of Shruthi M S. Your location would be BGC01 - Bangalore, IN-Salarpuria GR Tech Park (BGC01).

1. During the tenure of the project, you will be paid a stipend of Rs 20,000 per month. The payment of stipend shall depend on your unconditional presence at any location that may be stipulated hereinabove. After successful completion of Internship you will be converted as Full time employee with 4 LPA.
2. It is clearly understood that you are not in any manner providing any service to HP and that the payment of stipend shall not in any manner be construed or deemed to be consideration for services rendered by you.
3. You will not be entitled to any statutory benefits of otherwise to which a regular employee of the company is entitled.
4. You will be entitled for 12 days leave per annum, weekly holidays and such other holidays declared by the Company.
5. During your training with the company you shall be bound by the company's rules and regulation applicable from time to time and any violation to this will result in immediate termination of your training.
6. During your training with the company you may come across certain confidential information related to the business of the company, any such information you shall not use or disclose to others or any third party in any circumstances.
7. You shall not publish your research / project report and about the company in any form in mass media and the same is to be treated strictly for academic purpose only.
8. You shall maintain utmost confidentiality on any information that you acquire during the project and sign the enclosed confidentiality agreement on or before the start of training period.
9. You shall not, during the period of your project study at HP, copy, duplicate, decompile or translate any intellectual property of HP without appropriate authorization. You shall not take out any intellectual property belonging to HP, outside the work place or HP's premises, without appropriate authorization from the supervisor.
10. You shall be obligated to compensate HP appropriately, in the event you cause any loss or damage to any property that is owned or leased by HP, during the training period.
11. It is expressly understood and agreed by and between us that the company shall in no way be liable /responsible for any injuries/ impairment in health arising during your training period.



12. This offer of appointment is conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by HP or an appropriate third party, and the results of such background checks being favorable in HP's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by HP.

We look forward to having you join us and wish you a fruitful training with us.

To accept the offer of employment and agree to the above, please E-sign by providing your full name and unique identifier.

With Best Regards,

Sd/-

Binu Mathew
Country Director Human Resources

* This is an electronically generated letter and hence does not require a signature

ACCEPTANCE

I accept the above referred general terms and conditions of the company.

Signature:

Name : P Navya

Place : Bangalore

HP Employee Letter of Assurance Agreement Form

U.S. Export Controls on Technology Transfer:

I acknowledge that during my work for HP Inc. (HP) I may, directly or indirectly, receive or access software and/or technical data which HP has classified according to the US Commerce Control List (CCL) as eligible for export under license exemption "Technology and Software Under Restriction" (TSR) to all destinations except those listed below.

I agree not to export or re-export this software and/or technical data or any direct product based on this software or technical data without proper US government authorization to destinations not eligible for exports under license exemption TSR.

According to current US export regulations the following countries are not eligible for exports under the license exemption TSR. This list is subject to change without notice.



01/17/2024 18:20:11

HP PPS Services India Private Limited

2nd Floor, 24 Salapurua Arena, Hosur Main Road, Bangalore 560030, India, Tel. +91 80 61354320

Kappala Jyothi ,

72/6, 1st Phase JP Nagar, near Laa regency apartment, Bengaluru - 560078

Dear

Kappala

Jyothi ,

We are pleased to inform you that you have been selected for training with {HP PPS Services India Private Limited ("HP" or the "Company")} from 10/03/2024 to 29/07/2024 for a period of 5 Months under the guidance and supervision of Shruthi M S. Your location would be BGC01 - Bangalore, IN-Salarpuria GR Tech Park (BGC01).

1. During the tenure of the project, you will be paid a stipend of Rs 20,000 per month. The payment of stipend shall depend on your unconditional presence at any location that may be stipulated hereinabove. After successful completion of Internship you will be converted as Full time employee with 4 LPA.
2. It is clearly understood that you are not in any manner providing any service to HP and that the payment of stipend shall not in any manner be construed or deemed to be consideration for services rendered by you.
3. You will not be entitled to any statutory benefits of otherwise to which a regular employee of the company is entitled.
4. You will be entitled for 12 days leave per annum, weekly holidays and such other holidays declared by the Company.
5. During your training with the company you shall be bound by the company's rules and regulation applicable from time to time and any violation to this will result in immediate termination of your training.
6. During your training with the company you may come across certain confidential information related to the business of the company, any such information you shall not use or disclose to others or any third party in any circumstances.
7. You shall not publish your research / project report and about the company in any form in mass media and the same is to be treated strictly for academic purpose only.
8. You shall maintain utmost confidentiality on any information that you acquire during the project and sign the enclosed confidentiality agreement on or before the start of training period.
9. You shall not, during the period of your project study at HP, copy, duplicate, decompile or translate any intellectual property of HP without appropriate authorization. You shall not take out any intellectual property belonging to HP, outside the work place or HP's premises, without appropriate authorization from the supervisor.
10. You shall be obligated to compensate HP appropriately, in the event you cause any loss or damage to any property that is owned or leased by HP, during the training period.
11. It is expressly understood and agreed by and between us that the company shall in no way be liable /responsible for any injuries/ impairment in health arising during your training period.



12. This offer of appointment is conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by HP or an appropriate third party, and the results of such background checks being favorable in HP's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by HP.

We look forward to having you join us and wish you a fruitful training with us.

To accept the offer of employment and agree to the above, please E-sign by providing your full name and unique identifier.

With Best Regards,

Sd/-

Binu Mathew
Country Director Human Resources

* This is an electronically generated letter and hence does not require a signature

ACCEPTANCE

I accept the above referred general terms and conditions of the company.

Signature:

Name : Kappala Jyothi

Place : Bangalore

HP Employee Letter of Assurance Agreement Form

U.S. Export Controls on Technology Transfer:

I acknowledge that during my work for HP Inc. (HP) I may, directly or indirectly, receive or access software and/or technical data which HP has classified according to the US Commerce Control List (CCL) as eligible for export under license exemption "Technology and Software Under Restriction" (TSR) to all destinations except those listed below.

I agree not to export or re-export this software and/or technical data or any direct product based on this software or technical data without proper US government authorization to destinations not eligible for exports under license exemption TSR.

According to current US export regulations the following countries are not eligible for exports under the license exemption TSR. This list is subject to change without notice.



01/17/2024 18:11:73

HP PPS Services India Private Limited

2nd Floor, 24 Salapuria Arena, Hosur Main Road, Bangalore 560030, India, Tel. +91 80 61354320

Anima Kumari,
Bangalore

Dear Anima Kumari,

We are pleased to inform you that you have been selected for training with {HP PPS Services India Private Limited ("HP" or the "Company")} from 10/03/2024 to 29/07/2024 for a period of 5 Months under the guidance and supervision of Shruthi M S. Your location would be BGC01 - Bangalore, IN-Salarpuria GR Tech Park (BGC01).

1. During the tenure of the project, you will be paid a stipend of Rs 20,000 per month. The payment of stipend shall depend on your unconditional presence at any location that may be stipulated herein above.
2. It is clearly understood that you are not in any manner providing any service to HP and that the payment of stipend shall not in any manner be construed or deemed to be consideration for services rendered by you.
3. You will not be entitled to any statutory benefits of otherwise to which a regular employee of the company is entitled.
4. You will be entitled for 12 days leave per annum, weekly holidays and such other holidays declared by the Company.
5. During your training with the company you shall be bound by the company's rules and regulation applicable from time to time and any violation to this will result in immediate termination of your training.
6. During your training with the company you may come across certain confidential information related to the business of the company, any such information you shall not use or disclose to others or any third party in any circumstances.
7. You shall not publish your research / project report and about the company in any form in mass media and the same is to be treated strictly for academic purpose only.
8. You shall maintain utmost confidentiality on any information that you acquire during the project and sign the enclosed confidentiality agreement on or before the start of training period.
9. You shall not, during the period of your project study at HP, copy, duplicate, decompile or translate any intellectual property of HP without appropriate authorization. You shall not take out any intellectual property belonging to HP, outside the work place or HP's premises, without appropriate authorization from the supervisor.
10. You shall be obligated to compensate HP appropriately, in the event you cause any loss or damage to any property that is owned or leased by HP, during the training period.
11. It is expressly understood and agreed by and between us that the company shall in no way be liable /responsible for any injuries/ impairment in health arising during your training period.



12. This offer of appointment is conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by HP or an appropriate third party, and the results of such background checks being favorable in HP's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by HP.

We look forward to having you join us and wish you a fruitful training with us.

To accept the offer of employment and agree to the above, please E-sign by providing your full name and unique identifier.

With Best Regards,

Sd/-

Binu Mathew
Country Director Human Resources

* This is an electronically generated letter and hence does not require a signature

ACCEPTANCE

I accept the above referred general terms and conditions of the company.

Signature:

Name : Anima Kumari

Date :

Place : Bangalore

HP Employee Letter of Assurance Agreement Form

U.S. Export Controls on Technology Transfer:

I acknowledge that during my work for HP Inc. (HP) I may, directly or indirectly, receive or access software and/or technical data which HP has classified according to the US Commerce Control List (CCL) as eligible for export under license exemption "Technology and Software Under Restriction" (TSR) to all destinations except those listed below.

I agree not to export or re-export this software and/or technical data or any direct product based on this software or technical data without proper US government authorization to destinations not eligible for exports under license exemption TSR.

According to current US export regulations the following countries are not eligible for exports under license exemption TSR. This list is subject to change without notice.



01/17/2024 18:11:73

HP PPS Services India Private Limited

2nd Floor, 24 Salapuria Arena, Hosur Main Road, Bangalore 560030, India, Tel. +91 80 61354320

Meghana J,
Bangalore

Dear Meghana J,

We are pleased to inform you that you have been selected for training with {HP PPS Services India Private Limited ("HP" or the "Company")} from 10/03/2024 to 29/07/2024 for a period of 5 Months under the guidance and supervision of Shruthi M S. Your location would be BGC01 - Bangalore, IN-Salarpuria GR Tech Park (BGC01).

1. During the tenure of the project, you will be paid a stipend of Rs 20,000 per month. The payment of stipend shall depend on your unconditional presence at any location that may be stipulated herein above.
2. It is clearly understood that you are not in any manner providing any service to HP and that the payment of stipend shall not in any manner be construed or deemed to be consideration for services rendered by you.
3. You will not be entitled to any statutory benefits of otherwise to which a regular employee of the company is entitled.
4. You will be entitled for 12 days leave per annum, weekly holidays and such other holidays declared by the Company.
5. During your training with the company you shall be bound by the company's rules and regulation applicable from time to time and any violation to this will result in immediate termination of your training.
6. During your training with the company you may come across certain confidential information related to the business of the company, any such information you shall not use or disclose to others or any third party in any circumstances.
7. You shall not publish your research / project report and about the company in any form in mass media and the same is to be treated strictly for academic purpose only.
8. You shall maintain utmost confidentiality on any information that you acquire during the project and sign the enclosed confidentiality agreement on or before the start of training period.
9. You shall not, during the period of your project study at HP, copy, duplicate, decompile or translate any intellectual property of HP without appropriate authorization. You shall not take out any intellectual property belonging to HP, outside the work place or HP's premises, without appropriate authorization from the supervisor.
10. You shall be obligated to compensate HP appropriately, in the event you cause any loss or damage to any property that is owned or leased by HP, during the training period.
11. It is expressly understood and agreed by and between us that the company shall in no way be liable /responsible for any injuries/ impairment in health arising during your training period.



12. This offer of appointment is conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by HP or an appropriate third party, and the results of such background checks being favorable in HP's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by HP.

We look forward to having you join us and wish you a fruitful training with us.

To accept the offer of employment and agree to the above, please E-sign by providing your full name and unique identifier.

With Best Regards,

Sd/-

Binu Mathew
Country Director Human Resources

* This is an electronically generated letter and hence does not require a signature

ACCEPTANCE

I accept the above referred general terms and conditions of the company.

Signature:

Name : Meghana J

Date :

Place : Bangalore

HP Employee Letter of Assurance Agreement Form

U.S. Export Controls on Technology Transfer:

I acknowledge that during my work for HP Inc. (HP) I may, directly or indirectly, receive or access software and/or technical data which HP has classified according to the US Commerce Control List (CCL) as eligible for export under license exemption "Technology and Software Under Restriction" (TSR) to all destinations except those listed below.

I agree not to export or re-export this software and/or technical data or any direct product based on this software or technical data without proper US government authorization to destinations not eligible for exports under license exemption TSR.

According to current US export regulations the following countries are not eligible for exports under license exemption TSR. This list is subject to change without notice.



01/17/2024 18:11:73

HP PPS Services India Private Limited

2nd Floor, 24 Salapurua Arena, Hosur Main Road, Bangalore 560030, India, Tel. +91 80 61354320

Mohammed Umaiz N,
Bangalore

Dear Mohammed Umaiz N,

We are pleased to inform you that you have been selected for training with {HP PPS Services India Private Limited ("HP" or the "Company")} from 10/03/2024 to 29/07/2024 for a period of 5 Months under the guidance and supervision of Shruthi M S. Your location would be BGC01 - Bangalore, IN-Salarpuria GR Tech Park (BGC01).

1. During the tenure of the project, you will be paid a stipend of Rs 20,000 per month. The payment of stipend shall depend on your unconditional presence at any location that may be stipulated herein above.
2. It is clearly understood that you are not in any manner providing any service to HP and that the payment of stipend shall not in any manner be construed or deemed to be consideration for services rendered by you.
3. You will not be entitled to any statutory benefits of otherwise to which a regular employee of the company is entitled.
4. You will be entitled for 12 days leave per annum, weekly holidays and such other holidays declared by the Company.
5. During your training with the company you shall be bound by the company's rules and regulation applicable from time to time and any violation to this will result in immediate termination of your training.
6. During your training with the company you may come across certain confidential information related to the business of the company, any such information you shall not use or disclose to others or any third party in any circumstances.
7. You shall not publish your research / project report and about the company in any form in mass media and the same is to be treated strictly for academic purpose only.
8. You shall maintain utmost confidentiality on any information that you acquire during the project and sign the enclosed confidentiality agreement on or before the start of training period.
9. You shall not, during the period of your project study at HP, copy, duplicate, decompile or translate any intellectual property of HP without appropriate authorization. You shall not take out any intellectual property belonging to HP, outside the work place or HP's premises, without appropriate authorization from the supervisor.
10. You shall be obligated to compensate HP appropriately, in the event you cause any loss or damage to any property that is owned or leased by HP, during the training period.
11. It is expressly understood and agreed by and between us that the company shall in no way be liable /responsible for any injuries/ impairment in health arising during your training period.



12. This offer of appointment is conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by HP or an appropriate third party, and the results of such background checks being favorable in HP's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by HP.

We look forward to having you join us and wish you a fruitful training with us.

To accept the offer of employment and agree to the above, please E-sign by providing your full name and unique identifier.

With Best Regards,

Sd/-

Binu Mathew
Country Director Human Resources

* This is an electronically generated letter and hence does not require a signature

ACCEPTANCE

I accept the above referred general terms and conditions of the company.

Signature:

Name : Mohammed Umaiz N

Date :

Place : Bangalore

HP Employee Letter of Assurance Agreement Form

U.S. Export Controls on Technology Transfer:

I acknowledge that during my work for HP Inc. (HP) I may, directly or indirectly, receive or access software and/or technical data which HP has classified according to the US Commerce Control List (CCL) as eligible for export under license exemption "Technology and Software Under Restriction" (TSR) to all destinations except those listed below.

I agree not to export or re-export this software and/or technical data or any direct product based on this software or technical data without proper US government authorization to destinations not eligible for exports under license exemption TSR.

According to current US export regulations the following countries are not eligible for exports under license exemption TSR. This list is subject to change without notice.



01/17/2024 18:11:73

HP PPS Services India Private Limited

2nd Floor, 24 Salapuria Arena, Hosur Main Road, Bangalore 560030, India, Tel. +91 80 61354320

Mohammad Hussain,
Bangalore

Dear Mohammad Hussain,

We are pleased to inform you that you have been selected for training with {HP PPS Services India Private Limited ("HP" or the "Company")} from 10/03/2024 to 29/07/2024 for a period of 5 Months under the guidance and supervision of Shruthi M S. Your location would be BGC01 - Bangalore, IN-Salarpuria GR Tech Park (BGC01).

1. During the tenure of the project, you will be paid a stipend of Rs 20,000 per month. The payment of stipend shall depend on your unconditional presence at any location that may be stipulated herein above.
2. It is clearly understood that you are not in any manner providing any service to HP and that the payment of stipend shall not in any manner be construed or deemed to be consideration for services rendered by you.
3. You will not be entitled to any statutory benefits of otherwise to which a regular employee of the company is entitled.
4. You will be entitled for 12 days leave per annum, weekly holidays and such other holidays declared by the Company.
5. During your training with the company you shall be bound by the company's rules and regulation applicable from time to time and any violation to this will result in immediate termination of your training.
6. During your training with the company you may come across certain confidential information related to the business of the company, any such information you shall not use or disclose to others or any third party in any circumstances.
7. You shall not publish your research / project report and about the company in any form in mass media and the same is to be treated strictly for academic purpose only.
8. You shall maintain utmost confidentiality on any information that you acquire during the project and sign the enclosed confidentiality agreement on or before the start of training period.
9. You shall not, during the period of your project study at HP, copy, duplicate, decompile or translate any intellectual property of HP without appropriate authorization. You shall not take out any intellectual property belonging to HP, outside the work place or HP's premises, without appropriate authorization from the supervisor.
10. You shall be obligated to compensate HP appropriately, in the event you cause any loss or damage to any property that is owned or leased by HP, during the training period.
11. It is expressly understood and agreed by and between us that the company shall in no way be liable /responsible for any injuries/ impairment in health arising during your training period.



12. This offer of appointment is conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by HP or an appropriate third party, and the results of such background checks being favorable in HP's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by HP.

We look forward to having you join us and wish you a fruitful training with us.

To accept the offer of employment and agree to the above, please E-sign by providing your full name and unique identifier.

With Best Regards,

Sd/-

Binu Mathew
Country Director Human Resources

* This is an electronically generated letter and hence does not require a signature

ACCEPTANCE

I accept the above referred general terms and conditions of the company.

Signature:

Name : Mohammad Hussain

Date :

Place : Bangalore

HP Employee Letter of Assurance Agreement Form

U.S. Export Controls on Technology Transfer:

I acknowledge that during my work for HP Inc. (HP) I may, directly or indirectly, receive or access software and/or technical data which HP has classified according to the US Commerce Control List (CCL) as eligible for export under license exemption "Technology and Software Under Restriction" (TSR) to all destinations except those listed below.

I agree not to export or re-export this software and/or technical data or any direct product based on this software or technical data without proper US government authorization to destinations not eligible for exports under license exemption TSR.

According to current US export regulations the following countries are not eligible for exports under license exemption TSR. This list is subject to change without notice.

HUNTER GOAL

WWW.HUNTERGOAL.COM

Date: June 2024

To,
Aaron Campus Oxford Bangalore

Dear Aaron,

Subject: Appointment letter.

In Continuation to our discussion, we are pleased to offer you the role of Associate Software Trainee – Hunter Goal (OPC) Private Limited.

Your CTC will be 3,00,000/- This May Vary depending on Hunter Goal (OPC) Private Limited Performance and Your Performance.

We would like to inform you that Hunter Goal (OPC) Private Limited has considered 0 Months of your Experience as relevant, which would be updated in our Records. Your Place of Posting will be Bangalore work mode WFH (Work from home).

You will also be governed by the rules and Regulation Practices in Vogue and those that may change from time to Time. Your Compensation is Highly Confidential and if Need arises, you may discuss it only with Manager.

We Request You to Join us After Completion of Your Final Semester Exam. Hunter Goal (OPC) Private Limited is keen that there is a secure environment for clients and internally too.

Please Note:

This appointment is Subject to satisfactory reference Checks

This offer from Hunter Goal (OPC) Private Limited is Valid for 2 Days only from the date of offer, any extension is said validity shall be at the discretion of the company and shall be communicated to you in writing Prior to commencing employment with Hunter Goal (OPC) Private Limited You Must provide Hunter Goal (OPC) Private Limited with evidence of right to work in India and other such documents as Hunter Goal (OPC) Private Limited may request.

We look forward to you joining us. Should have any further question or clarifications, please feel free to contact us.

Yours Sincerely,

For Hunter Goal (OPC) Private Limited.,
Prakash Naik
Global Head-Talent Acquisition

I Have read the offer, Understood and accept the above-mentioned terms and condition.

Signature

Date:

HUNTER GOAL

WWW.HUNTERGOAL.COM

Date: June 2024

To,
Anjali K.V Campus Oxford Bangalore

Dear Anjali K.V,

Subject: Appointment letter.

In Continuation to our discussion, we are pleased to offer you the role of Associate Software Trainee – Hunter Goal (OPC) Private Limited.

Your CTC will be 3,00,000/- This May Vary depending on Hunter Goal (OPC) Private Limited Performance and Your Performance.

We would like to inform you that Hunter Goal (OPC) Private Limited has considered 0 Months of your Experience as relevant, which would be updated in our Records. Your Place of Posting will be Bangalore work mode WFH (Work from home).

You will also be governed by the rules and Regulation Practices in Vogue and those that may change from time to Time. Your Compensation is Highly Confidential and if Need arises, you may discuss it only with Manager.

We Request You to Join us After Completion of Your Final Semester Exam. Hunter Goal (OPC) Private Limited is keen that there is a secure environment for clients and internally too.

Please Note:

This appointment is Subject to satisfactory reference Checks

This offer from Hunter Goal (OPC) Private Limited is Valid for 2 Days only from the date of offer, any extension is said validity shall be at the discretion of the company and shall be communicated to you in writing Prior to commencing employment with Hunter Goal (OPC) Private Limited You Must provide Hunter Goal (OPC) Private Limited with evidence of right to work in India and other such documents as Hunter Goal (OPC) Private Limited may request.

We look forward to you joining us. Should have any further question or clarifications, please feel free to contact us.

Yours Sincerely,

For Hunter Goal (OPC) Private Limited.,
Prakash Naik
Global Head-Talent Acquisition

I Have read the offer, Understood and accept the above-mentioned terms and condition.

Signature

Date:



IndiaMART InterMESH Ltd.
Assotech Business Crestern: Plot No. 22
Tower 2, Road No. 6, Sector - 135, Noida, UP
Call Us: +91 - 9696969696
E: customercare@indiamart.com
Website: www.indiamart.com

Letter of Intent- Final Placement

December 14, 2023

Dear Murali R S,

Congratulations on your selection with IndiaMART!

We are delighted to extend this offer to you with IndiaMART InterMESH Ltd. as follows:

Position: Executive– Client Servicing (FSF)

CTC: 4,00,000/- LPA + 36,000/- PA (CCA)*

Location: Bangalore (Karnataka)

Apart from the above-mentioned CTC, we offer best the below leading benefits:

- Weekly Salary
- Lucrative Incentives plans over and above the fixed salary
- Accidental Insurance/Medicaid, with no premium charged from our employees.
- Life Insurance at ZERO cost to our employees
- I-LEAP Program (Higher Education Assistance Program)

Your offer letter will be shared once you complete your onboarding process with us.

In order to facilitate the above, you are required to submit the documents listed in the Annexure 1.

Kindly share the signed copy of this LOI as a token of acceptance.

Yours Sincerely
For IndiaMART Intermesh Ltd.

Prerna Hajela
AVP - Human Resources



IndiaMART InterMESH Ltd.
Assotech Business Crestern: Plot No. 22
Tower 2, Road No. 6, Sector - 135, Noida, UP
Call Us: +91 +9696969696
E: customercare@indiamart.com
Website: www.indiamart.com

Annexure 1

We request you to share the below listed documents at khushbu.rani@indiamart.com as these are mandatory for the completion of your onboarding process and will be shared with our partner for conducting your background verification -

1. PAN Card (*Please apply, if do not possess one and share acknowledgement with us*)
2. Aadhar Card (*Please apply, if you do not possess one and share acknowledgement with us*)
3. 10th Marksheet and 12th Marksheet
4. Final Marksheet for Graduation (*in case of any backlog, please share all semester-wise marksheets*)
5. All semester wise mark sheet for Post-Graduation
6. Bank Details (Passbook details/Canceled Cheque/Online Bank Statement)
7. Laptop Declaration Form and Conveyance Declaration Form
8. Valid Driving License and 2-wheeler RC
9. Vaccination Certificate

Please note that:

1. **City Compensatory Allowance (CCA) is a special paid while your working Location is Bangalore/Mumbai. In case you are transferred to any other city then this component will no more be applicable to you and will be removed from your salary structure effective from the date of transfer.*
2. *Company holds the right to change the location on the basis of vacancy available at that time of joining, etc.*
3. *Any relocation/transfer will be allowed post completion of a minimum 12 months.*
4. *The LOI has been shared to you on the basis of information provided by you during interview process. However, if any discrepancy found during the documentation process/joining, this offer stands void.*

We wish that your journey with us is filled with opportunities, growth, and countless moments of success.

In case of any queries, please feel free to contact Ms. Khushbu Rani@7766824365.

(Candidate's Signature)

Name and Date



Letter of Appointment

Ref. No: ICSL/Employee/6175BR/17483/September 7, 2023
Date : September 7, 2023

RACHITA PALAKSHAPPA
#4,3rd cross,2nd block Ward No:190
Bommanahalli
Bangalore, Karnataka
560068, India

Dear **RACHITA PALAKSHAPPA**,

Congratulations! With reference to your application and subsequent discussions/interview you had with us, we are pleased to offer you the position of **Associate Software Engineer** with **Infinite Computer Solutions (India) Limited** ("Company" or "Infinite") on the following terms and conditions.

Date of Joining: You are requested to join us on or before **September 15, 2022**. In the event you are not able to join us on this specified date, the offer would stand withdrawn unless the extension of joining date is granted in writing. On the date of your joining, you are requested to meet the Joining Coordinator to complete the joining formalities at **Infinite Computer Solutions (India) Ltd. #157, EPIP Zone, PhaseII, Kundalahalli, Mahadevapura Post, Whitefield, Bangalore 560066**.

Salary (on Cost to Company): Your salary on a 'cost to the company (CTC) basis' will be as per the details herein enclosed under Annexure 1.

Tax Implications on Salary: You will be liable to pay all applicable taxes on your income as per the prevailing laws. You are individually responsible for all declarations and implications arising thereof for all personal Income Tax purposes.

Work Location: Your initial work location will be **Bangalore - Campus**. The work location can change based on the organizational requirements.

Notice Period: Your employment with the Company can be terminated either by the Company or by you by giving the other party **60 days** advance notice. You are required to carefully read the notice period clause in the Terms of Employment attached to this Letter of Appointment.

Your employment with Infinite will be governed by the attached Terms of Employment. You are required to read carefully and understand these Terms of Employment as a part of accepting this offer. As further detailed in the terms of employment the offer of your employment with Infinite is subject to satisfactory completion of background verification and reference checks which may occur at any time prior to or after your effective date of joining.

To indicate your acceptance of this offer and employment with Infinite, please submit a copy of this Letter of Appointment, Terms of Employment, Annexure 1 - Compensation, Annexure 2 - IFBP (If applicable) with your signature on each page. In addition, please provide all the documentation identified in Annexure 3.

We wish you exciting times and infinite possibilities with us and look forward to a mutually fruitful association

Sincerely,
For **Infinite Computer Solutions (India) Limited**

Nitin Dipt Prakash
Vice President - Human Resources

Acknowledged and agreed

RACHITA PALAKSHAPPA
Date:



Terms of Employment

Your employment at Infinite Computer Solutions (India) Limited ("Company" or "Infinite") will be governed by Company's policies, as modified, from time to time and at the sole discretion of the company, upon notice to you. The Terms of Employment contained herein must be read as a part of Company's current policies.

Full Time Employment

This is a full time employment with the Company and you shall devote yourself exclusively to the business of the Company. You will not take up any other work/assignment for remuneration (part time or otherwise) or work on advisory capacity or be interested either directly or indirectly (except as shareholder or debenture holder) in any other trade or business during your employment with the company without prior permission in writing or any such or similar engagement that would conflict with the business/ customer interest of Infinite.

Roles and Responsibilities

The roles, responsibilities and duties appropriate to your designation or your employment, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, you may be required to provide services, directly or indirectly, to Company and its affiliates and their employees, contractors and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

Working Hours

You are expected to comply with the normal working hours as declared by the Company or project requirements. You may be required to work on a shift basis. Company may, at any time and its sole discretion, change the shift timings upon notice to you.

Transfer and Deputation

Your services are liable to be transferred in such capacity as the Company may from time to time be determined by the business/ customer needs to any other location, department, establishment, sister company or branch of the company anywhere in the world, with/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.

You may also be sent on training, deputation assignments to sister or associate companies or to third parties whether in India or abroad and are expected to participate in them

You will be governed by the rules and regulations in these regards as may be applicable to you from time to time.

Notice Period/ Termination of Employment

Your employment with the Company can be terminated either by the Company or by you by giving the other party specified days of advance notice (refer to the Letter of Appointment or recent communication to know your notice period days).

The responsibility of ensuring the completion of the knowledge transfer within the defined notice period lies with the employee, failing which the relieving date may be extended at the discretion of the management. The relieving date may also be extended in case the project is at a critical juncture.

If the Company relieves you before the completion of the notice period, the gross salary for the balance notice period would be paid to you. 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 gross salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company.

Company may terminate your employment immediately, with or without notice and without compensation in lieu of notice period on the occurrence of your involvement in:

- (a) Embezzlement, intoxication or illegal drug abuse, unauthorized absence, unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, bribe or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients;
- (b) Misconduct (willful, intentional or otherwise) during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceedings that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; and/or
- (c) Any act of moral turpitude.



Consequences of Termination of Employment

Upon termination or expiration of your employment, for any reason, or as otherwise requested by Company, you will return to the Company:

(a) Any property belonging to the Company, such as a laptop, computer, mobile phone, access card and other devices with details of any passwords or user ids installed therein; and

(b) All Confidential Information and any Work Product, including any documents and information, of whatever description or in whatever form, tangible or intangible, in your possession, together with copies, notes or summaries of such documents and your own working papers which are derived of or based on such documents.

- Upon termination or expiration of your employment, for any reason, amounts due or payable, from or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing.

- Upon termination or expiration of your employment, for any reason, Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you hereunder, including costs and expenses incurred towards your training. Further, Company shall be entitled to, at its sole discretion withhold the relieving letter and all other documents regarding your employment hereunder.

- In the event of you taking up an alternate employment, it is obligatory on your part, not to join any of Infinite's Client/Customer organizations, without a written consent from Infinite for a period of one year from the date of your separation.

Retirement

You will retire from the services of the Company on completion of 60 years. For this purpose the date of birth as declared in the date of birth proof submitted at the time of joining will be treated as final. You may be retired earlier if found medically unfit.

Background and Reference Check

The Letter of Appointment is issued on the understanding that all information/documents provided by you while joining (In the application / employee data form / during the interview) is true & are liable to be verified at any time during & after the period of your employment with the company. In the event, that any declaration been given or furnished by you to the company is proved to be false or found to have been willfully suppressed/ altered confidential proofs of evidence, your services with the company would be terminated. Termination of services on grounds of Background Verification will not be eligible for any notice period or compensation in lieu of notice period. The company at any time may choose to verify all your credentials as deemed necessary by the company and the client.

Technology and Confidentiality Agreement

You may be required to sign technology and confidentiality agreements with the Company or any other client as required at the time of joining and during the tenure with the company. You are required to adhere to all terms and conditions mentioned in the agreement

Confidential Information

You will not at any time without the consent of the Functional Head or any other nominated representative of the Company, 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.

You agree, as part of your employment hereunder, you will have access, directly or indirectly, to certain Confidential Information of Company and its affiliates and their employees, contractors and/or clients. During the term of your employment and thereafter, you shall: (a) hold the Confidential Information in the strictest confidence; (b) not disclose or use or attempt to use or disclose, the Confidential Information, except as expressly permitted by the Company and solely for the purpose of which such Confidential Information was disclosed to you; (c) not disclose or divulge the Confidential Information to or for the benefit any third person or entity without the prior authorization of the Company; (d) give prompt notice to Company of any actual or attempted unauthorized use or disclosure of the Confidential Information.

Intellectual Property

You agree that any rights, title and interest whatsoever, including, but not limited to, patents, copyright, trade secret and design rights, mask rights, whether registerable or not, arising or created as a result of the development of and/or the application of any tangible or intangible work product or materials produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including, but not limited to, any invention, design, discovery, improvement, computer program, documentation, or other material which you conceive, discover or create during or in consequence of employment shall belong exclusively to the Company.



Indemnification

You agree to indemnify the Company and its affiliates for any losses or damages sustained by Company and its affiliates which is caused by you or related to your breach of any of the provisions contained in this Terms of Employment.

Conflict of Interest

During your employment with Infinite it is intended to avoid conflict between your interest 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 in writing to the management immediately.

These Terms of Employment will be construed in accordance with and governed by the Laws of India. These Terms of Employment, together with the Letter of Appointment (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 thereof.

Sincerely,
For **Infinite Computer Solutions (India) Limited**

A handwritten signature in black ink, appearing to read "Nitin Dipt Prakash", written over a faint circular stamp or watermark.

Nitin Dipt Prakash
Vice President - Human Resources

Please confirm that you have read, understood and agree to the above Terms of Employment by signing below

Signature: _____

Name: _____

Date: _____



Annexure – 1

Compensation Package for RACHITA
PALAKSHAPPA

Grade : E1

Components	Monthly	Yearly
Basic	15000.00	180000.00
House Rent Allowance	7500.00	90000.00
Educational Allowance	200.00	2400.00
Advance Statutory Bonus	3000.00	36000.00
Infinite Flexible Benefit Plan (IFBP *)	6773.17	81278.04
Leave Travel Allowance		7500.00
Annual Total Fixed Compensation (A)	32473.17	397178.04
PF (Employer Contribution)	1800.00	21600.00
GMC, GPA & GTL		22582.00
Gratuity		8640.00
Annual Total Benefits (B)		52822.00
Annual Total Compensation (A + B)		450000.04

*Please refer annexure 2 for IFBP details

- The Medclaim insurance covers self, spouse, two children and parents from the date of joining of the employee.
- You will be eligible for gratuity as per the provisions of Gratuity Act 1972

Service Agreement :Your service agreement will be valid for 24 months. In case you decide to leave Infinite before the completion 24 months, you will be liable to pay an amount mentioned in the service Agreement. The content of the service agreement dated _____ to be read as part and parcel of this document without prejudice to each other.

Sincerely,
For **Infinite Computer Solutions (India) Limited**

Nitin Dipt Prakash
Vice President - Human Resources

Accepted on: / /

Signature: _____



Annexure - 2 (Grade E1 to E4)

Infinite Flexible Benefit Plan (IFBP): You can choose the amount against various components available under Infinite Flexible Benefit Plan (IFBP) depending on your grade and eligibility as per the policy. Rest of the amount becomes taxable income.

The eligibility for choosing the components from Infinite Flexible Benefit Plan (IFBP) according to the grade is as follows:

Grade	Meal Vouchers	NPS (Max)
E1 to E4	2,200/-	10% of the basic component

*The above mentioned amount is the maximum limit that can be opted under each category. Refer to the Compensation & Benefits Policy for more details

Meal Vouchers : The amount chosen against this will be loaded to the meal card on monthly basis.

National Pension Scheme (NPS): The amount chosen to contribute towards NPS needs to be a minimum of Rs. 6000/- along with registration and administrative charges per year with a maximum limit of 10% of your Annual Basic to an extent of 1lakh for Tax exemption under Section 80CCD (2)



Annexure – 3

Submission of Documents: You need to scan all the original documents and upload in the link provided to you by the offer team. At the time of joining, photocopy of the following documents should be submitted. Please carry original copies for verification.

1. SSLC/ 10th Mark Sheet
2. PUC/ PDC/ +2 Mark Sheet
3. Degree/ Graduation Certificate/ Convocation Certificate
4. Degree/ Graduation Marks cards (All Semesters or consolidated)
5. Post Graduation Certificate/ Convocation Certificate
6. Post Graduation Marks cards (All Semesters or consolidated)
7. Certificates of any other Qualification
8. Copy of Passport
9. Copy of PAN Card
10. Copy of Aadhar Card
11. Passport size photographs - 4
12. Relieving letter or Acceptance of resignation letter from the immediate previous employer or Hard copy of the resignation acceptance mail duly signed & sealed by the authorized signatory
13. Last 3 months pay slips- immediate previous employer
14. Copy of salary revision or the offer letter (whichever is latest) - immediate previous employer
15. Experience letter of all previous employments
16. Copy of updated resume

Please note: Joining formalities will not start if any of the applicable documents are missing on the day of joining.



Letter of Appointment

Ref. No: ICSL/Employee/6175BR/17487/September 7, 2023

Date : September 7, 2023

Dear KIRAN P R,

Congratulations! With reference to your application and subsequent discussions/interview you had with us, we are pleased to offer you the position of **Associate Software Engineer** with **Infinite Computer Solutions (India) Limited** ("Company" or "Infinite") on the following terms and conditions.

Date of Joining: You are requested to join us on or before **September 15, 2022**. In the event you are not able to join us on this specified date, the offer would stand withdrawn unless the extension of joining date is granted in writing. On the date of your joining, you are requested to meet the Joining Coordinator to complete the joining formalities at **Infinite Computer Solutions (India) Ltd. #157, EPIP Zone, PhaseII, Kundalahalli, Mahadevapura Post, Whitefield, Bangalore 560066**.

Salary (on Cost to Company): Your salary on a 'cost to the company (CTC) basis' will be as per the details herein enclosed under Annexure 1.

Tax Implications on Salary: You will be liable to pay all applicable taxes on your income as per the prevailing laws. You are individually responsible for all declarations and implications arising thereof for all personal Income Tax purposes.

Work Location: Your initial work location will be **Bangalore - Campus**. The work location can change based on the organizational requirements.

Notice Period: Your employment with the Company can be terminated either by the Company or by you by giving the other party **60 days** advance notice. You are required to carefully read the notice period clause in the Terms of Employment attached to this Letter of Appointment.

Your employment with Infinite will be governed by the attached Terms of Employment. You are required to read carefully and understand these Terms of Employment as a part of accepting this offer. As further detailed in the terms of employment the offer of your employment with Infinite is subject to satisfactory completion of background verification and reference checks which may occur at any time prior to or after your effective date of joining.

To indicate your acceptance of this offer and employment with Infinite, please submit a copy of this Letter of Appointment, Terms of Employment, Annexure 1 - Compensation, Annexure 2 - IFBP (If applicable) with your signature on each page. In addition, please provide all the documentation identified in Annexure 3.

We wish you exciting times and infinite possibilities with us and look forward to a mutually fruitful association

Sincerely,
For **Infinite Computer Solutions (India) Limited**

Nitin Dipt Prakash
Vice President - Human Resources

Acknowledged and agreed

KIRAN P R

Date:

Infinite Computer Solutions (India) Limited

exciting times...infinite possibilities...

CIN : U72200HR1999PLC089980

www.infinite.com info@infinite.com

Corporate Office

157, EPIP Zone, Phase 2, Kundalahalli,
Whitefield, Bangalore • 560066.

+91 80 4193 0000 +91 80 4193 0009

Registered Office

4th Floor, Plot No. 21, Institutional Area, Sector • 44,
Gurugram • 122001, Haryana, India.

+91 124 3301800 +91 124 3301867



Terms of Employment

Your employment at Infinite Computer Solutions (India) Limited ("Company" or "Infinite") will be governed by Company's policies, as modified, from time to time and at the sole discretion of the company, upon notice to you. The Terms of Employment contained herein must be read as a part of Company's current policies.

Full Time Employment

This is a full time employment with the Company and you shall devote yourself exclusively to the business of the Company. You will not take up any other work/assignment for remuneration (part time or otherwise) or work on advisory capacity or be interested either directly or indirectly (except as shareholder or debenture holder) in any other trade or business during your employment with the company without prior permission in writing or any such or similar engagement that would conflict with the business/ customer interest of Infinite.

Roles and Responsibilities

The roles, responsibilities and duties appropriate to your designation or your employment, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, you may be required to provide services, directly or indirectly, to Company and its affiliates and their employees, contractors and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

Working Hours

You are expected to comply with the normal working hours as declared by the Company or project requirements. You may be required to work on a shift basis. Company may, at any time and its sole discretion, change the shift timings upon notice to you.

Transfer and Deputation

Your services are liable to be transferred in such capacity as the Company may from time to time be determined by the business/ customer needs to any other location, department, establishment, sister company or branch of the company anywhere in the world, with/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.

You may also be sent on training, deputation assignments to sister or associate companies or to third parties whether in India or abroad and are expected to participate in them

You will be governed by the rules and regulations in these regards as may be applicable to you from time to time.

Notice Period/ Termination of Employment

Your employment with the Company can be terminated either by the Company or by you by giving the other party specified days of advance notice (refer to the Letter of Appointment or recent communication to know your notice period days).

The responsibility of ensuring the completion of the knowledge transfer within the defined notice period lies with the employee, failing which the relieving date may be extended at the discretion of the management. The relieving date may also be extended in case the project is at a critical juncture.

If the Company relieves you before the completion of the notice period, the gross salary for the balance notice period would be paid to you. 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 gross salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company.

Company may terminate your employment immediately, with or without notice and without compensation in lieu of notice period on the occurrence of your involvement in:

(a) Embezzlement, intoxication or illegal drug abuse, unauthorized absence, unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, bribe or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients;

(b) Misconduct (willful, intentional or otherwise) during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceedings that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; and/or

(c) Any act of moral turpitude.



Consequences of Termination of Employment

Upon termination or expiration of your employment, for any reason, or as otherwise requested by Company, you will return to the Company:

(a) Any property belonging to the Company, such as a laptop, computer, mobile phone, access card and other devices with details of any passwords or user ids installed therein; and

(b) All Confidential Information and any Work Product, including any documents and information, of whatever description or in whatever form, tangible or intangible, in your possession, together with copies, notes or summaries of such documents and your own working papers which are derived of or based on such documents.

- Upon termination or expiration of your employment, for any reason, amounts due or payable, from or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing.

- Upon termination or expiration of your employment, for any reason, Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you hereunder, including costs and expenses incurred towards your training. Further, Company shall be entitled to, at its sole discretion withhold the relieving letter and all other documents regarding your employment hereunder.

- In the event of you taking up an alternate employment, it is obligatory on your part, not to join any of Infinite's Client/Customer organizations, without a written consent from Infinite for a period of one year from the date of your separation.

Retirement

You will retire from the services of the Company on completion of 60 years. For this purpose the date of birth as declared in the date of birth proof submitted at the time of joining will be treated as final. You may be retired earlier if found medically unfit.

Background and Reference Check

The Letter of Appointment is issued on the understanding that all information/documents provided by you while joining (In the application / employee data form / during the interview) is true & are liable to be verified at any time during & after the period of your employment with the company. In the event, that any declaration been given or furnished by you to the company is proved to be false or found to have been willfully suppressed/ altered confidential proofs of evidence, your services with the company would be terminated. Termination of services on grounds of Background Verification will not be eligible for any notice period or compensation in lieu of notice period. The company at any time may choose to verify all your credentials as deemed necessary by the company and the client.

Technology and Confidentiality Agreement

You may be required to sign technology and confidentiality agreements with the Company or any other client as required at the time of joining and during the tenure with the company. You are required to adhere to all terms and conditions mentioned in the agreement

Confidential Information

You will not at any time without the consent of the Functional Head or any other nominated representative of the Company, 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.

You agree, as part of your employment hereunder, you will have access, directly or indirectly, to certain Confidential Information of Company and its affiliates and their employees, contractors and/or clients. During the term of your employment and thereafter, you shall: (a) hold the Confidential Information in the strictest confidence; (b) not disclose or use or attempt to use or disclose, the Confidential Information, except as expressly permitted by the Company and solely for the purpose of which such Confidential Information was disclosed to you; (c) not disclose or divulge the Confidential Information to or for the benefit any third person or entity without the prior authorization of the Company; (d) give prompt notice to Company of any actual or attempted unauthorized use or disclosure of the Confidential Information.

Intellectual Property

You agree that any rights, title and interest whatsoever, including, but not limited to, patents, copyright, trade secret and design rights, mask rights, whether registerable or not, arising or created as a result of the development of and/or the application of any tangible or intangible work product or materials produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including, but not limited to, any invention, design, discovery, improvement, computer program, documentation, or other material which you conceive, discover or create during or in consequence of employment shall belong exclusively to the Company.



Indemnification

You agree to indemnify the Company and its affiliates for any losses or damages sustained by Company and its affiliates which is caused by you or related to your breach of any of the provisions contained in this Terms of Employment.

Conflict of Interest

During your employment with Infinite it is intended to avoid conflict between your interest 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 in writing to the management immediately.

These Terms of Employment will be construed in accordance with and governed by the Laws of India. These Terms of Employment, together with the Letter of Appointment (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 thereof.

Sincerely,
For **Infinite Computer Solutions (India) Limited**

A handwritten signature in black ink, appearing to read "Nitin Dipt Prakash", written over a faint circular stamp.

Nitin Dipt Prakash
Vice President - Human Resources

Please confirm that you have read, understood and agree to the above Terms of Employment by signing below

Signature: _____

Name: _____

Date: _____



Annexure – 1

Compensation Package for KIRAN P R

Grade : E1

Components	Monthly	Yearly
Basic	15000.00	180000.00
House Rent Allowance	7500.00	90000.00
Educational Allowance	200.00	2400.00
Advance Statutory Bonus	3000.00	36000.00
Infinite Flexible Benefit Plan (IFBP *)	6773.17	81278.04
Leave Travel Allowance		7500.00
Annual Total Fixed Compensation (A)	32473.17	397178.04
PF (Employer Contribution)	1800.00	21600.00
GMC, GPA & GTL		22582.00
Gratuity		8640.00
Annual Total Benefits (B)		52822.00
Annual Total Compensation (A + B)		450000.04

*Please refer annexure 2 for IFBP details

- The Medclaim insurance covers self, spouse, two children and parents from the date of joining of the employee.
- You will be eligible for gratuity as per the provisions of Gratuity Act 1972

Service Agreement : Your service agreement will be valid for 24 months. In case you decide to leave Infinite before the completion 24 months, you will be liable to pay an amount mentioned in the service Agreement. The content of the service agreement dated _____ to be read as part and parcel of this document without prejudice to each other.

Sincerely,
For **Infinite Computer Solutions (India) Limited**

Nitin Dipt Prakash
Vice President - Human Resources

Accepted on: /..... /.....

Signature:_____

Name:



Annexure - 2 (Grade E1 to E4)

Infinite Flexible Benefit Plan (IFBP): You can choose the amount against various components available under Infinite Flexible Benefit Plan (IFBP) depending on your grade and eligibility as per the policy. Rest of the amount becomes taxable income.

The eligibility for choosing the components from Infinite Flexible Benefit Plan (IFBP) according to the grade is as follows:

Grade	Meal Vouchers	NPS (Max)
E1 to E4	2,200/-	10% of the basic component

*The above mentioned amount is the maximum limit that can be opted under each category. Refer to the Compensation & Benefits Policy for more details

Meal Vouchers : The amount chosen against this will be loaded to the meal card on monthly basis.

National Pension Scheme (NPS): The amount chosen to contribute towards NPS needs to be a minimum of Rs. 6000/- along with registration and administrative charges per year with a maximum limit of 10% of your Annual Basic to an extent of 1lakh for Tax exemption under Section 80CCD (2)



Annexure – 3

Submission of Documents: You need to scan all the original documents and upload in the link provided to you by the offer team. At the time of joining, photocopy of the following documents should be submitted. Please carry original copies for verification.

1. SSLC/ 10th Mark Sheet
2. PUC/ PDC/ +2 Mark Sheet
3. Degree/ Graduation Certificate/ Convocation Certificate
4. Degree/ Graduation Marks cards (All Semesters or consolidated)
5. Post Graduation Certificate/ Convocation Certificate
6. Post Graduation Marks cards (All Semesters or consolidated)
7. Certificates of any other Qualification
8. Copy of Passport
9. Copy of PAN Card
10. Copy of Aadhar Card
11. Passport size photographs - 4
12. Relieving letter or Acceptance of resignation letter from the immediate previous employer or Hard copy of the resignation acceptance mail duly signed & sealed by the authorized signatory
13. Last 3 months pay slips- immediate previous employer
14. Copy of salary revision or the offer letter (whichever is latest) - immediate previous employer
15. Experience letter of all previous employments
16. Copy of updated resume

Please note: Joining formalities will not start if any of the applicable documents are missing on the day of joining.



The Oxford Educational Institutions . <hodplacements@theoxford.edu>

Shortlisted Candidates/ The Oxford College of Engineering

Tusha A <tusha@influencerlabs.in>

Wed, Jul 12, 2023 at 3:48 PM

To: "The Oxford Educational Institutions ." <hodplacements@theoxford.edu>

Cc: Priyanka Gunaga <priyanka@influencerlabs.in>, Ravi Kumar <rk@influencerlabs.in>

Dear Sir,

Greetings for the day!

Thank for your hospitality during our visit to the college from Prof. **Dr. Bheemeswara Reddy V**

Kindly go through a trailing mail for selected candidate for the campus drive held on 27.6.23.

Timestamp	Score	Name	Email	Phone	Status
6-27-2023 11:55:07	21 / 27	SAI GOKUL K.P	saigokulcse2024@gmail.com	6360680928	Offered
6-27-2023 11:59:50	17 / 27	Vaibhav Raghuvanshi	vaibhavraghuvanshicse2024@gmail.com	7676047056	Offered
6-27-2023 12:01:07	17 / 27	Nidhi Narendra	nidhicse2024@gmail.com	7259316586	Offered
6-27-2023 12:06:48	22 / 27	Piyush Ranjan	piyushcse2024@gmail.com	8434159222	Offered
6-27-2023 12:07:17	18 / 27	Padmini M	padmiinimcse2024@gmail.com	7795781062	Offered
6-27-2023 11:46:43	16 / 27	Devati Swarup	devatiswarupece2024@gmail.com	8984160682	Trainee
6-27-2023 11:51:14	18 / 27	Adhayan Sharma	adhayansharmaise2024@gmail.com	6006635399	Trainee
6-27-2023 11:53:30	20 / 27	Vaibhavi M	vaibhavimcse2024@gmail.com	9019169440	Trainee
6-27-2023 11:57:22	18 / 27	Subham Kumar	subhammdp2@gmail.com	7004098839	Trainee
6-27-2023 11:58:23	18 / 27	Shashikumar Raju urs H.G	Shashikumarrajuurshgeee2024	8892027180	Trainee
6-27-2023 11:59:46	20 / 27	sumeet kour	sumitkaur14452gmail.com	8491954758	Trainee
6-27-2023 12:00:27	15 / 27	Bindu Chowdary M	bindumchowdary@gmail.com	7624818206	Trainee
6-27-2023 12:06:46	21 / 27	Md Shad Imam	mdshadimamcse2024@gmail.com	8861852711	Trainee
6-27-2023 11:40:56	21 / 27	Raghav Agarwal	raghavagarwalece2024@gmail.com	8197281621	Trainee
6-27-2023 11:41:29	14 / 27	Amoghavarsha C Karandi	amoghvarshaece2024@gmail.com	8722865114	Trainee
6-27-2023 11:45:39	18 / 27	Navya T L	navyatlcse2024@gmail.com	9902906438	Trainee
6-27-2023 12:01:14	19 / 27	Siddhant Kumar Prajapati	siddhantkumarprajapaticse2024@gmail.com	7319991275	Trainee

Offer letter and Joining process will be given shortly.

And Looking forward for more Campus drives in future.

Let us know if you require any Projects Based Workshops/Training Programs.

Below given link for your reference

<https://leapcamp.in/>

--

With best Regards,

Tusha.A

HR Recruiter

Phone: +91 7676825251

tusha@influencerlabs.in

visit us: <https://influencerlabs.in>



Campus drive result_oxford_Shortlisted Candidates.xlsx

10K



Date: 2nd February 2024

Internship Offer

Dear **Navyashree C**,

We are pleased to offer you an internship with our organization as **Jodo Ambassador** from **6th February 2024**. The duration of the internship will be 3 months.

We are excited about you joining our **Bangalore Team**.

During the tenure, you will be paid an all-inclusive stipend of **Rs. 10,000/- per month** as per your date of joining. You are also eligible for performance-linked incentive paid monthly as per the "Jodo Sales Incentive Plan". Any expenses incurred on any outstation/local travel will be reimbursed as per the company policy. A 10% TDS would be deducted from the stipend per the govt guidelines.

The company reserves the right to deduct lawful and reasonable amounts from the stipend in case of delay, negligence, loss, etc. arising from your transactions.

This is a full-time internship. Your working hours would be 9:30 am to 7 pm. Saturdays (2nd and 4th) and all Sundays are weeks off. However, you may be required to work on week offs & holidays in case of increased business demands. You can take compensatory time off on weekdays.

You will work from Jodo's Partnered Institutes location.

You will keep the information about the Company and its customers confidential during your tenure with the organization and thereafter.

Upon termination of the Internship, all company documents, information & assets must be returned to the office before leaving.

Warm Regards,



Harsimran Ahuja
General Manager – Talent Acquisition, Jodo





Date: 2nd February 2024

Internship Offer

Dear **Sai Sushma**,

We are pleased to offer you an internship with our organization as **Jodo Ambassador** from **6th February 2024**. The duration of the internship will be 3 months.

We are excited about you joining our **Bangalore Team**.

During the tenure, you will be paid an all-inclusive stipend of **Rs. 10,000/- per month** as per your date of joining. You are also eligible for performance-linked incentive paid monthly as per the "Jodo Sales Incentive Plan". Any expenses incurred on any outstation/local travel will be reimbursed as per the company policy. A 10% TDS would be deducted from the stipend per the govt guidelines.

The company reserves the right to deduct lawful and reasonable amounts from the stipend in case of delay, negligence, loss, etc. arising from your transactions.

This is a full-time internship. Your working hours would be 9:30 am to 7 pm. Saturdays (2nd and 4th) and all Sundays are weeks off. However, you may be required to work on week offs & holidays in case of increased business demands. You can take compensatory time off on weekdays.

You will work from Jodo's Partnered Institutes location.

You will keep the information about the Company and its customers confidential during your tenure with the organization and thereafter.

Upon termination of the Internship, all company documents, information & assets must be returned to the office before leaving.

Warm Regards,



Harsimran Ahuja
General Manager – Talent Acquisition, Jodo





Date: 2nd February 2024

Internship Offer

Dear **Sangeetha B,**

We are pleased to offer you an internship with our organization as **Jodo Ambassador** from **6th February 2024**. The duration of the internship will be 3 months.

We are excited about you joining our **Bangalore Team**.

During the tenure, you will be paid an all-inclusive stipend of **Rs. 10,000/- per month** as per your date of joining. You are also eligible for performance-linked incentive paid monthly as per the "Jodo Sales Incentive Plan". Any expenses incurred on any outstation/local travel will be reimbursed as per the company policy. A 10% TDS would be deducted from the stipend per the govt guidelines.

The company reserves the right to deduct lawful and reasonable amounts from the stipend in case of delay, negligence, loss, etc. arising from your transactions.

This is a full-time internship. Your working hours would be 9:30 am to 7 pm. Saturdays (2nd and 4th) and all Sundays are weeks off. However, you may be required to work on week offs & holidays in case of increased business demands. You can take compensatory time off on weekdays.

You will work from Jodo's Partnered Institutes location.

You will keep the information about the Company and its customers confidential during your tenure with the organization and thereafter.

Upon termination of the Internship, all company documents, information & assets must be returned to the office before leaving.

Warm Regards,



Harsimran Ahuja
General Manager – Talent Acquisition, Jodo



Candidate Name:- KANNAN

Institute Name:- The Oxford College of
Engineering**Subject: Letter of Offer from the Kotak Life Insurance**

We are happy to inform that you have been selected as a **Management Trainee** by the Kotak Mahindra Group for,

❖ Kotak Life

Your *remuneration* per annum is **Rs. 350,000** CTC plus annual incentives (subject to the minimum performance criteria of ("Meets Expectation") Your Offer letter giving details of your compensation break-up, benefits & other terms & conditions will follow shortly. Your place of posting will be anywhere in India and the details of the same will be shared with you along with your offer letter. Your appointment is however subject to being certified medically fit by a doctor at the time of your joining.

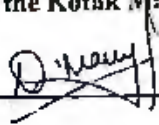
In case of any queries, do get in touch with us at the email id of the HR Relationship manager for the Company you have been recruited for.

Mary Francina	Mary.francinad@kotak.com
Karthikeyan J	Karthikeyan.j@kotak.com

Kindly sign a copy of this offer letter conveying your acceptance.

Our best wishes & looking forward to seeing you on board early next year.

For the Kotak Mahindra Group



Signature of the candidate

Candidate Name:- **DARSHAN MAHESH GOWDAR**

Institute Name:- **The
Oxford College of Engineering**

Subject: Letter of Offer from the Kotak Life Insurance

We are happy to inform that you have been selected as a **Management Trainee** by the Kotak Mahindra Group for;

❖ **Kotak Life**

Your **remuneration** per annum is **Rs. 350,000** CTC plus annual incentives (subject to the minimum performance criteria of ("Meets Expectation") Your Offer letter giving details of your compensation break-up, benefits & other terms & conditions will follow shortly. Your place of posting will be anywhere in India and the details of the same will be shared with you along with your offer letter. Your appointment is however subject to being certified medically fit by a doctor at the time of your joining.

In case of any queries, do get in touch with us at the email id of the HR Relationship manager for the Company you have been recruited for.

Mary Francina	Mary.francinad@kotak.com
Karthikeyan J	Karthikeyan.j@kotak.com

Kindly sign a copy of this offer letter conveying your acceptance.

Our best wishes & looking forward to seeing you on board early next year.

For the Kotak Mahindra Group



Signature of the candidate



Candidate Name:- MARUTHI PRASAD H H

**Institute Name:- The Oxford
College of Engineering**

Subject: Letter of Offer from the Kotak Life Insurance

We are happy to inform that you have been selected as a **Management Trainee** by the Kotak Mahindra Group for;

❖ **Kotak Life**

Your **remuneration** per annum is **Rs. 350,000** CTC plus annual incentives (subject to the minimum performance criteria of ("Meets Expectation") Your Offer letter giving details of your compensation break-up, benefits & other terms & conditions will follow shortly. Your place of posting will be anywhere in India and the details of the same will be shared with you along with your offer letter. Your appointment is however subject to being certified medically fit by a doctor at the time of your joining.

In case of any queries, do get in touch with us at the email id of the HR Relationship manager for the Company you have been recruited for.

Mary Francina	Mary.francinad@kotak.com
Karthikeyan J	Karthikeyan.j@kotak.com

Kindly sign a copy of this offer letter conveying your acceptance.

Our best wishes & looking forward to seeing you on board early next year.

For the Kotak Mahindra Group



Signature of the candidate

Candidate Name:- PULI MOUNIKA

Institute Name:- The Oxford College
of Engineering**Subject: Letter of Offer from the Kotak Life Insurance**

We are happy to inform that you have been selected as a **Management Trainee** by the Kotak Mahindra Group for:

❖ Kotak Life

Your *remuneration* per annum is **Rs. 350,000 CTC** plus annual incentives (subject to the minimum performance criteria of ("Meets Expectation") Your Offer letter giving details of your compensation break-up, benefits & other terms & conditions will follow shortly. Your place of posting will be anywhere in India and the details of the same will be shared with you along with your offer letter. Your appointment is however subject to being certified medically fit by a doctor at the time of your joining.

In case of any queries, do get in touch with us at the email id of the HR Relationship manager for the Company you have been recruited for.

Mary Francina	Mary.francinad@kotak.com
Karthikeyan J	Karthikeyan.j@kotak.com

Kindly sign a copy of this offer letter conveying your acceptance.

Our best wishes & looking forward to seeing you on board early next year.

For the Kotak Mahindra Group**Signature of the candidate**

Kotak Mahindra Life Insurance Company Limited

CIN: U66030MH2000PLC128503 | IRDAI Reg No : 107

Registered Office:

8th Floor

Plot # C-12,

G-Block, BKC, Bandra (E),

Mumbai - 400 051.

Corporate Office:

7th floor, Kotak Infinis, Bldg. No. 21,

Infinity Park, Off W. E. Highway,

General AK Sarda Marg, Malad (E),

Mumbai - 400 097, India

T +91 22 6605 7377

F +91 22 6725 6166

<http://www.kotalife.com>

Candidate Name:- VINOD KUMAR S

Institute Name:- The Oxford College
of Engineering*Subject: Letter of Offer from the Kotak Life Insurance*

We are happy to inform that you have been selected as a **Management Trainee** by the Kotak Mahindra Group for;

❖ **Kotak Life**

Your **remuneration** per annum is **Rs. 350,000** CTC plus annual incentives (subject to the minimum performance criteria of ("Meets Expectation") Your Offer letter giving details of your compensation break-up, benefits & other terms & conditions will follow shortly. Your place of posting will be anywhere in India and the details of the same will be shared with you along with your offer letter. Your appointment is however subject to being certified medically fit by a doctor at the time of your joining.

In case of any queries, do get in touch with us at the email id of the HR Relationship manager for the Company you have been recruited for.

Mary Francina	Mary.francina@kotak.com
Karthikeyan J	Karthikeyan.j@kotak.com

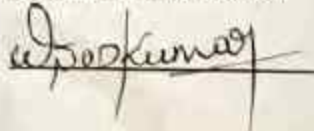
Kindly sign a copy of this offer letter conveying your acceptance.

Our best wishes & looking forward to seeing you on board early next year.

For the Kotak Mahindra Group



Signature of the candidate



Candidate Name:- SAHANA H M

Institute Name:- The Oxford
College of Engineering

Subject: Letter of Offer from the Kotak Life Insurance

We are happy to inform that you have been selected as a Management Trainee by the Kotak Mahindra Group for;

❖ **Kotak Life**

Your *remuneration* per annum is Rs. 350,000 CTC plus annual incentives (subject to the minimum performance criteria of ("Meets Expectation") Your Offer letter giving details of your compensation break-up, benefits & other terms & conditions will follow shortly. Your place of posting will be anywhere in India and the details of the same will be shared with you along with your offer letter. Your appointment is however subject to being certified medically fit by a doctor at the time of your joining.

In case of any queries, do get in touch with us at the email id of the HR Relationship manager for the Company you have been recruited for.

Mary Francina	Mary.francinad@kotak.com
Karthikeyan J	Karthikeyan.j@kotak.com

Kindly sign a copy of this offer letter conveying your acceptance.

Our best wishes & looking forward to seeing you on board early next year.

For the Kotak Mahindra Group



Signature of the candidate



Date: 30-06-2024

Dear Deepa CN,

Sub: Letter of Offer

We are pleased to offer you a position of a “**Software Engineer**” in our Company on contract basis from July 1, 2024 to June 30, 2025 which may be extended further.

Your compensation & benefits are as per Annexure A attached herewith. Your salary is strictly confidential.

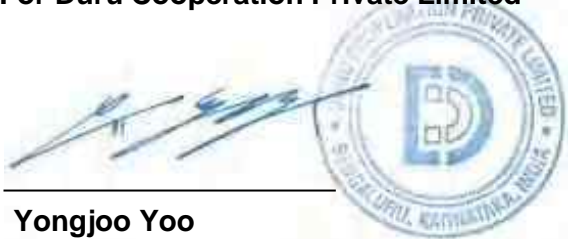
You will be eligible for benefits/statutory contributions as per the Company’s policies, i.e., PF Employer contributions as per Employee’s Provident Scheme, 1952, ESI (If applicable) as per Employee State Insurance Act 1948.

Your services may be terminated at any time by giving 30 days’ notice, by either side. The period of such notice is to be counted from the day such notice is received. In the event of your resigning from the Company’s services without giving 30 days’ notice, you are bound to pay your one-month’s gross salary to the Company. However, the Company, on its sole discretion, may relieve you earlier than the date requested by you.

We look forward to having you on board and the significant contribution you will make to the continued success of Duru Cooperation Private Limited. Please acknowledge your acceptance of this offer by signing the duplicate copy of this letter.

Regards & Best Wishes,

For Duru Cooperation Private Limited



Yongjoo Yoo
Chief Executive Officer

The above terms and conditions are accepted by:

Name : Deepa CN

Signature :

Date :

Date: 30-06-2024

Dear Deepa CN,

This is with reference to the letter of offer made by us dated 30th June 2024.

You are being deputed to work as intern with our client, M/s. LG Soft India at Bangalore with Stipend of Rs. 25,000 PM, till further notice from us. Please find the details below.

Contact Person: **Ms. Ritika Mathur / Ms. Shobha Kammar**

Address:

M/s. LG Soft India Private Limited
Embassy Tech Square,
Marathahalli-Sarjapur Outer Ring Road,
Bangalore – 560103.
Ph: 080-6615 5020

Please acknowledge your acceptance by signing the duplicate copy of this letter.

Regards & Best Wishes,

For Duru Cooperation Private Limited



Yongjoo Yoo
Chief Executive Officer

The above terms and conditions are accepted by:

Name : Deepa CN

Signature :

Date :

Date: 30-06-2024

Dear Brahmi C Shetty,

Sub: Letter of Offer

We are pleased to offer you a position of a “**Software Engineer**” in our Company on contract basis from July 1, 2024 to June 30, 2025 which may be extended further.

Your compensation & benefits are as per Annexure A attached herewith. Your salary is strictly confidential.

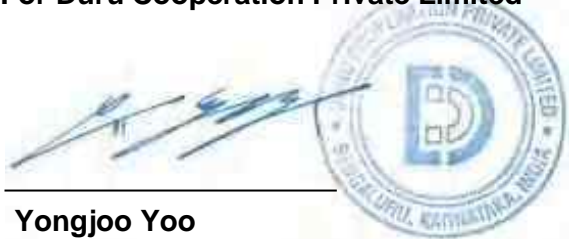
You will be eligible for benefits/statutory contributions as per the Company’s policies, i.e., PF Employer contributions as per Employee’s Provident Scheme, 1952, ESI (If applicable) as per Employee State Insurance Act 1948.

Your services may be terminated at any time by giving 30 days’ notice, by either side. The period of such notice is to be counted from the day such notice is received. In the event of your resigning from the Company’s services without giving 30 days’ notice, you are bound to pay your one-month’s gross salary to the Company. However, the Company, on its sole discretion, may relieve you earlier than the date requested by you.

We look forward to having you on board and the significant contribution you will make to the continued success of Duru Cooperation Private Limited. Please acknowledge your acceptance of this offer by signing the duplicate copy of this letter.

Regards & Best Wishes,

For Duru Cooperation Private Limited



Yongjoo Yoo
Chief Executive Officer

The above terms and conditions are accepted by:

Name : Brahmi C Shetty

Signature :

Date :

Date: 30-06-2024

Dear Brahmi C Shetty,

This is with reference to the letter of offer made by us dated 30th June 2024.

You are being deputed to work as intern with our client, M/s. LG Soft India at Bangalore with Stipend of Rs. 25,000 PM, till further notice from us. Please find the details below.

Contact Person: **Ms. Ritika Mathur / Ms. Shobha Kammar**

Address:

M/s. LG Soft India Private Limited
Embassy Tech Square,
Marathahalli-Sarjapur Outer Ring Road,
Bangalore – 560103.
Ph: 080-6615 5020

Please acknowledge your acceptance by signing the duplicate copy of this letter.

Regards & Best Wishes,

For Duru Cooperation Private Limited



Yongjoo Yoo
Chief Executive Officer

The above terms and conditions are accepted by:

Name : Brahmi C Shetty

Signature :

Date :

Date: 30-06-2024

Dear Harshitha K S,

Sub: Letter of Offer

We are pleased to offer you a position of a “**Software Engineer**” in our Company on contract basis from July 1, 2024 to June 30, 2025 which may be extended further.

Your compensation & benefits are as per Annexure A attached herewith. Your salary is strictly confidential.

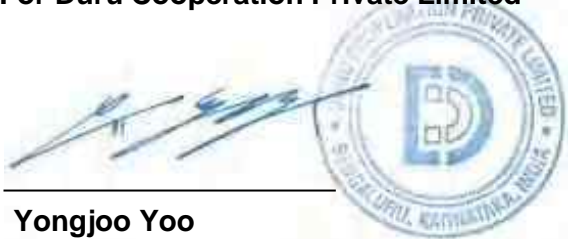
You will be eligible for benefits/statutory contributions as per the Company’s policies, i.e., PF Employer contributions as per Employee’s Provident Scheme, 1952, ESI (If applicable) as per Employee State Insurance Act 1948.

Your services may be terminated at any time by giving 30 days’ notice, by either side. The period of such notice is to be counted from the day such notice is received. In the event of your resigning from the Company’s services without giving 30 days’ notice, you are bound to pay your one-month’s gross salary to the Company. However, the Company, on its sole discretion, may relieve you earlier than the date requested by you.

We look forward to having you on board and the significant contribution you will make to the continued success of Duru Cooperation Private Limited. Please acknowledge your acceptance of this offer by signing the duplicate copy of this letter.

Regards & Best Wishes,

For Duru Cooperation Private Limited



Yongjoo Yoo
Chief Executive Officer

The above terms and conditions are accepted by:

Name : Harshitha K S

Signature :

Date :

Date: 30-06-2024

Dear Harshitha K S,

This is with reference to the letter of offer made by us dated 30th June 2024.

You are being deputed to work as intern with our client, M/s. LG Soft India at Bangalore with Stipend of Rs. 25,000 PM, till further notice from us. Please find the details below.

Contact Person: **Ms. Ritika Mathur / Ms. Shobha Kammar**

Address:

M/s. LG Soft India Private Limited
Embassy Tech Square,
Marathahalli-Sarjapur Outer Ring Road,
Bangalore – 560103.
Ph: 080-6615 5020

Please acknowledge your acceptance by signing the duplicate copy of this letter.

Regards & Best Wishes,

For Duru Cooperation Private Limited



Yongjoo Yoo
Chief Executive Officer

The above terms and conditions are accepted by:

Name : Harshitha K S

Signature :

Date :

Date: 30-06-2024

Dear Shreya indoria,

Sub: Letter of Offer

We are pleased to offer you a position of a “**Software Engineer**” in our Company on contract basis from July 1, 2024 to June 30, 2025 which may be extended further.

Your compensation & benefits are as per Annexure A attached herewith. Your salary is strictly confidential.

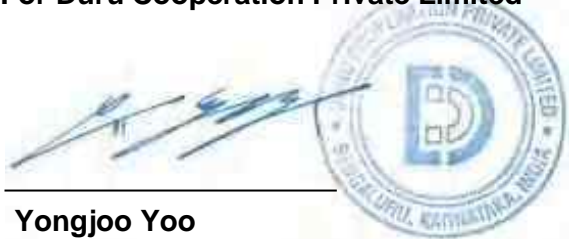
You will be eligible for benefits/statutory contributions as per the Company’s policies, i.e., PF Employer contributions as per Employee’s Provident Scheme, 1952, ESI (If applicable) as per Employee State Insurance Act 1948.

Your services may be terminated at any time by giving 30 days’ notice, by either side. The period of such notice is to be counted from the day such notice is received. In the event of your resigning from the Company’s services without giving 30 days’ notice, you are bound to pay your one-month’s gross salary to the Company. However, the Company, on its sole discretion, may relieve you earlier than the date requested by you.

We look forward to having you on board and the significant contribution you will make to the continued success of Duru Cooperation Private Limited. Please acknowledge your acceptance of this offer by signing the duplicate copy of this letter.

Regards & Best Wishes,

For Duru Cooperation Private Limited



Yongjoo Yoo
Chief Executive Officer

The above terms and conditions are accepted by:

Name : Shreya indoria

Signature :

Date :

Date: 30-06-2024

Dear Shreya indoria,

This is with reference to the letter of offer made by us dated 30th June 2024.

You are being deputed to work as intern with our client, M/s. LG Soft India at Bangalore with Stipend of Rs. 25,000 PM, till further notice from us. Please find the details below.

Contact Person: **Ms. Ritika Mathur / Ms. Shobha Kammar**

Address:

M/s. LG Soft India Private Limited
Embassy Tech Square,
Marathahalli-Sarjapur Outer Ring Road,
Bangalore – 560103.
Ph: 080-6615 5020

Please acknowledge your acceptance by signing the duplicate copy of this letter.

Regards & Best Wishes,

For Duru Cooperation Private Limited



Yongjoo Yoo
Chief Executive Officer

The above terms and conditions are accepted by:

Name : Shreya indoria

Signature :

Date :



March 12, 2024

Nithya K G

The Oxford College of Engineering
#74, Samrudhi Layout, Seegehalli, Virgonagar Post,
K R puram, Bangalore-49 .

Dear Nithya K G,

Subject: Offer letter for the position of Graduate Trainee

Further to your application and the selection process, we are pleased to offer you the position of **"Graduate Trainee"** at Madison Media. On successful completion of a year, your performance will be reviewed, and you will be considered to be confirmed in the regular services of the organization.

As per policy you are required to complete the Google Certification Program (GCP) training within 6 months of your joining. The certificate must be submitted to HR within 6 months of your joining.

Your CTC will be an all-inclusive package of **Rs.450000/- (Four Lakhs Fifty Thousand per annum)**. A breakup for the same will be issued along with the Appointment letter on the date of your joining. Your exact date of joining shall be communicated subsequently.

You are advised to share the below documents on or before March 15, 2024.

1. Updated Resume
2. Pan Card Copy
3. Aadhar Card Copy
4. Passport Size photograph
5. Certificate of Highest qualification.

Please share a signed copy of this letter confirming your acceptance.

For Madison Communications Pvt. Ltd.,

Manish Menon
Vice President - HR

I hereby confirm that I have read & accept the above.

Name:

Signature:



24-Dec-2023

Dear Piyush Ranjan ,

We are pleased to inform you that you have been selected for internship with Micro Focus Software Solutions India Private Limited (the "Company" or "Micro Focus"), Bangalore from 05-Apr-2024 to 04-Oct-2024 for a period of Six months ("Internship") under the guidance and supervision of Ravi Kumar or any other as may be decided from time to time by the Company and as per the terms and conditions of this agreement ("Agreement"). Your location would be Bangalore, India.

The terms and conditions of this Agreement are as under:

A. Compensation:

During the tenure of your Internship, you will be paid a stipend of Rs. 20,000 per month subject to tax deductible at source under the applicable law. The payment of stipend shall depend on your continued presence during working hours at the location stipulated herein above.

B. Working Hours

You will be required to carry out your Internship duties at our office location for 40 hours a week including lunch break of one hour from Monday to Friday. However, you understand and agree that you will be required to put in additional hours depending upon exigencies of business as may be specified by the Company from time to time.

C. Leave:

1. You are eligible for 1 day leave per month during the period of Internship. Leave cannot be accumulated, encashed or carried forward during the internship period.
2. During your Internship period, leave of absence must be approved by manager in advance.
3. You must report any leave due to sickness or injury to the manager as soon as practically possible and submit medical certificate where the leave exceeds 3 continuous days.

D. Notice Period:

1. At any time during this period, either party may terminate this Agreement, with or without cause, by giving to the other a notice of one week in advance.
2. Without prejudice to and notwithstanding the above, your Internship with the Company hereunder may be terminated immediately by the Company without any requirement of prior notice and without incurring any obligation or liability towards termination, if at any time in the sole and absolute discretion of the Company.



E. General Terms and Conditions:

1. It is clearly understood that you are not, in any manner providing any service, to Micro Focus and that the payment of stipend shall not, in any manner, be construed or deemed to be consideration towards the services of employment rendered by you.
2. During the period of Internship, you will not be entitled to any of the privileges, statutory benefits, reimbursements or allowances enjoyed by the regular employees of Micro Focus.
3. You will be responsible for the safekeeping of all the Company's properties and return in good condition, all the Company's properties may be in your use, custody or charge when demanded or on termination of this Agreement.
4. During your Internship with the Company, you shall be bound by the Company's policies applicable from time to time and any violation may invite disciplinary action including immediate termination of this Agreement.
5. During your Internship period, you shall be obligated to compensate Micro Focus appropriately, in the event you cause any loss or damage to any property that is owned or leased by Micro Focus.
6. You understand that the Company shall not be responsible for any loss, theft or damage caused to your belongings or injuries/ impairment in health caused to you in any manner whatsoever during your Internship period.
7. This Agreement shall be governed and construed in accordance with laws in India.

F. Confidentiality:

1. During your Internship with the Company, you may come across certain confidential or proprietary information related to the business of the Company. You undertake not to disclose such information to any third party in any circumstances whatsoever.
2. You shall not publish your research / project report and about the Company in any form either in the social or mass media. Any generic report prepared by you with prior approval from your manager shall used strictly for academic purposes.
3. You shall maintain utmost confidentiality on any information that you may acquire during the internship period and sign the attached 'Agreement Regarding Confidential Information and Proprietary Developments' on or before the start of Internship.
4. During your Internship period, you shall not, copy, duplicate, decompile or translate any intellectual property of Micro Focus without appropriate authorization. You shall not take out any intellectual property belonging to Micro Focus, outside the workplace or Micro Focus's premises, without appropriate authorization from the supervisor.

We look forward to having you join us and wish you a fruitful Internship with us. Kindly confirm your acceptance of the terms herein by signing below.

Acceptance by Intern. By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

We look forward to having you join us and wish you a fruitful Internship with us. Kindly confirm your acceptance of the terms herein by signing below.



Acceptance by Intern. By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

**US Export Controls on Technology Transfer
Micro Focus Employee Letter of Assurance**

I acknowledge that during my work for Micro Focus International PLC (MF) I may, directly or indirectly, receive or access software and/or technical data which MF has classified according to the US Commerce Control List (CCL) as eligible for export under license exemption "Technology and Software Under Restriction" (TSR) to all destinations except those listed below.

I agree not to export or re-export this software and/or technical data or any direct product based on this software or technical data without proper US government authorization to destinations not eligible for exports under license exemption TSR.

According to current US export regulations the following countries are not eligible for exports under license exemption TSR. (15 CFR - Part 740.6 – License Exceptions TSR)

This list is subject to change without notice.

Armenia
Azerbaijan
Belarus
Cambodia
China (PRC)
Georgia
Iraq
Kazakhstan
Korea, North
Kyrgyzstan
Laos
Libya
Macau
Moldova
Mongolia
Russia
Tajikistan
Turkmenistan
Ukraine
Uzbekistan
Venezuela
Vietnam
Yemen
Cuba



Iran
Korea, North
Sudan
Syria

Agreement Regarding Confidential Information and Proprietary Developments

THIS CONFIDENTIALITY AGREEMENT (the "Agreement") is entered on this 16-Dec-2023 by and between **Micro Focus Software Solutions India Private Limited** (the "Company"), and Mr./Ms. Piyush Ranjan ("Intern"). In consideration of the commencement of the internship and the stipend paid to the Intern, the Intern hereby acknowledges and agrees with the Company as follows:

1. General. During my internship with the Company, I may have access to and become familiar with various trade secrets, confidential and proprietary information, training, and/or customer contacts belonging to the Company, its affiliates and customers to assist me in performance of my duties. You shall acknowledge that such confidential information and trade secrets are owned and shall continue to be owned solely by the Company, its affiliates and customers, as the case may be. You shall agree not to use, communicate, reveal or otherwise make available such information for any purpose whatsoever or to divulge such information to any person, partnership, corporation or entity other than those expressly designated by the Company, unless such intern is compelled to disclose it by judicial process.

2. Confidential Information. This Agreement concerns trade secrets, confidential business and technical information, and know-how not generally known to the public ("Confidential Information") which is acquired or produced by me in connection with my internship with the Company. The term "Confidential and Proprietary Information" means the following:

A. Company Internal Information which includes but is not limited to:

- i. customer information, such as any compilation of past, existing or prospective customers, customers' proposals or agreements between customers and status of customers' accounts or credit, or related information about actual or prospective customers, customer lists, knowledge of customer needs and preferences;
- ii. tax records, financial information, such as the Company's earnings, assets, debts, prices, pricing structure, estimates, volumes of customers,
- iii. employee/personnel database, any information or data pertaining to or in relation with the past and current employees of the Company;
- iv. transaction details such as names or address, terms of services, procurement requirements, contracts of particular transactions, or related information about potential customers; marketing information, such as details about ongoing or proposed marketing programs or agreements by or on behalf of the Company, projections, sales forecasts or results of marketing efforts or information about impending transactions;
- v. vendor and service provider information, prices and terms at which procurements are made by the Company.

B. Technical Information which includes but is not limited to:

- i. all technical data, information concerning databases, research, product plans, products, services, trade secrets or know-how,



- ii. information relating to developments, inventions, processes, formulas, technology, designs, drawings, engineering, hardware configuration information, tooling, prototypes, sketches, models, drawings, samples;
- iii. information relating to trade secrets, confidential knowledge, data;
- iv. other proprietary information relating to products, processes, know-how, designs, formulas, developmental or experimental work, computer programs, data bases and any other original works of authorship.

C. Business Information which includes but is not limited to:

- i. business plans, mechanisms, business related functions, activities, business systems, processes and services;
- ii. trade secrets, business strategies, marketing strategies, methods of operation and market information;
- iii. other valuable information, confidential information and trade related information relating to the business and activities of the Company and useful or necessary for the success of the Company's business and activities;
- iv. I further certify that I have fully and completely complied with the terms of the Internship Agreement signed by me

3. Non-disclosure: Abiding by the Company Confidential Information Policy, I specifically agree that with regard to the following:

- a) to use such information only in the performance of Company duties;
- b) to hold such information in confidence and trust; and
- c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my internship with Company.

I further agree that any organizational information or staffing information learned by me in connection to my internship with the Company is the Confidential Information of Company, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent to my internship with the Company. I further agree that I will not use or permit use of such as a means to recruit or solicit Company employees away from Company (either for myself or for others).

4. Proprietary Developments. This Agreement also concerns inventions and discoveries (whether patentable or not), designs, works of authorship, mask works, improvements, data, processes, computer programs and software ("Proprietary Developments") that are conceived or made by me alone or with others while I am interning with the Company and relate to the research and development or the business of Company, or result from work performed by me for Company, or that developed, in whole or in part, using Company's equipment, supplies, facilities or trade secrets information.

Such Proprietary Developments are the sole property of Company, and I hereby assign and transfer all rights in such Proprietary Developments to Company. I also agree that any works of authorship created by me shall be deemed to be "works made for hire." I further agree for all Proprietary Developments:

- a) to disclose them promptly to Company;
- b) to sign any assignment document to formally perfect and confirm my assignment of title to Company;
- c) to assign any right of recovery for past damages to Company; and



d) to execute any other documents deemed necessary by Company to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in Company's name and at Company's expense.

I understand that Company may delegate these rights. I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by Company.

This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the Company was used and which was developed entirely on my own time, unless (a) the invention relates (i) 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 any work performed by the intern for the Company.

5. Respect for Rights of Former Employers. I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers or any other parties prior to my internship with the Company. I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with my Company work or work product, and I will not bring onto the premises of Company any such information in whatever tangible or readable form.

6. Work Product. The product of all work performed by me during and within the scope of my Company internship including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Company. I understand that the Company has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

7. Company Property. I undertake not to remove any Company property from Company premises without Company's permission. Upon the end of my internship with the Company, I will return all Company property to the Company unless the Company gives written permission to retain the same.

8. Protective Covenants. I agree that during my internship and for a period of twelve (12) months following the termination of my internship with the Company, I will abide by the following Protective Covenants:

- a) No Solicitation. I will not either in person or in conjunction with others knowingly solicit or induce or attempt to solicit or participate in soliciting or communicating with :
 - i) any customer of Company in pursuit of a Competing Line of Business ;
 - ii) Company Employee for the purpose of persuading or helping the Company Employee to end or reduce his or her employment relationship with Company or work with me or any other person or entity; and
 - iii) Company Supplier for the purpose of persuading or helping the Company Supplier to end or modify to Company's detriment an existing business relationship with Company.

The above terms are defined as hereunder:



“Competitor” means an individual, corporation, other business entity or separately operated business unit of an entity that engages in a Competing Line of Business. “Competing Line of Business” includes a business that involves a product or service offered or to be offered by anyone other than Company that would replace or compete with any product or service offered or to be offered by Company or its related corporations (unless Company and its related corporations are no longer engaged in or planning to engage in that line of business). “Conflicting Business Activities” means job duties or other business-related activities in India or in any other country where the Company business units in which I work do business, or management or supervision of such job duties or business-related activities, if such job duties or business-related activities are the same as or similar to the job duties or business-related activities in which I participate or as to which I receive Confidential Information in the last two years of my internship with the Company.

“Company Employee” means an individual employed by or retained as a consultant to Company or its related corporations. “Company Supplier” means an individual, corporation, other business entity or separately operated business unit of an entity that regularly provides goods or services to Company or its related corporations, including without limitation any OEM, ODM or subcontractor.

9. Enforcement. For these reasons, I agree that I will not pursue any legal action to set aside or avoid application of the Protective Covenants. This Agreement will survive the end of my internship with Company and shall, likewise, continue to apply and be valid notwithstanding any change in my duties, responsibilities, position, or title.

10. Relief and Extension. I understand that on violation of this Agreement including the Protective Covenants, Company will be entitled to (i) injunctive relief by temporary restraining order, temporary injunction, and/or permanent injunction; (ii) recovery of attorneys' fees and costs incurred by Company in obtaining such relief where allowed by law; and (iii) any other legal and equitable relief to which Company may be entitled. Injunctive relief will not exclude other remedies which may apply. I agree that on violation of any provisions stated in the Protective Covenants, the time period will be extended by one day for each day of violation which may extend to a maximum time period originally prescribed for the same.

11. Severability, Authority for Revision, Assignment and Governing Law. The provisions of this Agreement will be separately construed. If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein. If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the intent of the parties and to provide Company's goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection. In the event the restrictions provided in this Agreement are deemed unenforceable and cannot be reformed to make them enforceable, then any prior agreements that I may have entered with Company relating to Confidential Information or Proprietary Developments shall not be deemed to have been superseded or otherwise affected by this Agreement, but instead shall remain in effect. The title and paragraph headings in this Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability. This Agreement will inure to the benefit of the parties' heirs, successors and assigns. This Agreement, including but not limited to the Protective Covenants, may be

assigned by Company to a subsequent employer, successor or assign without the need for further authorization or agreement from me. This Agreement will be governed by the laws of the country and/or state identified as my work location in which I work at the time of its enforcement.

12. Acceptance by Company. A counterpart of this Agreement has been executed by a duly authorized representative to indicate Company's acceptance of the terms hereof and Company's covenant to perform its obligations hereunder (including, without limitation, Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties). Such acceptance on behalf of Company is conditioned upon my reciprocal agreement to such terms. I acknowledge the sufficiency of Company's acceptance of the terms hereof to establish the mutual rights and responsibilities defined herein.

13. Acceptance by Intern. By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

FOR Company



Uttam Kumar Sanghi
APJ Talent Acquisition Leader

Signature: 

Email: MohanKumarL99@gmail.com



24-Dec-2023

Dear Sumaiya Fathima ,

We are pleased to inform you that you have been selected for internship with Micro Focus Software Solutions India Private Limited (the "Company" or "Micro Focus"), Bangalore from 05-Apr-2024 to 04-Oct-2024 for a period of Six months ("Internship") under the guidance and supervision of Ravi Kumar or any other as may be decided from time to time by the Company and as per the terms and conditions of this agreement ("Agreement"). Your location would be Bangalore, India.

The terms and conditions of this Agreement are as under:

A. Compensation:

During the tenure of your Internship, you will be paid a stipend of Rs. 20,000 per month subject to tax deductible at source under the applicable law. The payment of stipend shall depend on your continued presence during working hours at the location stipulated herein above.

B. Working Hours

You will be required to carry out your Internship duties at our office location for 40 hours a week including lunch break of one hour from Monday to Friday. However, you understand and agree that you will be required to put in additional hours depending upon exigencies of business as may be specified by the Company from time to time.

C. Leave:

1. You are eligible for 1 day leave per month during the period of Internship. Leave cannot be accumulated, encashed or carried forward during the internship period.
2. During your Internship period, leave of absence must be approved by manager in advance.
3. You must report any leave due to sickness or injury to the manager as soon as practically possible and submit medical certificate where the leave exceeds 3 continuous days.

D. Notice Period:

1. At any time during this period, either party may terminate this Agreement, with or without cause, by giving to the other a notice of one week in advance.
2. Without prejudice to and notwithstanding the above, your Internship with the Company hereunder may be terminated immediately by the Company without any requirement of prior notice and without incurring any obligation or liability towards termination, if at any time in the sole and absolute discretion of the Company.



E. General Terms and Conditions:

1. It is clearly understood that you are not, in any manner providing any service, to Micro Focus and that the payment of stipend shall not, in any manner, be construed or deemed to be consideration towards the services of employment rendered by you.
2. During the period of Internship, you will not be entitled to any of the privileges, statutory benefits, reimbursements or allowances enjoyed by the regular employees of Micro Focus.
3. You will be responsible for the safekeeping of all the Company's properties and return in good condition, all the Company's properties may be in your use, custody or charge when demanded or on termination of this Agreement.
4. During your Internship with the Company, you shall be bound by the Company's policies applicable from time to time and any violation may invite disciplinary action including immediate termination of this Agreement.
5. During your Internship period, you shall be obligated to compensate Micro Focus appropriately, in the event you cause any loss or damage to any property that is owned or leased by Micro Focus.
6. You understand that the Company shall not be responsible for any loss, theft or damage caused to your belongings or injuries/ impairment in health caused to you in any manner whatsoever during your Internship period.
7. This Agreement shall be governed and construed in accordance with laws in India.

F. Confidentiality:

1. During your Internship with the Company, you may come across certain confidential or proprietary information related to the business of the Company. You undertake not to disclose such information to any third party in any circumstances whatsoever.
2. You shall not publish your research / project report and about the Company in any form either in the social or mass media. Any generic report prepared by you with prior approval from your manager shall used strictly for academic purposes.
3. You shall maintain utmost confidentiality on any information that you may acquire during the internship period and sign the attached 'Agreement Regarding Confidential Information and Proprietary Developments' on or before the start of Internship.
4. During your Internship period, you shall not, copy, duplicate, decompile or translate any intellectual property of Micro Focus without appropriate authorization. You shall not take out any intellectual property belonging to Micro Focus, outside the workplace or Micro Focus's premises, without appropriate authorization from the supervisor.

We look forward to having you join us and wish you a fruitful Internship with us. Kindly confirm your acceptance of the terms herein by signing below.

Acceptance by Intern. By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

We look forward to having you join us and wish you a fruitful Internship with us. Kindly confirm your acceptance of the terms herein by signing below.



Acceptance by Intern. By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

**US Export Controls on Technology Transfer
Micro Focus Employee Letter of Assurance**

I acknowledge that during my work for Micro Focus International PLC (MF) I may, directly or indirectly, receive or access software and/or technical data which MF has classified according to the US Commerce Control List (CCL) as eligible for export under license exemption "Technology and Software Under Restriction" (TSR) to all destinations except those listed below.

I agree not to export or re-export this software and/or technical data or any direct product based on this software or technical data without proper US government authorization to destinations not eligible for exports under license exemption TSR.

According to current US export regulations the following countries are not eligible for exports under license exemption TSR. (15 CFR - Part 740.6 – License Exceptions TSR)

This list is subject to change without notice.

Armenia
Azerbaijan
Belarus
Cambodia
China (PRC)
Georgia
Iraq
Kazakhstan
Korea, North
Kyrgyzstan
Laos
Libya
Macau
Moldova
Mongolia
Russia
Tajikistan
Turkmenistan
Ukraine
Uzbekistan
Venezuela
Vietnam
Yemen
Cuba



Iran
Korea, North
Sudan
Syria

Agreement Regarding Confidential Information and Proprietary Developments

THIS CONFIDENTIALITY AGREEMENT (the "Agreement") is entered on this 16-Dec-2023 by and between **Micro Focus Software Solutions India Private Limited** (the "Company"), and Mr./Ms. Sumaiya Fathima ("Intern"). In consideration of the commencement of the internship and the stipend paid to the Intern, the Intern hereby acknowledges and agrees with the Company as follows:

1. General. During my internship with the Company, I may have access to and become familiar with various trade secrets, confidential and proprietary information, training, and/or customer contacts belonging to the Company, its affiliates and customers to assist me in performance of my duties. You shall acknowledge that such confidential information and trade secrets are owned and shall continue to be owned solely by the Company, its affiliates and customers, as the case may be. You shall agree not to use, communicate, reveal or otherwise make available such information for any purpose whatsoever or to divulge such information to any person, partnership, corporation or entity other than those expressly designated by the Company, unless such intern is compelled to disclose it by judicial process.

2. Confidential Information. This Agreement concerns trade secrets, confidential business and technical information, and know-how not generally known to the public ("Confidential Information") which is acquired or produced by me in connection with my internship with the Company. The term "Confidential and Proprietary Information" means the following:

A. Company Internal Information which includes but is not limited to:

- i. customer information, such as any compilation of past, existing or prospective customers, customers' proposals or agreements between customers and status of customers' accounts or credit, or related information about actual or prospective customers, customer lists, knowledge of customer needs and preferences;
- ii. tax records, financial information, such as the Company's earnings, assets, debts, prices, pricing structure, estimates, volumes of customers,
- iii. employee/personnel database, any information or data pertaining to or in relation with the past and current employees of the Company;
- iv. transaction details such as names or address, terms of services, procurement requirements, contracts of particular transactions, or related information about potential customers; marketing information, such as details about ongoing or proposed marketing programs or agreements by or on behalf of the Company, projections, sales forecasts or results of marketing efforts or information about impending transactions;
- v. vendor and service provider information, prices and terms at which procurements are made by the Company.

B. Technical Information which includes but is not limited to:

- i. all technical data, information concerning databases, research, product plans, products, services, trade secrets or know-how,



- ii. information relating to developments, inventions, processes, formulas, technology, designs, drawings, engineering, hardware configuration information, tooling, prototypes, sketches, models, drawings, samples;
- iii. information relating to trade secrets, confidential knowledge, data;
- iv. other proprietary information relating to products, processes, know-how, designs, formulas, developmental or experimental work, computer programs, data bases and any other original works of authorship.

C. Business Information which includes but is not limited to:

- i. business plans, mechanisms, business related functions, activities, business systems, processes and services;
- ii. trade secrets, business strategies, marketing strategies, methods of operation and market information;
- iii. other valuable information, confidential information and trade related information relating to the business and activities of the Company and useful or necessary for the success of the Company's business and activities;
- iv. I further certify that I have fully and completely complied with the terms of the Internship Agreement signed by me

3. Non-disclosure: Abiding by the Company Confidential Information Policy, I specifically agree that with regard to the following:

- a) to use such information only in the performance of Company duties;
- b) to hold such information in confidence and trust; and
- c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my internship with Company.

I further agree that any organizational information or staffing information learned by me in connection to my internship with the Company is the Confidential Information of Company, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent to my internship with the Company. I further agree that I will not use or permit use of such as a means to recruit or solicit Company employees away from Company (either for myself or for others).

4. Proprietary Developments. This Agreement also concerns inventions and discoveries (whether patentable or not), designs, works of authorship, mask works, improvements, data, processes, computer programs and software ("Proprietary Developments") that are conceived or made by me alone or with others while I am interning with the Company and relate to the research and development or the business of Company, or result from work performed by me for Company, or that developed, in whole or in part, using Company's equipment, supplies, facilities or trade secrets information.

Such Proprietary Developments are the sole property of Company, and I hereby assign and transfer all rights in such Proprietary Developments to Company. I also agree that any works of authorship created by me shall be deemed to be "works made for hire." I further agree for all Proprietary Developments:

- a) to disclose them promptly to Company;
- b) to sign any assignment document to formally perfect and confirm my assignment of title to Company;
- c) to assign any right of recovery for past damages to Company; and



d) to execute any other documents deemed necessary by Company to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in Company's name and at Company's expense.

I understand that Company may delegate these rights. I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by Company.

This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the Company was used and which was developed entirely on my own time, unless (a) the invention relates (i) 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 any work performed by the intern for the Company.

5. Respect for Rights of Former Employers. I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers or any other parties prior to my internship with the Company. I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with my Company work or work product, and I will not bring onto the premises of Company any such information in whatever tangible or readable form.

6. Work Product. The product of all work performed by me during and within the scope of my Company internship including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Company. I understand that the Company has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

7. Company Property. I undertake not to remove any Company property from Company premises without Company's permission. Upon the end of my internship with the Company, I will return all Company property to the Company unless the Company gives written permission to retain the same.

8. Protective Covenants. I agree that during my internship and for a period of twelve (12) months following the termination of my internship with the Company, I will abide by the following Protective Covenants:

- a) No Solicitation. I will not either in person or in conjunction with others knowingly solicit or induce or attempt to solicit or participate in soliciting or communicating with :
 - i) any customer of Company in pursuit of a Competing Line of Business ;
 - ii) Company Employee for the purpose of persuading or helping the Company Employee to end or reduce his or her employment relationship with Company or work with me or any other person or entity; and
 - iii) Company Supplier for the purpose of persuading or helping the Company Supplier to end or modify to Company's detriment an existing business relationship with Company.

The above terms are defined as hereunder:



“Competitor” means an individual, corporation, other business entity or separately operated business unit of an entity that engages in a Competing Line of Business. “Competing Line of Business” includes a business that involves a product or service offered or to be offered by anyone other than Company that would replace or compete with any product or service offered or to be offered by Company or its related corporations (unless Company and its related corporations are no longer engaged in or planning to engage in that line of business). “Conflicting Business Activities” means job duties or other business-related activities in India or in any other country where the Company business units in which I work do business, or management or supervision of such job duties or business-related activities, if such job duties or business-related activities are the same as or similar to the job duties or business-related activities in which I participate or as to which I receive Confidential Information in the last two years of my internship with the Company.

“Company Employee” means an individual employed by or retained as a consultant to Company or its related corporations. “Company Supplier” means an individual, corporation, other business entity or separately operated business unit of an entity that regularly provides goods or services to Company or its related corporations, including without limitation any OEM, ODM or subcontractor.

9. Enforcement. For these reasons, I agree that I will not pursue any legal action to set aside or avoid application of the Protective Covenants. This Agreement will survive the end of my internship with Company and shall, likewise, continue to apply and be valid notwithstanding any change in my duties, responsibilities, position, or title.

10. Relief and Extension. I understand that on violation of this Agreement including the Protective Covenants, Company will be entitled to (i) injunctive relief by temporary restraining order, temporary injunction, and/or permanent injunction; (ii) recovery of attorneys' fees and costs incurred by Company in obtaining such relief where allowed by law; and (iii) any other legal and equitable relief to which Company may be entitled. Injunctive relief will not exclude other remedies which may apply. I agree that on violation of any provisions stated in the Protective Covenants, the time period will be extended by one day for each day of violation which may extend to a maximum time period originally prescribed for the same.

11. Severability, Authority for Revision, Assignment and Governing Law. The provisions of this Agreement will be separately construed. If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein. If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the intent of the parties and to provide Company's goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection. In the event the restrictions provided in this Agreement are deemed unenforceable and cannot be reformed to make them enforceable, then any prior agreements that I may have entered with Company relating to Confidential Information or Proprietary Developments shall not be deemed to have been superseded or otherwise affected by this Agreement, but instead shall remain in effect. The title and paragraph headings in this Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability. This Agreement will inure to the benefit of the parties' heirs, successors and assigns. This Agreement, including but not limited to the Protective Covenants, may be

assigned by Company to a subsequent employer, successor or assign without the need for further authorization or agreement from me. This Agreement will be governed by the laws of the country and/or state identified as my work location in which I work at the time of its enforcement.

12. Acceptance by Company. A counterpart of this Agreement has been executed by a duly authorized representative to indicate Company's acceptance of the terms hereof and Company's covenant to perform its obligations hereunder (including, without limitation, Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties). Such acceptance on behalf of Company is conditioned upon my reciprocal agreement to such terms. I acknowledge the sufficiency of Company's acceptance of the terms hereof to establish the mutual rights and responsibilities defined herein.

13. Acceptance by Intern. By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

FOR Company



Uttam Kumar Sanghi
APJ Talent Acquisition Leader

Signature: 

Email: MohanKumarL99@gmail.com



24-Dec-2023

Dear Ujwal B N ,

We are pleased to inform you that you have been selected for internship with Micro Focus Software Solutions India Private Limited (the "Company" or "Micro Focus"), Bangalore from 05-Apr-2024 to 04-Oct-2024 for a period of Six months ("Internship") under the guidance and supervision of Ravi Kumar or any other as may be decided from time to time by the Company and as per the terms and conditions of this agreement ("Agreement"). Your location would be Bangalore, India.

The terms and conditions of this Agreement are as under:

A. Compensation:

During the tenure of your Internship, you will be paid a stipend of Rs. 20,000 per month subject to tax deductible at source under the applicable law. The payment of stipend shall depend on your continued presence during working hours at the location stipulated herein above.

B. Working Hours

You will be required to carry out your Internship duties at our office location for 40 hours a week including lunch break of one hour from Monday to Friday. However, you understand and agree that you will be required to put in additional hours depending upon exigencies of business as may be specified by the Company from time to time.

C. Leave:

1. You are eligible for 1 day leave per month during the period of Internship. Leave cannot be accumulated, encashed or carried forward during the internship period.
2. During your Internship period, leave of absence must be approved by manager in advance.
3. You must report any leave due to sickness or injury to the manager as soon as practically possible and submit medical certificate where the leave exceeds 3 continuous days.

D. Notice Period:

1. At any time during this period, either party may terminate this Agreement, with or without cause, by giving to the other a notice of one week in advance.
2. Without prejudice to and notwithstanding the above, your Internship with the Company hereunder may be terminated immediately by the Company without any requirement of prior notice and without incurring any obligation or liability towards termination, if at any time in the sole and absolute discretion of the Company.



E. General Terms and Conditions:

1. It is clearly understood that you are not, in any manner providing any service, to Micro Focus and that the payment of stipend shall not, in any manner, be construed or deemed to be consideration towards the services of employment rendered by you.
2. During the period of Internship, you will not be entitled to any of the privileges, statutory benefits, reimbursements or allowances enjoyed by the regular employees of Micro Focus.
3. You will be responsible for the safekeeping of all the Company's properties and return in good condition, all the Company's properties may be in your use, custody or charge when demanded or on termination of this Agreement.
4. During your Internship with the Company, you shall be bound by the Company's policies applicable from time to time and any violation may invite disciplinary action including immediate termination of this Agreement.
5. During your Internship period, you shall be obligated to compensate Micro Focus appropriately, in the event you cause any loss or damage to any property that is owned or leased by Micro Focus.
6. You understand that the Company shall not be responsible for any loss, theft or damage caused to your belongings or injuries/ impairment in health caused to you in any manner whatsoever during your Internship period.
7. This Agreement shall be governed and construed in accordance with laws in India.

F. Confidentiality:

1. During your Internship with the Company, you may come across certain confidential or proprietary information related to the business of the Company. You undertake not to disclose such information to any third party in any circumstances whatsoever.
2. You shall not publish your research / project report and about the Company in any form either in the social or mass media. Any generic report prepared by you with prior approval from your manager shall used strictly for academic purposes.
3. You shall maintain utmost confidentiality on any information that you may acquire during the internship period and sign the attached 'Agreement Regarding Confidential Information and Proprietary Developments' on or before the start of Internship.
4. During your Internship period, you shall not, copy, duplicate, decompile or translate any intellectual property of Micro Focus without appropriate authorization. You shall not take out any intellectual property belonging to Micro Focus, outside the workplace or Micro Focus's premises, without appropriate authorization from the supervisor.

We look forward to having you join us and wish you a fruitful Internship with us. Kindly confirm your acceptance of the terms herein by signing below.

Acceptance by Intern. By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

We look forward to having you join us and wish you a fruitful Internship with us. Kindly confirm your acceptance of the terms herein by signing below.



Acceptance by Intern. By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

**US Export Controls on Technology Transfer
Micro Focus Employee Letter of Assurance**

I acknowledge that during my work for Micro Focus International PLC (MF) I may, directly or indirectly, receive or access software and/or technical data which MF has classified according to the US Commerce Control List (CCL) as eligible for export under license exemption "Technology and Software Under Restriction" (TSR) to all destinations except those listed below.

I agree not to export or re-export this software and/or technical data or any direct product based on this software or technical data without proper US government authorization to destinations not eligible for exports under license exemption TSR.

According to current US export regulations the following countries are not eligible for exports under license exemption TSR. (15 CFR - Part 740.6 – License Exceptions TSR)

This list is subject to change without notice.

Armenia
Azerbaijan
Belarus
Cambodia
China (PRC)
Georgia
Iraq
Kazakhstan
Korea, North
Kyrgyzstan
Laos
Libya
Macau
Moldova
Mongolia
Russia
Tajikistan
Turkmenistan
Ukraine
Uzbekistan
Venezuela
Vietnam
Yemen
Cuba



Iran
Korea, North
Sudan
Syria

Agreement Regarding Confidential Information and Proprietary Developments

THIS CONFIDENTIALITY AGREEMENT (the "Agreement") is entered on this 16-Dec-2023 by and between **Micro Focus Software Solutions India Private Limited** (the "Company"), and Mr./Ms. Ujwal B N ("Intern"). In consideration of the commencement of the internship and the stipend paid to the Intern, the Intern hereby acknowledges and agrees with the Company as follows:

1. General. During my internship with the Company, I may have access to and become familiar with various trade secrets, confidential and proprietary information, training, and/or customer contacts belonging to the Company, its affiliates and customers to assist me in performance of my duties. You shall acknowledge that such confidential information and trade secrets are owned and shall continue to be owned solely by the Company, its affiliates and customers, as the case may be. You shall agree not to use, communicate, reveal or otherwise make available such information for any purpose whatsoever or to divulge such information to any person, partnership, corporation or entity other than those expressly designated by the Company, unless such intern is compelled to disclose it by judicial process.

2. Confidential Information. This Agreement concerns trade secrets, confidential business and technical information, and know-how not generally known to the public ("Confidential Information") which is acquired or produced by me in connection with my internship with the Company. The term "Confidential and Proprietary Information" means the following:

A. Company Internal Information which includes but is not limited to:

- i. customer information, such as any compilation of past, existing or prospective customers, customers' proposals or agreements between customers and status of customers' accounts or credit, or related information about actual or prospective customers, customer lists, knowledge of customer needs and preferences;
- ii. tax records, financial information, such as the Company's earnings, assets, debts, prices, pricing structure, estimates, volumes of customers,
- iii. employee/personnel database, any information or data pertaining to or in relation with the past and current employees of the Company;
- iv. transaction details such as names or address, terms of services, procurement requirements, contracts of particular transactions, or related information about potential customers; marketing information, such as details about ongoing or proposed marketing programs or agreements by or on behalf of the Company, projections, sales forecasts or results of marketing efforts or information about impending transactions;
- v. vendor and service provider information, prices and terms at which procurements are made by the Company.

B. Technical Information which includes but is not limited to:

- i. all technical data, information concerning databases, research, product plans, products, services, trade secrets or know-how,



- ii. information relating to developments, inventions, processes, formulas, technology, designs, drawings, engineering, hardware configuration information, tooling, prototypes, sketches, models, drawings, samples;
- iii. information relating to trade secrets, confidential knowledge, data;
- iv. other proprietary information relating to products, processes, know-how, designs, formulas, developmental or experimental work, computer programs, data bases and any other original works of authorship.

C. Business Information which includes but is not limited to:

- i. business plans, mechanisms, business related functions, activities, business systems, processes and services;
- ii. trade secrets, business strategies, marketing strategies, methods of operation and market information;
- iii. other valuable information, confidential information and trade related information relating to the business and activities of the Company and useful or necessary for the success of the Company's business and activities;
- iv. I further certify that I have fully and completely complied with the terms of the Internship Agreement signed by me

3. Non-disclosure: Abiding by the Company Confidential Information Policy, I specifically agree that with regard to the following:

- a) to use such information only in the performance of Company duties;
- b) to hold such information in confidence and trust; and
- c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my internship with Company.

I further agree that any organizational information or staffing information learned by me in connection to my internship with the Company is the Confidential Information of Company, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent to my internship with the Company. I further agree that I will not use or permit use of such as a means to recruit or solicit Company employees away from Company (either for myself or for others).

4. Proprietary Developments. This Agreement also concerns inventions and discoveries (whether patentable or not), designs, works of authorship, mask works, improvements, data, processes, computer programs and software ("Proprietary Developments") that are conceived or made by me alone or with others while I am interning with the Company and relate to the research and development or the business of Company, or result from work performed by me for Company, or that developed, in whole or in part, using Company's equipment, supplies, facilities or trade secrets information.

Such Proprietary Developments are the sole property of Company, and I hereby assign and transfer all rights in such Proprietary Developments to Company. I also agree that any works of authorship created by me shall be deemed to be "works made for hire." I further agree for all Proprietary Developments:

- a) to disclose them promptly to Company;
- b) to sign any assignment document to formally perfect and confirm my assignment of title to Company;
- c) to assign any right of recovery for past damages to Company; and



d) to execute any other documents deemed necessary by Company to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in Company's name and at Company's expense.

I understand that Company may delegate these rights. I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by Company.

This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the Company was used and which was developed entirely on my own time, unless (a) the invention relates (i) 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 any work performed by the intern for the Company.

5. Respect for Rights of Former Employers. I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers or any other parties prior to my internship with the Company. I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with my Company work or work product, and I will not bring onto the premises of Company any such information in whatever tangible or readable form.

6. Work Product. The product of all work performed by me during and within the scope of my Company internship including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Company. I understand that the Company has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

7. Company Property. I undertake not to remove any Company property from Company premises without Company's permission. Upon the end of my internship with the Company, I will return all Company property to the Company unless the Company gives written permission to retain the same.

8. Protective Covenants. I agree that during my internship and for a period of twelve (12) months following the termination of my internship with the Company, I will abide by the following Protective Covenants:

a) No Solicitation. I will not either in person or in conjunction with others knowingly solicit or induce or attempt to solicit or participate in soliciting or communicating with :

i) any customer of Company in pursuit of a Competing Line of Business ;

ii) Company Employee for the purpose of persuading or helping the Company Employee to end or reduce his or her employment relationship with Company or work with me or any other person or entity; and

iii) Company Supplier for the purpose of persuading or helping the Company Supplier to end or modify to Company's detriment an existing business relationship with Company.

The above terms are defined as hereunder:



“Competitor” means an individual, corporation, other business entity or separately operated business unit of an entity that engages in a Competing Line of Business. “Competing Line of Business” includes a business that involves a product or service offered or to be offered by anyone other than Company that would replace or compete with any product or service offered or to be offered by Company or its related corporations (unless Company and its related corporations are no longer engaged in or planning to engage in that line of business). “Conflicting Business Activities” means job duties or other business-related activities in India or in any other country where the Company business units in which I work do business, or management or supervision of such job duties or business-related activities, if such job duties or business-related activities are the same as or similar to the job duties or business-related activities in which I participate or as to which I receive Confidential Information in the last two years of my internship with the Company.

“Company Employee” means an individual employed by or retained as a consultant to Company or its related corporations. “Company Supplier” means an individual, corporation, other business entity or separately operated business unit of an entity that regularly provides goods or services to Company or its related corporations, including without limitation any OEM, ODM or subcontractor.

9. Enforcement. For these reasons, I agree that I will not pursue any legal action to set aside or avoid application of the Protective Covenants. This Agreement will survive the end of my internship with Company and shall, likewise, continue to apply and be valid notwithstanding any change in my duties, responsibilities, position, or title.

10. Relief and Extension. I understand that on violation of this Agreement including the Protective Covenants, Company will be entitled to (i) injunctive relief by temporary restraining order, temporary injunction, and/or permanent injunction; (ii) recovery of attorneys' fees and costs incurred by Company in obtaining such relief where allowed by law; and (iii) any other legal and equitable relief to which Company may be entitled. Injunctive relief will not exclude other remedies which may apply. I agree that on violation of any provisions stated in the Protective Covenants, the time period will be extended by one day for each day of violation which may extend to a maximum time period originally prescribed for the same.

11. Severability, Authority for Revision, Assignment and Governing Law. The provisions of this Agreement will be separately construed. If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein. If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the intent of the parties and to provide Company's goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection. In the event the restrictions provided in this Agreement are deemed unenforceable and cannot be reformed to make them enforceable, then any prior agreements that I may have entered with Company relating to Confidential Information or Proprietary Developments shall not be deemed to have been superseded or otherwise affected by this Agreement, but instead shall remain in effect. The title and paragraph headings in this Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability. This Agreement will inure to the benefit of the parties' heirs, successors and assigns. This Agreement, including but not limited to the Protective Covenants, may be

assigned by Company to a subsequent employer, successor or assign without the need for further authorization or agreement from me. This Agreement will be governed by the laws of the country and/or state identified as my work location in which I work at the time of its enforcement.

12. Acceptance by Company. A counterpart of this Agreement has been executed by a duly authorized representative to indicate Company's acceptance of the terms hereof and Company's covenant to perform its obligations hereunder (including, without limitation, Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties). Such acceptance on behalf of Company is conditioned upon my reciprocal agreement to such terms. I acknowledge the sufficiency of Company's acceptance of the terms hereof to establish the mutual rights and responsibilities defined herein.

13. Acceptance by Intern. By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

FOR Company



Uttam Kumar Sanghi
APJ Talent Acquisition Leader

Signature: 

Email: MohanKumarL99@gmail.com



24-Dec-2023

Dear Bhuvaneshwari V,

We are pleased to inform you that you have been selected for internship with Micro Focus Software Solutions India Private Limited (the "Company" or "Micro Focus"), Bangalore from 05-Apr-2024 to 04-Oct-2024 for a period of Six months ("Internship") under the guidance and supervision of Ravi Kumar or any other as may be decided from time to time by the Company and as per the terms and conditions of this agreement ("Agreement"). Your location would be Bangalore, India.

The terms and conditions of this Agreement are as under:

A. Compensation:

During the tenure of your Internship, you will be paid a stipend of Rs. 20,000 per month subject to tax deductible at source under the applicable law. The payment of stipend shall depend on your continued presence during working hours at the location stipulated herein above.

B. Working Hours

You will be required to carry out your Internship duties at our office location for 40 hours a week including lunch break of one hour from Monday to Friday. However, you understand and agree that you will be required to put in additional hours depending upon exigencies of business as may be specified by the Company from time to time.

C. Leave:

1. You are eligible for 1 day leave per month during the period of Internship. Leave cannot be accumulated, encashed or carried forward during the internship period.
2. During your Internship period, leave of absence must be approved by manager in advance.
3. You must report any leave due to sickness or injury to the manager as soon as practically possible and submit medical certificate where the leave exceeds 3 continuous days.

D. Notice Period:

1. At any time during this period, either party may terminate this Agreement, with or without cause, by giving to the other a notice of one week in advance.
2. Without prejudice to and notwithstanding the above, your Internship with the Company hereunder may be terminated immediately by the Company without any requirement of prior notice and without incurring any obligation or liability towards termination, if at any time in the sole and absolute discretion of the Company.



E. General Terms and Conditions:

1. It is clearly understood that you are not, in any manner providing any service, to Micro Focus and that the payment of stipend shall not, in any manner, be construed or deemed to be consideration towards the services of employment rendered by you.
2. During the period of Internship, you will not be entitled to any of the privileges, statutory benefits, reimbursements or allowances enjoyed by the regular employees of Micro Focus.
3. You will be responsible for the safekeeping of all the Company's properties and return in good condition, all the Company's properties may be in your use, custody or charge when demanded or on termination of this Agreement.
4. During your Internship with the Company, you shall be bound by the Company's policies applicable from time to time and any violation may invite disciplinary action including immediate termination of this Agreement.
5. During your Internship period, you shall be obligated to compensate Micro Focus appropriately, in the event you cause any loss or damage to any property that is owned or leased by Micro Focus.
6. You understand that the Company shall not be responsible for any loss, theft or damage caused to your belongings or injuries/ impairment in health caused to you in any manner whatsoever during your Internship period.
7. This Agreement shall be governed and construed in accordance with laws in India.

F. Confidentiality:

1. During your Internship with the Company, you may come across certain confidential or proprietary information related to the business of the Company. You undertake not to disclose such information to any third party in any circumstances whatsoever.
2. You shall not publish your research / project report and about the Company in any form either in the social or mass media. Any generic report prepared by you with prior approval from your manager shall used strictly for academic purposes.
3. You shall maintain utmost confidentiality on any information that you may acquire during the internship period and sign the attached 'Agreement Regarding Confidential Information and Proprietary Developments' on or before the start of Internship.
4. During your Internship period, you shall not, copy, duplicate, decompile or translate any intellectual property of Micro Focus without appropriate authorization. You shall not take out any intellectual property belonging to Micro Focus, outside the workplace or Micro Focus's premises, without appropriate authorization from the supervisor.

We look forward to having you join us and wish you a fruitful Internship with us. Kindly confirm your acceptance of the terms herein by signing below.

Acceptance by Intern. By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

We look forward to having you join us and wish you a fruitful Internship with us. Kindly confirm your acceptance of the terms herein by signing below.



Acceptance by Intern. By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

**US Export Controls on Technology Transfer
Micro Focus Employee Letter of Assurance**

I acknowledge that during my work for Micro Focus International PLC (MF) I may, directly or indirectly, receive or access software and/or technical data which MF has classified according to the US Commerce Control List (CCL) as eligible for export under license exemption "Technology and Software Under Restriction" (TSR) to all destinations except those listed below.

I agree not to export or re-export this software and/or technical data or any direct product based on this software or technical data without proper US government authorization to destinations not eligible for exports under license exemption TSR.

According to current US export regulations the following countries are not eligible for exports under license exemption TSR. (15 CFR - Part 740.6 – License Exceptions TSR)

This list is subject to change without notice.

Armenia
Azerbaijan
Belarus
Cambodia
China (PRC)
Georgia
Iraq
Kazakhstan
Korea, North
Kyrgyzstan
Laos
Libya
Macau
Moldova
Mongolia
Russia
Tajikistan
Turkmenistan
Ukraine
Uzbekistan
Venezuela
Vietnam
Yemen
Cuba



Iran
Korea, North
Sudan
Syria

Agreement Regarding Confidential Information and Proprietary Developments

THIS CONFIDENTIALITY AGREEMENT (the "Agreement") is entered on this 16-Dec-2023 by and between **Micro Focus Software Solutions India Private Limited** (the "Company"), and Mr./Ms. Bhuvaneshwari V ("Intern"). In consideration of the commencement of the internship and the stipend paid to the Intern, the Intern hereby acknowledges and agrees with the Company as follows:

1. General. During my internship with the Company, I may have access to and become familiar with various trade secrets, confidential and proprietary information, training, and/or customer contacts belonging to the Company, its affiliates and customers to assist me in performance of my duties. You shall acknowledge that such confidential information and trade secrets are owned and shall continue to be owned solely by the Company, its affiliates and customers, as the case may be. You shall agree not to use, communicate, reveal or otherwise make available such information for any purpose whatsoever or to divulge such information to any person, partnership, corporation or entity other than those expressly designated by the Company, unless such intern is compelled to disclose it by judicial process.

2. Confidential Information. This Agreement concerns trade secrets, confidential business and technical information, and know-how not generally known to the public ("Confidential Information") which is acquired or produced by me in connection with my internship with the Company. The term "Confidential and Proprietary Information" means the following:

A. Company Internal Information which includes but is not limited to:

- i. customer information, such as any compilation of past, existing or prospective customers, customers' proposals or agreements between customers and status of customers' accounts or credit, or related information about actual or prospective customers, customer lists, knowledge of customer needs and preferences;
- ii. tax records, financial information, such as the Company's earnings, assets, debts, prices, pricing structure, estimates, volumes of customers,
- iii. employee/personnel database, any information or data pertaining to or in relation with the past and current employees of the Company;
- iv. transaction details such as names or address, terms of services, procurement requirements, contracts of particular transactions, or related information about potential customers; marketing information, such as details about ongoing or proposed marketing programs or agreements by or on behalf of the Company, projections, sales forecasts or results of marketing efforts or information about impending transactions;
- v. vendor and service provider information, prices and terms at which procurements are made by the Company.

B. Technical Information which includes but is not limited to:

- i. all technical data, information concerning databases, research, product plans, products, services, trade secrets or know-how,



- ii. information relating to developments, inventions, processes, formulas, technology, designs, drawings, engineering, hardware configuration information, tooling, prototypes, sketches, models, drawings, samples;
- iii. information relating to trade secrets, confidential knowledge, data;
- iv. other proprietary information relating to products, processes, know-how, designs, formulas, developmental or experimental work, computer programs, data bases and any other original works of authorship.

C. Business Information which includes but is not limited to:

- i. business plans, mechanisms, business related functions, activities, business systems, processes and services;
- ii. trade secrets, business strategies, marketing strategies, methods of operation and market information;
- iii. other valuable information, confidential information and trade related information relating to the business and activities of the Company and useful or necessary for the success of the Company's business and activities;
- iv. I further certify that I have fully and completely complied with the terms of the Internship Agreement signed by me

3. Non-disclosure: Abiding by the Company Confidential Information Policy, I specifically agree that with regard to the following:

- a) to use such information only in the performance of Company duties;
- b) to hold such information in confidence and trust; and
- c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my internship with Company.

I further agree that any organizational information or staffing information learned by me in connection to my internship with the Company is the Confidential Information of Company, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent to my internship with the Company. I further agree that I will not use or permit use of such as a means to recruit or solicit Company employees away from Company (either for myself or for others).

4. Proprietary Developments. This Agreement also concerns inventions and discoveries (whether patentable or not), designs, works of authorship, mask works, improvements, data, processes, computer programs and software ("Proprietary Developments") that are conceived or made by me alone or with others while I am interning with the Company and relate to the research and development or the business of Company, or result from work performed by me for Company, or that developed, in whole or in part, using Company's equipment, supplies, facilities or trade secrets information.

Such Proprietary Developments are the sole property of Company, and I hereby assign and transfer all rights in such Proprietary Developments to Company. I also agree that any works of authorship created by me shall be deemed to be "works made for hire." I further agree for all Proprietary Developments:

- a) to disclose them promptly to Company;
- b) to sign any assignment document to formally perfect and confirm my assignment of title to Company;
- c) to assign any right of recovery for past damages to Company; and



d) to execute any other documents deemed necessary by Company to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in Company's name and at Company's expense.

I understand that Company may delegate these rights. I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by Company.

This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the Company was used and which was developed entirely on my own time, unless (a) the invention relates (i) 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 any work performed by the intern for the Company.

5. Respect for Rights of Former Employers. I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers or any other parties prior to my internship with the Company. I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with my Company work or work product, and I will not bring onto the premises of Company any such information in whatever tangible or readable form.

6. Work Product. The product of all work performed by me during and within the scope of my Company internship including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Company. I understand that the Company has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

7. Company Property. I undertake not to remove any Company property from Company premises without Company's permission. Upon the end of my internship with the Company, I will return all Company property to the Company unless the Company gives written permission to retain the same.

8. Protective Covenants. I agree that during my internship and for a period of twelve (12) months following the termination of my internship with the Company, I will abide by the following Protective Covenants:

a) No Solicitation. I will not either in person or in conjunction with others knowingly solicit or induce or attempt to solicit or participate in soliciting or communicating with :

i) any customer of Company in pursuit of a Competing Line of Business ;

ii) Company Employee for the purpose of persuading or helping the Company Employee to end or reduce his or her employment relationship with Company or work with me or any other person or entity; and

iii) Company Supplier for the purpose of persuading or helping the Company Supplier to end or modify to Company's detriment an existing business relationship with Company.

The above terms are defined as hereunder:



“Competitor” means an individual, corporation, other business entity or separately operated business unit of an entity that engages in a Competing Line of Business. “Competing Line of Business” includes a business that involves a product or service offered or to be offered by anyone other than Company that would replace or compete with any product or service offered or to be offered by Company or its related corporations (unless Company and its related corporations are no longer engaged in or planning to engage in that line of business). “Conflicting Business Activities” means job duties or other business-related activities in India or in any other country where the Company business units in which I work do business, or management or supervision of such job duties or business-related activities, if such job duties or business-related activities are the same as or similar to the job duties or business-related activities in which I participate or as to which I receive Confidential Information in the last two years of my internship with the Company.

“Company Employee” means an individual employed by or retained as a consultant to Company or its related corporations. “Company Supplier” means an individual, corporation, other business entity or separately operated business unit of an entity that regularly provides goods or services to Company or its related corporations, including without limitation any OEM, ODM or subcontractor.

9. Enforcement. For these reasons, I agree that I will not pursue any legal action to set aside or avoid application of the Protective Covenants. This Agreement will survive the end of my internship with Company and shall, likewise, continue to apply and be valid notwithstanding any change in my duties, responsibilities, position, or title.

10. Relief and Extension. I understand that on violation of this Agreement including the Protective Covenants, Company will be entitled to (i) injunctive relief by temporary restraining order, temporary injunction, and/or permanent injunction; (ii) recovery of attorneys' fees and costs incurred by Company in obtaining such relief where allowed by law; and (iii) any other legal and equitable relief to which Company may be entitled. Injunctive relief will not exclude other remedies which may apply. I agree that on violation of any provisions stated in the Protective Covenants, the time period will be extended by one day for each day of violation which may extend to a maximum time period originally prescribed for the same.

11. Severability, Authority for Revision, Assignment and Governing Law. The provisions of this Agreement will be separately construed. If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein. If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the intent of the parties and to provide Company's goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection. In the event the restrictions provided in this Agreement are deemed unenforceable and cannot be reformed to make them enforceable, then any prior agreements that I may have entered with Company relating to Confidential Information or Proprietary Developments shall not be deemed to have been superseded or otherwise affected by this Agreement, but instead shall remain in effect. The title and paragraph headings in this Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability. This Agreement will inure to the benefit of the parties' heirs, successors and assigns. This Agreement, including but not limited to the Protective Covenants, may be

assigned by Company to a subsequent employer, successor or assign without the need for further authorization or agreement from me. This Agreement will be governed by the laws of the country and/or state identified as my work location in which I work at the time of its enforcement.

12. Acceptance by Company. A counterpart of this Agreement has been executed by a duly authorized representative to indicate Company's acceptance of the terms hereof and Company's covenant to perform its obligations hereunder (including, without limitation, Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties). Such acceptance on behalf of Company is conditioned upon my reciprocal agreement to such terms. I acknowledge the sufficiency of Company's acceptance of the terms hereof to establish the mutual rights and responsibilities defined herein.

13. Acceptance by Intern. By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

FOR Company



Uttam Kumar Sanghi
APJ Talent Acquisition Leader

Signature: 

Email: MohanKumarL99@gmail.com



24-Dec-2023

Dear Danny Johnson p,

We are pleased to inform you that you have been selected for internship with Micro Focus Software Solutions India Private Limited (the "Company" or "Micro Focus"), Bangalore from 05-Apr-2024 to 04-Oct-2024 for a period of Six months ("Internship") under the guidance and supervision of Ravi Kumar or any other as may be decided from time to time by the Company and as per the terms and conditions of this agreement ("Agreement"). Your location would be Bangalore, India.

The terms and conditions of this Agreement are as under:

A. Compensation:

During the tenure of your Internship, you will be paid a stipend of Rs. 20,000 per month subject to tax deductible at source under the applicable law. The payment of stipend shall depend on your continued presence during working hours at the location stipulated herein above.

B. Working Hours

You will be required to carry out your Internship duties at our office location for 40 hours a week including lunch break of one hour from Monday to Friday. However, you understand and agree that you will be required to put in additional hours depending upon exigencies of business as may be specified by the Company from time to time.

C. Leave:

1. You are eligible for 1 day leave per month during the period of Internship. Leave cannot be accumulated, encashed or carried forward during the internship period.
2. During your Internship period, leave of absence must be approved by manager in advance.
3. You must report any leave due to sickness or injury to the manager as soon as practically possible and submit medical certificate where the leave exceeds 3 continuous days.

D. Notice Period:

1. At any time during this period, either party may terminate this Agreement, with or without cause, by giving to the other a notice of one week in advance.
2. Without prejudice to and notwithstanding the above, your Internship with the Company hereunder may be terminated immediately by the Company without any requirement of prior notice and without incurring any obligation or liability towards termination, if at any time in the sole and absolute discretion of the Company.



E. General Terms and Conditions:

1. It is clearly understood that you are not, in any manner providing any service, to Micro Focus and that the payment of stipend shall not, in any manner, be construed or deemed to be consideration towards the services of employment rendered by you.
2. During the period of Internship, you will not be entitled to any of the privileges, statutory benefits, reimbursements or allowances enjoyed by the regular employees of Micro Focus.
3. You will be responsible for the safekeeping of all the Company's properties and return in good condition, all the Company's properties may be in your use, custody or charge when demanded or on termination of this Agreement.
4. During your Internship with the Company, you shall be bound by the Company's policies applicable from time to time and any violation may invite disciplinary action including immediate termination of this Agreement.
5. During your Internship period, you shall be obligated to compensate Micro Focus appropriately, in the event you cause any loss or damage to any property that is owned or leased by Micro Focus.
6. You understand that the Company shall not be responsible for any loss, theft or damage caused to your belongings or injuries/ impairment in health caused to you in any manner whatsoever during your Internship period.
7. This Agreement shall be governed and construed in accordance with laws in India.

F. Confidentiality:

1. During your Internship with the Company, you may come across certain confidential or proprietary information related to the business of the Company. You undertake not to disclose such information to any third party in any circumstances whatsoever.
2. You shall not publish your research / project report and about the Company in any form either in the social or mass media. Any generic report prepared by you with prior approval from your manager shall used strictly for academic purposes.
3. You shall maintain utmost confidentiality on any information that you may acquire during the internship period and sign the attached 'Agreement Regarding Confidential Information and Proprietary Developments' on or before the start of Internship.
4. During your Internship period, you shall not, copy, duplicate, decompile or translate any intellectual property of Micro Focus without appropriate authorization. You shall not take out any intellectual property belonging to Micro Focus, outside the workplace or Micro Focus's premises, without appropriate authorization from the supervisor.

We look forward to having you join us and wish you a fruitful Internship with us. Kindly confirm your acceptance of the terms herein by signing below.

Acceptance by Intern. By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

We look forward to having you join us and wish you a fruitful Internship with us. Kindly confirm your acceptance of the terms herein by signing below.



Acceptance by Intern. By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

**US Export Controls on Technology Transfer
Micro Focus Employee Letter of Assurance**

I acknowledge that during my work for Micro Focus International PLC (MF) I may, directly or indirectly, receive or access software and/or technical data which MF has classified according to the US Commerce Control List (CCL) as eligible for export under license exemption "Technology and Software Under Restriction" (TSR) to all destinations except those listed below.

I agree not to export or re-export this software and/or technical data or any direct product based on this software or technical data without proper US government authorization to destinations not eligible for exports under license exemption TSR.

According to current US export regulations the following countries are not eligible for exports under license exemption TSR. (15 CFR - Part 740.6 – License Exceptions TSR)

This list is subject to change without notice.

Armenia
Azerbaijan
Belarus
Cambodia
China (PRC)
Georgia
Iraq
Kazakhstan
Korea, North
Kyrgyzstan
Laos
Libya
Macau
Moldova
Mongolia
Russia
Tajikistan
Turkmenistan
Ukraine
Uzbekistan
Venezuela
Vietnam
Yemen
Cuba



Iran
Korea, North
Sudan
Syria

Agreement Regarding Confidential Information and Proprietary Developments

THIS CONFIDENTIALITY AGREEMENT (the "Agreement") is entered on this 16-Dec-2023 by and between **Micro Focus Software Solutions India Private Limited** (the "Company"), and Mr./Ms. Danny Johnson p ("Intern"). In consideration of the commencement of the internship and the stipend paid to the Intern, the Intern hereby acknowledges and agrees with the Company as follows:

1. General. During my internship with the Company, I may have access to and become familiar with various trade secrets, confidential and proprietary information, training, and/or customer contacts belonging to the Company, its affiliates and customers to assist me in performance of my duties. You shall acknowledge that such confidential information and trade secrets are owned and shall continue to be owned solely by the Company, its affiliates and customers, as the case may be. You shall agree not to use, communicate, reveal or otherwise make available such information for any purpose whatsoever or to divulge such information to any person, partnership, corporation or entity other than those expressly designated by the Company, unless such intern is compelled to disclose it by judicial process.

2. Confidential Information. This Agreement concerns trade secrets, confidential business and technical information, and know-how not generally known to the public ("Confidential Information") which is acquired or produced by me in connection with my internship with the Company. The term "Confidential and Proprietary Information" means the following:

A. Company Internal Information which includes but is not limited to:

- i. customer information, such as any compilation of past, existing or prospective customers, customers' proposals or agreements between customers and status of customers' accounts or credit, or related information about actual or prospective customers, customer lists, knowledge of customer needs and preferences;
- ii. tax records, financial information, such as the Company's earnings, assets, debts, prices, pricing structure, estimates, volumes of customers,
- iii. employee/personnel database, any information or data pertaining to or in relation with the past and current employees of the Company;
- iv. transaction details such as names or address, terms of services, procurement requirements, contracts of particular transactions, or related information about potential customers; marketing information, such as details about ongoing or proposed marketing programs or agreements by or on behalf of the Company, projections, sales forecasts or results of marketing efforts or information about impending transactions;
- v. vendor and service provider information, prices and terms at which procurements are made by the Company.

B. Technical Information which includes but is not limited to:

- i. all technical data, information concerning databases, research, product plans, products, services, trade secrets or know-how,



- ii. information relating to developments, inventions, processes, formulas, technology, designs, drawings, engineering, hardware configuration information, tooling, prototypes, sketches, models, drawings, samples;
- iii. information relating to trade secrets, confidential knowledge, data;
- iv. other proprietary information relating to products, processes, know-how, designs, formulas, developmental or experimental work, computer programs, data bases and any other original works of authorship.

C. Business Information which includes but is not limited to:

- i. business plans, mechanisms, business related functions, activities, business systems, processes and services;
- ii. trade secrets, business strategies, marketing strategies, methods of operation and market information;
- iii. other valuable information, confidential information and trade related information relating to the business and activities of the Company and useful or necessary for the success of the Company's business and activities;
- iv. I further certify that I have fully and completely complied with the terms of the Internship Agreement signed by me

3. Non-disclosure: Abiding by the Company Confidential Information Policy, I specifically agree that with regard to the following:

- a) to use such information only in the performance of Company duties;
- b) to hold such information in confidence and trust; and
- c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my internship with Company.

I further agree that any organizational information or staffing information learned by me in connection to my internship with the Company is the Confidential Information of Company, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent to my internship with the Company. I further agree that I will not use or permit use of such as a means to recruit or solicit Company employees away from Company (either for myself or for others).

4. Proprietary Developments. This Agreement also concerns inventions and discoveries (whether patentable or not), designs, works of authorship, mask works, improvements, data, processes, computer programs and software ("Proprietary Developments") that are conceived or made by me alone or with others while I am interning with the Company and relate to the research and development or the business of Company, or result from work performed by me for Company, or that developed, in whole or in part, using Company's equipment, supplies, facilities or trade secrets information.

Such Proprietary Developments are the sole property of Company, and I hereby assign and transfer all rights in such Proprietary Developments to Company. I also agree that any works of authorship created by me shall be deemed to be "works made for hire." I further agree for all Proprietary Developments:

- a) to disclose them promptly to Company;
- b) to sign any assignment document to formally perfect and confirm my assignment of title to Company;
- c) to assign any right of recovery for past damages to Company; and



d) to execute any other documents deemed necessary by Company to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in Company's name and at Company's expense.

I understand that Company may delegate these rights. I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by Company.

This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the Company was used and which was developed entirely on my own time, unless (a) the invention relates (i) 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 any work performed by the intern for the Company.

5. Respect for Rights of Former Employers. I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers or any other parties prior to my internship with the Company. I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with my Company work or work product, and I will not bring onto the premises of Company any such information in whatever tangible or readable form.

6. Work Product. The product of all work performed by me during and within the scope of my Company internship including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Company. I understand that the Company has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

7. Company Property. I undertake not to remove any Company property from Company premises without Company's permission. Upon the end of my internship with the Company, I will return all Company property to the Company unless the Company gives written permission to retain the same.

8. Protective Covenants. I agree that during my internship and for a period of twelve (12) months following the termination of my internship with the Company, I will abide by the following Protective Covenants:

a) No Solicitation. I will not either in person or in conjunction with others knowingly solicit or induce or attempt to solicit or participate in soliciting or communicating with :

i) any customer of Company in pursuit of a Competing Line of Business ;

ii) Company Employee for the purpose of persuading or helping the Company Employee to end or reduce his or her employment relationship with Company or work with me or any other person or entity; and

iii) Company Supplier for the purpose of persuading or helping the Company Supplier to end or modify to Company's detriment an existing business relationship with Company.

The above terms are defined as hereunder:



“Competitor” means an individual, corporation, other business entity or separately operated business unit of an entity that engages in a Competing Line of Business. “Competing Line of Business” includes a business that involves a product or service offered or to be offered by anyone other than Company that would replace or compete with any product or service offered or to be offered by Company or its related corporations (unless Company and its related corporations are no longer engaged in or planning to engage in that line of business). “Conflicting Business Activities” means job duties or other business-related activities in India or in any other country where the Company business units in which I work do business, or management or supervision of such job duties or business-related activities, if such job duties or business-related activities are the same as or similar to the job duties or business-related activities in which I participate or as to which I receive Confidential Information in the last two years of my internship with the Company.

“Company Employee” means an individual employed by or retained as a consultant to Company or its related corporations. “Company Supplier” means an individual, corporation, other business entity or separately operated business unit of an entity that regularly provides goods or services to Company or its related corporations, including without limitation any OEM, ODM or subcontractor.

9. Enforcement. For these reasons, I agree that I will not pursue any legal action to set aside or avoid application of the Protective Covenants. This Agreement will survive the end of my internship with Company and shall, likewise, continue to apply and be valid notwithstanding any change in my duties, responsibilities, position, or title.

10. Relief and Extension. I understand that on violation of this Agreement including the Protective Covenants, Company will be entitled to (i) injunctive relief by temporary restraining order, temporary injunction, and/or permanent injunction; (ii) recovery of attorneys' fees and costs incurred by Company in obtaining such relief where allowed by law; and (iii) any other legal and equitable relief to which Company may be entitled. Injunctive relief will not exclude other remedies which may apply. I agree that on violation of any provisions stated in the Protective Covenants, the time period will be extended by one day for each day of violation which may extend to a maximum time period originally prescribed for the same.

11. Severability, Authority for Revision, Assignment and Governing Law. The provisions of this Agreement will be separately construed. If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein. If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the intent of the parties and to provide Company's goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection. In the event the restrictions provided in this Agreement are deemed unenforceable and cannot be reformed to make them enforceable, then any prior agreements that I may have entered with Company relating to Confidential Information or Proprietary Developments shall not be deemed to have been superseded or otherwise affected by this Agreement, but instead shall remain in effect. The title and paragraph headings in this Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability. This Agreement will inure to the benefit of the parties' heirs, successors and assigns. This Agreement, including but not limited to the Protective Covenants, may be

assigned by Company to a subsequent employer, successor or assign without the need for further authorization or agreement from me. This Agreement will be governed by the laws of the country and/or state identified as my work location in which I work at the time of its enforcement.

12. Acceptance by Company. A counterpart of this Agreement has been executed by a duly authorized representative to indicate Company's acceptance of the terms hereof and Company's covenant to perform its obligations hereunder (including, without limitation, Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties). Such acceptance on behalf of Company is conditioned upon my reciprocal agreement to such terms. I acknowledge the sufficiency of Company's acceptance of the terms hereof to establish the mutual rights and responsibilities defined herein.

13. Acceptance by Intern. By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

FOR Company



Uttam Kumar Sanghi
APJ Talent Acquisition Leader

Signature: 

Email: MohanKumarL99@gmail.com



24-Dec-2023

Dear Sowmya R ,

We are pleased to inform you that you have been selected for internship with Micro Focus Software Solutions India Private Limited (the "Company" or "Micro Focus"), Bangalore from 05-Apr-2024 to 04-Oct-2024 for a period of Six months ("Internship") under the guidance and supervision of Ravi Kumar or any other as may be decided from time to time by the Company and as per the terms and conditions of this agreement ("Agreement"). Your location would be Bangalore, India.

The terms and conditions of this Agreement are as under:

A. Compensation:

During the tenure of your Internship, you will be paid a stipend of Rs. 20,000 per month subject to tax deductible at source under the applicable law. The payment of stipend shall depend on your continued presence during working hours at the location stipulated herein above.

B. Working Hours

You will be required to carry out your Internship duties at our office location for 40 hours a week including lunch break of one hour from Monday to Friday. However, you understand and agree that you will be required to put in additional hours depending upon exigencies of business as may be specified by the Company from time to time.

C. Leave:

1. You are eligible for 1 day leave per month during the period of Internship. Leave cannot be accumulated, encashed or carried forward during the internship period.
2. During your Internship period, leave of absence must be approved by manager in advance.
3. You must report any leave due to sickness or injury to the manager as soon as practically possible and submit medical certificate where the leave exceeds 3 continuous days.

D. Notice Period:

1. At any time during this period, either party may terminate this Agreement, with or without cause, by giving to the other a notice of one week in advance.
2. Without prejudice to and notwithstanding the above, your Internship with the Company hereunder may be terminated immediately by the Company without any requirement of prior notice and without incurring any obligation or liability towards termination, if at any time in the sole and absolute discretion of the Company.



E. General Terms and Conditions:

1. It is clearly understood that you are not, in any manner providing any service, to Micro Focus and that the payment of stipend shall not, in any manner, be construed or deemed to be consideration towards the services of employment rendered by you.
2. During the period of Internship, you will not be entitled to any of the privileges, statutory benefits, reimbursements or allowances enjoyed by the regular employees of Micro Focus.
3. You will be responsible for the safekeeping of all the Company's properties and return in good condition, all the Company's properties may be in your use, custody or charge when demanded or on termination of this Agreement.
4. During your Internship with the Company, you shall be bound by the Company's policies applicable from time to time and any violation may invite disciplinary action including immediate termination of this Agreement.
5. During your Internship period, you shall be obligated to compensate Micro Focus appropriately, in the event you cause any loss or damage to any property that is owned or leased by Micro Focus.
6. You understand that the Company shall not be responsible for any loss, theft or damage caused to your belongings or injuries/ impairment in health caused to you in any manner whatsoever during your Internship period.
7. This Agreement shall be governed and construed in accordance with laws in India.

F. Confidentiality:

1. During your Internship with the Company, you may come across certain confidential or proprietary information related to the business of the Company. You undertake not to disclose such information to any third party in any circumstances whatsoever.
2. You shall not publish your research / project report and about the Company in any form either in the social or mass media. Any generic report prepared by you with prior approval from your manager shall used strictly for academic purposes.
3. You shall maintain utmost confidentiality on any information that you may acquire during the internship period and sign the attached 'Agreement Regarding Confidential Information and Proprietary Developments' on or before the start of Internship.
4. During your Internship period, you shall not, copy, duplicate, decompile or translate any intellectual property of Micro Focus without appropriate authorization. You shall not take out any intellectual property belonging to Micro Focus, outside the workplace or Micro Focus's premises, without appropriate authorization from the supervisor.

We look forward to having you join us and wish you a fruitful Internship with us. Kindly confirm your acceptance of the terms herein by signing below.

Acceptance by Intern. By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

We look forward to having you join us and wish you a fruitful Internship with us. Kindly confirm your acceptance of the terms herein by signing below.



Acceptance by Intern. By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

**US Export Controls on Technology Transfer
Micro Focus Employee Letter of Assurance**

I acknowledge that during my work for Micro Focus International PLC (MF) I may, directly or indirectly, receive or access software and/or technical data which MF has classified according to the US Commerce Control List (CCL) as eligible for export under license exemption "Technology and Software Under Restriction" (TSR) to all destinations except those listed below.

I agree not to export or re-export this software and/or technical data or any direct product based on this software or technical data without proper US government authorization to destinations not eligible for exports under license exemption TSR.

According to current US export regulations the following countries are not eligible for exports under license exemption TSR. (15 CFR - Part 740.6 – License Exceptions TSR)

This list is subject to change without notice.

Armenia
Azerbaijan
Belarus
Cambodia
China (PRC)
Georgia
Iraq
Kazakhstan
Korea, North
Kyrgyzstan
Laos
Libya
Macau
Moldova
Mongolia
Russia
Tajikistan
Turkmenistan
Ukraine
Uzbekistan
Venezuela
Vietnam
Yemen
Cuba



Iran
Korea, North
Sudan
Syria

Agreement Regarding Confidential Information and Proprietary Developments

THIS CONFIDENTIALITY AGREEMENT (the "Agreement") is entered on this 16-Dec-2023 by and between **Micro Focus Software Solutions India Private Limited** (the "Company"), and Mr./Ms. Sowmya R ("Intern"). In consideration of the commencement of the internship and the stipend paid to the Intern, the Intern hereby acknowledges and agrees with the Company as follows:

1. General. During my internship with the Company, I may have access to and become familiar with various trade secrets, confidential and proprietary information, training, and/or customer contacts belonging to the Company, its affiliates and customers to assist me in performance of my duties. You shall acknowledge that such confidential information and trade secrets are owned and shall continue to be owned solely by the Company, its affiliates and customers, as the case may be. You shall agree not to use, communicate, reveal or otherwise make available such information for any purpose whatsoever or to divulge such information to any person, partnership, corporation or entity other than those expressly designated by the Company, unless such intern is compelled to disclose it by judicial process.

2. Confidential Information. This Agreement concerns trade secrets, confidential business and technical information, and know-how not generally known to the public ("Confidential Information") which is acquired or produced by me in connection with my internship with the Company. The term "Confidential and Proprietary Information" means the following:
 - A. Company Internal Information which includes but is not limited to:
 - i. customer information, such as any compilation of past, existing or prospective customers, customers' proposals or agreements between customers and status of customers' accounts or credit, or related information about actual or prospective customers, customer lists, knowledge of customer needs and preferences;
 - ii. tax records, financial information, such as the Company's earnings, assets, debts, prices, pricing structure, estimates, volumes of customers,
 - iii. employee/personnel database, any information or data pertaining to or in relation with the past and current employees of the Company;
 - iv. transaction details such as names or address, terms of services, procurement requirements, contracts of particular transactions, or related information about potential customers; marketing information, such as details about ongoing or proposed marketing programs or agreements by or on behalf of the Company, projections, sales forecasts or results of marketing efforts or information about impending transactions;
 - v. vendor and service provider information, prices and terms at which procurements are made by the Company.
 - B. Technical Information which includes but is not limited to:
 - i. all technical data, information concerning databases, research, product plans, products, services, trade secrets or know-how,



- ii. information relating to developments, inventions, processes, formulas, technology, designs, drawings, engineering, hardware configuration information, tooling, prototypes, sketches, models, drawings, samples;
- iii. information relating to trade secrets, confidential knowledge, data;
- iv. other proprietary information relating to products, processes, know-how, designs, formulas, developmental or experimental work, computer programs, data bases and any other original works of authorship.

C. Business Information which includes but is not limited to:

- i. business plans, mechanisms, business related functions, activities, business systems, processes and services;
- ii. trade secrets, business strategies, marketing strategies, methods of operation and market information;
- iii. other valuable information, confidential information and trade related information relating to the business and activities of the Company and useful or necessary for the success of the Company's business and activities;
- iv. I further certify that I have fully and completely complied with the terms of the Internship Agreement signed by me

3. Non-disclosure: Abiding by the Company Confidential Information Policy, I specifically agree that with regard to the following:

- a) to use such information only in the performance of Company duties;
- b) to hold such information in confidence and trust; and
- c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my internship with Company.

I further agree that any organizational information or staffing information learned by me in connection to my internship with the Company is the Confidential Information of Company, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent to my internship with the Company. I further agree that I will not use or permit use of such as a means to recruit or solicit Company employees away from Company (either for myself or for others).

4. Proprietary Developments. This Agreement also concerns inventions and discoveries (whether patentable or not), designs, works of authorship, mask works, improvements, data, processes, computer programs and software ("Proprietary Developments") that are conceived or made by me alone or with others while I am interning with the Company and relate to the research and development or the business of Company, or result from work performed by me for Company, or that developed, in whole or in part, using Company's equipment, supplies, facilities or trade secrets information.

Such Proprietary Developments are the sole property of Company, and I hereby assign and transfer all rights in such Proprietary Developments to Company. I also agree that any works of authorship created by me shall be deemed to be "works made for hire." I further agree for all Proprietary Developments:

- a) to disclose them promptly to Company;
- b) to sign any assignment document to formally perfect and confirm my assignment of title to Company;
- c) to assign any right of recovery for past damages to Company; and



d) to execute any other documents deemed necessary by Company to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in Company's name and at Company's expense.

I understand that Company may delegate these rights. I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by Company.

This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the Company was used and which was developed entirely on my own time, unless (a) the invention relates (i) 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 any work performed by the intern for the Company.

5. Respect for Rights of Former Employers. I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers or any other parties prior to my internship with the Company. I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with my Company work or work product, and I will not bring onto the premises of Company any such information in whatever tangible or readable form.

6. Work Product. The product of all work performed by me during and within the scope of my Company internship including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Company. I understand that the Company has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

7. Company Property. I undertake not to remove any Company property from Company premises without Company's permission. Upon the end of my internship with the Company, I will return all Company property to the Company unless the Company gives written permission to retain the same.

8. Protective Covenants. I agree that during my internship and for a period of twelve (12) months following the termination of my internship with the Company, I will abide by the following Protective Covenants:

- a) No Solicitation. I will not either in person or in conjunction with others knowingly solicit or induce or attempt to solicit or participate in soliciting or communicating with :
- i) any customer of Company in pursuit of a Competing Line of Business ;
 - ii) Company Employee for the purpose of persuading or helping the Company Employee to end or reduce his or her employment relationship with Company or work with me or any other person or entity; and
 - iii) Company Supplier for the purpose of persuading or helping the Company Supplier to end or modify to Company's detriment an existing business relationship with Company.

The above terms are defined as hereunder:



“Competitor” means an individual, corporation, other business entity or separately operated business unit of an entity that engages in a Competing Line of Business. “Competing Line of Business” includes a business that involves a product or service offered or to be offered by anyone other than Company that would replace or compete with any product or service offered or to be offered by Company or its related corporations (unless Company and its related corporations are no longer engaged in or planning to engage in that line of business). “Conflicting Business Activities” means job duties or other business-related activities in India or in any other country where the Company business units in which I work do business, or management or supervision of such job duties or business-related activities, if such job duties or business-related activities are the same as or similar to the job duties or business-related activities in which I participate or as to which I receive Confidential Information in the last two years of my internship with the Company.

“Company Employee” means an individual employed by or retained as a consultant to Company or its related corporations. “Company Supplier” means an individual, corporation, other business entity or separately operated business unit of an entity that regularly provides goods or services to Company or its related corporations, including without limitation any OEM, ODM or subcontractor.

9. Enforcement. For these reasons, I agree that I will not pursue any legal action to set aside or avoid application of the Protective Covenants. This Agreement will survive the end of my internship with Company and shall, likewise, continue to apply and be valid notwithstanding any change in my duties, responsibilities, position, or title.

10. Relief and Extension. I understand that on violation of this Agreement including the Protective Covenants, Company will be entitled to (i) injunctive relief by temporary restraining order, temporary injunction, and/or permanent injunction; (ii) recovery of attorneys' fees and costs incurred by Company in obtaining such relief where allowed by law; and (iii) any other legal and equitable relief to which Company may be entitled. Injunctive relief will not exclude other remedies which may apply. I agree that on violation of any provisions stated in the Protective Covenants, the time period will be extended by one day for each day of violation which may extend to a maximum time period originally prescribed for the same.

11. Severability, Authority for Revision, Assignment and Governing Law. The provisions of this Agreement will be separately construed. If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein. If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the intent of the parties and to provide Company's goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection. In the event the restrictions provided in this Agreement are deemed unenforceable and cannot be reformed to make them enforceable, then any prior agreements that I may have entered with Company relating to Confidential Information or Proprietary Developments shall not be deemed to have been superseded or otherwise affected by this Agreement, but instead shall remain in effect. The title and paragraph headings in this Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability. This Agreement will inure to the benefit of the parties' heirs, successors and assigns. This Agreement, including but not limited to the Protective Covenants, may be

assigned by Company to a subsequent employer, successor or assign without the need for further authorization or agreement from me. This Agreement will be governed by the laws of the country and/or state identified as my work location in which I work at the time of its enforcement.

12. Acceptance by Company. A counterpart of this Agreement has been executed by a duly authorized representative to indicate Company's acceptance of the terms hereof and Company's covenant to perform its obligations hereunder (including, without limitation, Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties). Such acceptance on behalf of Company is conditioned upon my reciprocal agreement to such terms. I acknowledge the sufficiency of Company's acceptance of the terms hereof to establish the mutual rights and responsibilities defined herein.

13. Acceptance by Intern. By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

FOR Company



Uttam Kumar Sanghi
APJ Talent Acquisition Leader

Signature: 

Email: MohanKumarL99@gmail.com



24-Dec-2023

Dear ALISHA VERMA ,

We are pleased to inform you that you have been selected for internship with Micro Focus Software Solutions India Private Limited (the "Company" or "Micro Focus"), Bangalore from 05-Apr-2024 to 04-Oct-2024 for a period of Six months ("Internship") under the guidance and supervision of Ravi Kumar or any other as may be decided from time to time by the Company and as per the terms and conditions of this agreement ("Agreement"). Your location would be Bangalore, India.

The terms and conditions of this Agreement are as under:

A. Compensation:

During the tenure of your Internship, you will be paid a stipend of Rs. 20,000 per month subject to tax deductible at source under the applicable law. The payment of stipend shall depend on your continued presence during working hours at the location stipulated herein above.

B. Working Hours

You will be required to carry out your Internship duties at our office location for 40 hours a week including lunch break of one hour from Monday to Friday. However, you understand and agree that you will be required to put in additional hours depending upon exigencies of business as may be specified by the Company from time to time.

C. Leave:

1. You are eligible for 1 day leave per month during the period of Internship. Leave cannot be accumulated, encashed or carried forward during the internship period.
2. During your Internship period, leave of absence must be approved by manager in advance.
3. You must report any leave due to sickness or injury to the manager as soon as practically possible and submit medical certificate where the leave exceeds 3 continuous days.

D. Notice Period:

1. At any time during this period, either party may terminate this Agreement, with or without cause, by giving to the other a notice of one week in advance.
2. Without prejudice to and notwithstanding the above, your Internship with the Company hereunder may be terminated immediately by the Company without any requirement of prior notice and without incurring any obligation or liability towards termination, if at any time in the sole and absolute discretion of the Company.



E. General Terms and Conditions:

1. It is clearly understood that you are not, in any manner providing any service, to Micro Focus and that the payment of stipend shall not, in any manner, be construed or deemed to be consideration towards the services of employment rendered by you.
2. During the period of Internship, you will not be entitled to any of the privileges, statutory benefits, reimbursements or allowances enjoyed by the regular employees of Micro Focus.
3. You will be responsible for the safekeeping of all the Company's properties and return in good condition, all the Company's properties may be in your use, custody or charge when demanded or on termination of this Agreement.
4. During your Internship with the Company, you shall be bound by the Company's policies applicable from time to time and any violation may invite disciplinary action including immediate termination of this Agreement.
5. During your Internship period, you shall be obligated to compensate Micro Focus appropriately, in the event you cause any loss or damage to any property that is owned or leased by Micro Focus.
6. You understand that the Company shall not be responsible for any loss, theft or damage caused to your belongings or injuries/ impairment in health caused to you in any manner whatsoever during your Internship period.
7. This Agreement shall be governed and construed in accordance with laws in India.

F. Confidentiality:

1. During your Internship with the Company, you may come across certain confidential or proprietary information related to the business of the Company. You undertake not to disclose such information to any third party in any circumstances whatsoever.
2. You shall not publish your research / project report and about the Company in any form either in the social or mass media. Any generic report prepared by you with prior approval from your manager shall used strictly for academic purposes.
3. You shall maintain utmost confidentiality on any information that you may acquire during the internship period and sign the attached 'Agreement Regarding Confidential Information and Proprietary Developments' on or before the start of Internship.
4. During your Internship period, you shall not, copy, duplicate, decompile or translate any intellectual property of Micro Focus without appropriate authorization. You shall not take out any intellectual property belonging to Micro Focus, outside the workplace or Micro Focus's premises, without appropriate authorization from the supervisor.

We look forward to having you join us and wish you a fruitful Internship with us. Kindly confirm your acceptance of the terms herein by signing below.

Acceptance by Intern. By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

We look forward to having you join us and wish you a fruitful Internship with us. Kindly confirm your acceptance of the terms herein by signing below.



Acceptance by Intern. By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

**US Export Controls on Technology Transfer
Micro Focus Employee Letter of Assurance**

I acknowledge that during my work for Micro Focus International PLC (MF) I may, directly or indirectly, receive or access software and/or technical data which MF has classified according to the US Commerce Control List (CCL) as eligible for export under license exemption "Technology and Software Under Restriction" (TSR) to all destinations except those listed below.

I agree not to export or re-export this software and/or technical data or any direct product based on this software or technical data without proper US government authorization to destinations not eligible for exports under license exemption TSR.

According to current US export regulations the following countries are not eligible for exports under license exemption TSR. (15 CFR - Part 740.6 – License Exceptions TSR)

This list is subject to change without notice.

Armenia
Azerbaijan
Belarus
Cambodia
China (PRC)
Georgia
Iraq
Kazakhstan
Korea, North
Kyrgyzstan
Laos
Libya
Macau
Moldova
Mongolia
Russia
Tajikistan
Turkmenistan
Ukraine
Uzbekistan
Venezuela
Vietnam
Yemen
Cuba



Iran
Korea, North
Sudan
Syria

Agreement Regarding Confidential Information and Proprietary Developments

THIS CONFIDENTIALITY AGREEMENT (the "Agreement") is entered on this 16-Dec-2023 by and between **Micro Focus Software Solutions India Private Limited** (the "Company"), and Mr./Ms. ALISHA VERMA ("Intern"). In consideration of the commencement of the internship and the stipend paid to the Intern, the Intern hereby acknowledges and agrees with the Company as follows:

1. General. During my internship with the Company, I may have access to and become familiar with various trade secrets, confidential and proprietary information, training, and/or customer contacts belonging to the Company, its affiliates and customers to assist me in performance of my duties. You shall acknowledge that such confidential information and trade secrets are owned and shall continue to be owned solely by the Company, its affiliates and customers, as the case may be. You shall agree not to use, communicate, reveal or otherwise make available such information for any purpose whatsoever or to divulge such information to any person, partnership, corporation or entity other than those expressly designated by the Company, unless such intern is compelled to disclose it by judicial process.

2. Confidential Information. This Agreement concerns trade secrets, confidential business and technical information, and know-how not generally known to the public ("Confidential Information") which is acquired or produced by me in connection with my internship with the Company. The term "Confidential and Proprietary Information" means the following:

A. Company Internal Information which includes but is not limited to:

- i. customer information, such as any compilation of past, existing or prospective customers, customers' proposals or agreements between customers and status of customers' accounts or credit, or related information about actual or prospective customers, customer lists, knowledge of customer needs and preferences;
- ii. tax records, financial information, such as the Company's earnings, assets, debts, prices, pricing structure, estimates, volumes of customers,
- iii. employee/personnel database, any information or data pertaining to or in relation with the past and current employees of the Company;
- iv. transaction details such as names or address, terms of services, procurement requirements, contracts of particular transactions, or related information about potential customers; marketing information, such as details about ongoing or proposed marketing programs or agreements by or on behalf of the Company, projections, sales forecasts or results of marketing efforts or information about impending transactions;
- v. vendor and service provider information, prices and terms at which procurements are made by the Company.

B. Technical Information which includes but is not limited to:

- i. all technical data, information concerning databases, research, product plans, products, services, trade secrets or know-how,



- ii. information relating to developments, inventions, processes, formulas, technology, designs, drawings, engineering, hardware configuration information, tooling, prototypes, sketches, models, drawings, samples;
- iii. information relating to trade secrets, confidential knowledge, data;
- iv. other proprietary information relating to products, processes, know-how, designs, formulas, developmental or experimental work, computer programs, data bases and any other original works of authorship.

C. Business Information which includes but is not limited to:

- i. business plans, mechanisms, business related functions, activities, business systems, processes and services;
- ii. trade secrets, business strategies, marketing strategies, methods of operation and market information;
- iii. other valuable information, confidential information and trade related information relating to the business and activities of the Company and useful or necessary for the success of the Company's business and activities;
- iv. I further certify that I have fully and completely complied with the terms of the Internship Agreement signed by me

3. Non-disclosure: Abiding by the Company Confidential Information Policy, I specifically agree that with regard to the following:

- a) to use such information only in the performance of Company duties;
- b) to hold such information in confidence and trust; and
- c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my internship with Company.

I further agree that any organizational information or staffing information learned by me in connection to my internship with the Company is the Confidential Information of Company, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent to my internship with the Company. I further agree that I will not use or permit use of such as a means to recruit or solicit Company employees away from Company (either for myself or for others).

4. Proprietary Developments. This Agreement also concerns inventions and discoveries (whether patentable or not), designs, works of authorship, mask works, improvements, data, processes, computer programs and software ("Proprietary Developments") that are conceived or made by me alone or with others while I am interning with the Company and relate to the research and development or the business of Company, or result from work performed by me for Company, or that developed, in whole or in part, using Company's equipment, supplies, facilities or trade secrets information.

Such Proprietary Developments are the sole property of Company, and I hereby assign and transfer all rights in such Proprietary Developments to Company. I also agree that any works of authorship created by me shall be deemed to be "works made for hire." I further agree for all Proprietary Developments:

- a) to disclose them promptly to Company;
- b) to sign any assignment document to formally perfect and confirm my assignment of title to Company;
- c) to assign any right of recovery for past damages to Company; and



d) to execute any other documents deemed necessary by Company to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in Company's name and at Company's expense.

I understand that Company may delegate these rights. I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by Company.

This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the Company was used and which was developed entirely on my own time, unless (a) the invention relates (i) 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 any work performed by the intern for the Company.

5. Respect for Rights of Former Employers. I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers or any other parties prior to my internship with the Company. I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with my Company work or work product, and I will not bring onto the premises of Company any such information in whatever tangible or readable form.

6. Work Product. The product of all work performed by me during and within the scope of my Company internship including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Company. I understand that the Company has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

7. Company Property. I undertake not to remove any Company property from Company premises without Company's permission. Upon the end of my internship with the Company, I will return all Company property to the Company unless the Company gives written permission to retain the same.

8. Protective Covenants. I agree that during my internship and for a period of twelve (12) months following the termination of my internship with the Company, I will abide by the following Protective Covenants:

- a) No Solicitation. I will not either in person or in conjunction with others knowingly solicit or induce or attempt to solicit or participate in soliciting or communicating with :
- i) any customer of Company in pursuit of a Competing Line of Business ;
 - ii) Company Employee for the purpose of persuading or helping the Company Employee to end or reduce his or her employment relationship with Company or work with me or any other person or entity; and
 - iii) Company Supplier for the purpose of persuading or helping the Company Supplier to end or modify to Company's detriment an existing business relationship with Company.

The above terms are defined as hereunder:



“Competitor” means an individual, corporation, other business entity or separately operated business unit of an entity that engages in a Competing Line of Business. “Competing Line of Business” includes a business that involves a product or service offered or to be offered by anyone other than Company that would replace or compete with any product or service offered or to be offered by Company or its related corporations (unless Company and its related corporations are no longer engaged in or planning to engage in that line of business). “Conflicting Business Activities” means job duties or other business-related activities in India or in any other country where the Company business units in which I work do business, or management or supervision of such job duties or business-related activities, if such job duties or business-related activities are the same as or similar to the job duties or business-related activities in which I participate or as to which I receive Confidential Information in the last two years of my internship with the Company.

“Company Employee” means an individual employed by or retained as a consultant to Company or its related corporations. “Company Supplier” means an individual, corporation, other business entity or separately operated business unit of an entity that regularly provides goods or services to Company or its related corporations, including without limitation any OEM, ODM or subcontractor.

9. Enforcement. For these reasons, I agree that I will not pursue any legal action to set aside or avoid application of the Protective Covenants. This Agreement will survive the end of my internship with Company and shall, likewise, continue to apply and be valid notwithstanding any change in my duties, responsibilities, position, or title.

10. Relief and Extension. I understand that on violation of this Agreement including the Protective Covenants, Company will be entitled to (i) injunctive relief by temporary restraining order, temporary injunction, and/or permanent injunction; (ii) recovery of attorneys' fees and costs incurred by Company in obtaining such relief where allowed by law; and (iii) any other legal and equitable relief to which Company may be entitled. Injunctive relief will not exclude other remedies which may apply. I agree that on violation of any provisions stated in the Protective Covenants, the time period will be extended by one day for each day of violation which may extend to a maximum time period originally prescribed for the same.

11. Severability, Authority for Revision, Assignment and Governing Law. The provisions of this Agreement will be separately construed. If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein. If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the intent of the parties and to provide Company's goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection. In the event the restrictions provided in this Agreement are deemed unenforceable and cannot be reformed to make them enforceable, then any prior agreements that I may have entered with Company relating to Confidential Information or Proprietary Developments shall not be deemed to have been superseded or otherwise affected by this Agreement, but instead shall remain in effect. The title and paragraph headings in this Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability. This Agreement will inure to the benefit of the parties' heirs, successors and assigns. This Agreement, including but not limited to the Protective Covenants, may be

assigned by Company to a subsequent employer, successor or assign without the need for further authorization or agreement from me. This Agreement will be governed by the laws of the country and/or state identified as my work location in which I work at the time of its enforcement.

12. Acceptance by Company. A counterpart of this Agreement has been executed by a duly authorized representative to indicate Company's acceptance of the terms hereof and Company's covenant to perform its obligations hereunder (including, without limitation, Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties). Such acceptance on behalf of Company is conditioned upon my reciprocal agreement to such terms. I acknowledge the sufficiency of Company's acceptance of the terms hereof to establish the mutual rights and responsibilities defined herein.

13. Acceptance by Intern. By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

FOR Company



Uttam Kumar Sanghi
APJ Talent Acquisition Leader

Signature: 

Email: MohanKumarL99@gmail.com



24-Dec-2023

Dear GANAVI P,

We are pleased to inform you that you have been selected for internship with Micro Focus Software Solutions India Private Limited (the "Company" or "Micro Focus"), Bangalore from 05-Apr-2024 to 04-Oct-2024 for a period of Six months ("Internship") under the guidance and supervision of Ravi Kumar or any other as may be decided from time to time by the Company and as per the terms and conditions of this agreement ("Agreement"). Your location would be Bangalore, India.

The terms and conditions of this Agreement are as under:

A. Compensation:

During the tenure of your Internship, you will be paid a stipend of Rs. 20,000 per month subject to tax deductible at source under the applicable law. The payment of stipend shall depend on your continued presence during working hours at the location stipulated herein above.

B. Working Hours

You will be required to carry out your Internship duties at our office location for 40 hours a week including lunch break of one hour from Monday to Friday. However, you understand and agree that you will be required to put in additional hours depending upon exigencies of business as may be specified by the Company from time to time.

C. Leave:

1. You are eligible for 1 day leave per month during the period of Internship. Leave cannot be accumulated, encashed or carried forward during the internship period.
2. During your Internship period, leave of absence must be approved by manager in advance.
3. You must report any leave due to sickness or injury to the manager as soon as practically possible and submit medical certificate where the leave exceeds 3 continuous days.

D. Notice Period:

1. At any time during this period, either party may terminate this Agreement, with or without cause, by giving to the other a notice of one week in advance.
2. Without prejudice to and notwithstanding the above, your Internship with the Company hereunder may be terminated immediately by the Company without any requirement of prior notice and without incurring any obligation or liability towards termination, if at any time in the sole and absolute discretion of the Company.



E. General Terms and Conditions:

1. It is clearly understood that you are not, in any manner providing any service, to Micro Focus and that the payment of stipend shall not, in any manner, be construed or deemed to be consideration towards the services of employment rendered by you.
2. During the period of Internship, you will not be entitled to any of the privileges, statutory benefits, reimbursements or allowances enjoyed by the regular employees of Micro Focus.
3. You will be responsible for the safekeeping of all the Company's properties and return in good condition, all the Company's properties may be in your use, custody or charge when demanded or on termination of this Agreement.
4. During your Internship with the Company, you shall be bound by the Company's policies applicable from time to time and any violation may invite disciplinary action including immediate termination of this Agreement.
5. During your Internship period, you shall be obligated to compensate Micro Focus appropriately, in the event you cause any loss or damage to any property that is owned or leased by Micro Focus.
6. You understand that the Company shall not be responsible for any loss, theft or damage caused to your belongings or injuries/ impairment in health caused to you in any manner whatsoever during your Internship period.
7. This Agreement shall be governed and construed in accordance with laws in India.

F. Confidentiality:

1. During your Internship with the Company, you may come across certain confidential or proprietary information related to the business of the Company. You undertake not to disclose such information to any third party in any circumstances whatsoever.
2. You shall not publish your research / project report and about the Company in any form either in the social or mass media. Any generic report prepared by you with prior approval from your manager shall used strictly for academic purposes.
3. You shall maintain utmost confidentiality on any information that you may acquire during the internship period and sign the attached 'Agreement Regarding Confidential Information and Proprietary Developments' on or before the start of Internship.
4. During your Internship period, you shall not, copy, duplicate, decompile or translate any intellectual property of Micro Focus without appropriate authorization. You shall not take out any intellectual property belonging to Micro Focus, outside the workplace or Micro Focus's premises, without appropriate authorization from the supervisor.

We look forward to having you join us and wish you a fruitful Internship with us. Kindly confirm your acceptance of the terms herein by signing below.

Acceptance by Intern. By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

We look forward to having you join us and wish you a fruitful Internship with us. Kindly confirm your acceptance of the terms herein by signing below.



Acceptance by Intern. By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

**US Export Controls on Technology Transfer
Micro Focus Employee Letter of Assurance**

I acknowledge that during my work for Micro Focus International PLC (MF) I may, directly or indirectly, receive or access software and/or technical data which MF has classified according to the US Commerce Control List (CCL) as eligible for export under license exemption "Technology and Software Under Restriction" (TSR) to all destinations except those listed below.

I agree not to export or re-export this software and/or technical data or any direct product based on this software or technical data without proper US government authorization to destinations not eligible for exports under license exemption TSR.

According to current US export regulations the following countries are not eligible for exports under license exemption TSR. (15 CFR - Part 740.6 – License Exceptions TSR)

This list is subject to change without notice.

Armenia
Azerbaijan
Belarus
Cambodia
China (PRC)
Georgia
Iraq
Kazakhstan
Korea, North
Kyrgyzstan
Laos
Libya
Macau
Moldova
Mongolia
Russia
Tajikistan
Turkmenistan
Ukraine
Uzbekistan
Venezuela
Vietnam
Yemen
Cuba



Iran
Korea, North
Sudan
Syria

Agreement Regarding Confidential Information and Proprietary Developments

THIS CONFIDENTIALITY AGREEMENT (the "Agreement") is entered on this 16-Dec-2023 by and between **Micro Focus Software Solutions India Private Limited** (the "Company"), and Mr./Ms. GANAVI P ("Intern"). In consideration of the commencement of the internship and the stipend paid to the Intern, the Intern hereby acknowledges and agrees with the Company as follows:

1. General. During my internship with the Company, I may have access to and become familiar with various trade secrets, confidential and proprietary information, training, and/or customer contacts belonging to the Company, its affiliates and customers to assist me in performance of my duties. You shall acknowledge that such confidential information and trade secrets are owned and shall continue to be owned solely by the Company, its affiliates and customers, as the case may be. You shall agree not to use, communicate, reveal or otherwise make available such information for any purpose whatsoever or to divulge such information to any person, partnership, corporation or entity other than those expressly designated by the Company, unless such intern is compelled to disclose it by judicial process.

2. Confidential Information. This Agreement concerns trade secrets, confidential business and technical information, and know-how not generally known to the public ("Confidential Information") which is acquired or produced by me in connection with my internship with the Company. The term "Confidential and Proprietary Information" means the following:

A. Company Internal Information which includes but is not limited to:

- i. customer information, such as any compilation of past, existing or prospective customers, customers' proposals or agreements between customers and status of customers' accounts or credit, or related information about actual or prospective customers, customer lists, knowledge of customer needs and preferences;
- ii. tax records, financial information, such as the Company's earnings, assets, debts, prices, pricing structure, estimates, volumes of customers,
- iii. employee/personnel database, any information or data pertaining to or in relation with the past and current employees of the Company;
- iv. transaction details such as names or address, terms of services, procurement requirements, contracts of particular transactions, or related information about potential customers; marketing information, such as details about ongoing or proposed marketing programs or agreements by or on behalf of the Company, projections, sales forecasts or results of marketing efforts or information about impending transactions;
- v. vendor and service provider information, prices and terms at which procurements are made by the Company.

B. Technical Information which includes but is not limited to:

- i. all technical data, information concerning databases, research, product plans, products, services, trade secrets or know-how,



- ii. information relating to developments, inventions, processes, formulas, technology, designs, drawings, engineering, hardware configuration information, tooling, prototypes, sketches, models, drawings, samples;
- iii. information relating to trade secrets, confidential knowledge, data;
- iv. other proprietary information relating to products, processes, know-how, designs, formulas, developmental or experimental work, computer programs, data bases and any other original works of authorship.

C. Business Information which includes but is not limited to:

- i. business plans, mechanisms, business related functions, activities, business systems, processes and services;
- ii. trade secrets, business strategies, marketing strategies, methods of operation and market information;
- iii. other valuable information, confidential information and trade related information relating to the business and activities of the Company and useful or necessary for the success of the Company's business and activities;
- iv. I further certify that I have fully and completely complied with the terms of the Internship Agreement signed by me

3. Non-disclosure: Abiding by the Company Confidential Information Policy, I specifically agree that with regard to the following:

- a) to use such information only in the performance of Company duties;
- b) to hold such information in confidence and trust; and
- c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my internship with Company.

I further agree that any organizational information or staffing information learned by me in connection to my internship with the Company is the Confidential Information of Company, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent to my internship with the Company. I further agree that I will not use or permit use of such as a means to recruit or solicit Company employees away from Company (either for myself or for others).

4. Proprietary Developments. This Agreement also concerns inventions and discoveries (whether patentable or not), designs, works of authorship, mask works, improvements, data, processes, computer programs and software ("Proprietary Developments") that are conceived or made by me alone or with others while I am interning with the Company and relate to the research and development or the business of Company, or result from work performed by me for Company, or that developed, in whole or in part, using Company's equipment, supplies, facilities or trade secrets information.

Such Proprietary Developments are the sole property of Company, and I hereby assign and transfer all rights in such Proprietary Developments to Company. I also agree that any works of authorship created by me shall be deemed to be "works made for hire." I further agree for all Proprietary Developments:

- a) to disclose them promptly to Company;
- b) to sign any assignment document to formally perfect and confirm my assignment of title to Company;
- c) to assign any right of recovery for past damages to Company; and



d) to execute any other documents deemed necessary by Company to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in Company's name and at Company's expense.

I understand that Company may delegate these rights. I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by Company.

This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the Company was used and which was developed entirely on my own time, unless (a) the invention relates (i) 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 any work performed by the intern for the Company.

5. Respect for Rights of Former Employers. I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers or any other parties prior to my internship with the Company. I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with my Company work or work product, and I will not bring onto the premises of Company any such information in whatever tangible or readable form.

6. Work Product. The product of all work performed by me during and within the scope of my Company internship including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Company. I understand that the Company has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

7. Company Property. I undertake not to remove any Company property from Company premises without Company's permission. Upon the end of my internship with the Company, I will return all Company property to the Company unless the Company gives written permission to retain the same.

8. Protective Covenants. I agree that during my internship and for a period of twelve (12) months following the termination of my internship with the Company, I will abide by the following Protective Covenants:

a) No Solicitation. I will not either in person or in conjunction with others knowingly solicit or induce or attempt to solicit or participate in soliciting or communicating with :

i) any customer of Company in pursuit of a Competing Line of Business ;

ii) Company Employee for the purpose of persuading or helping the Company Employee to end or reduce his or her employment relationship with Company or work with me or any other person or entity; and

iii) Company Supplier for the purpose of persuading or helping the Company Supplier to end or modify to Company's detriment an existing business relationship with Company.

The above terms are defined as hereunder:



“Competitor” means an individual, corporation, other business entity or separately operated business unit of an entity that engages in a Competing Line of Business. “Competing Line of Business” includes a business that involves a product or service offered or to be offered by anyone other than Company that would replace or compete with any product or service offered or to be offered by Company or its related corporations (unless Company and its related corporations are no longer engaged in or planning to engage in that line of business). “Conflicting Business Activities” means job duties or other business-related activities in India or in any other country where the Company business units in which I work do business, or management or supervision of such job duties or business-related activities, if such job duties or business-related activities are the same as or similar to the job duties or business-related activities in which I participate or as to which I receive Confidential Information in the last two years of my internship with the Company.

“Company Employee” means an individual employed by or retained as a consultant to Company or its related corporations. “Company Supplier” means an individual, corporation, other business entity or separately operated business unit of an entity that regularly provides goods or services to Company or its related corporations, including without limitation any OEM, ODM or subcontractor.

9. Enforcement. For these reasons, I agree that I will not pursue any legal action to set aside or avoid application of the Protective Covenants. This Agreement will survive the end of my internship with Company and shall, likewise, continue to apply and be valid notwithstanding any change in my duties, responsibilities, position, or title.

10. Relief and Extension. I understand that on violation of this Agreement including the Protective Covenants, Company will be entitled to (i) injunctive relief by temporary restraining order, temporary injunction, and/or permanent injunction; (ii) recovery of attorneys' fees and costs incurred by Company in obtaining such relief where allowed by law; and (iii) any other legal and equitable relief to which Company may be entitled. Injunctive relief will not exclude other remedies which may apply. I agree that on violation of any provisions stated in the Protective Covenants, the time period will be extended by one day for each day of violation which may extend to a maximum time period originally prescribed for the same.

11. Severability, Authority for Revision, Assignment and Governing Law. The provisions of this Agreement will be separately construed. If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein. If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the intent of the parties and to provide Company's goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection. In the event the restrictions provided in this Agreement are deemed unenforceable and cannot be reformed to make them enforceable, then any prior agreements that I may have entered with Company relating to Confidential Information or Proprietary Developments shall not be deemed to have been superseded or otherwise affected by this Agreement, but instead shall remain in effect. The title and paragraph headings in this Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability. This Agreement will inure to the benefit of the parties' heirs, successors and assigns. This Agreement, including but not limited to the Protective Covenants, may be

assigned by Company to a subsequent employer, successor or assign without the need for further authorization or agreement from me. This Agreement will be governed by the laws of the country and/or state identified as my work location in which I work at the time of its enforcement.

12. Acceptance by Company. A counterpart of this Agreement has been executed by a duly authorized representative to indicate Company's acceptance of the terms hereof and Company's covenant to perform its obligations hereunder (including, without limitation, Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties). Such acceptance on behalf of Company is conditioned upon my reciprocal agreement to such terms. I acknowledge the sufficiency of Company's acceptance of the terms hereof to establish the mutual rights and responsibilities defined herein.

13. Acceptance by Intern. By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

FOR Company



Uttam Kumar Sanghi
APJ Talent Acquisition Leader

Signature: 

Email: MohanKumarL99@gmail.com



Mindtree

A Larsen & Toubro Group Company

2.4. Orchard Learning Program spans for about 90 calendar days. However, the duration could be shortened or extended based on the business requirements and an individual's readiness for working on projects as determined by Mindtree.

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

2.6. You shall also execute a Service Agreement along with a surety undertaking to serve the Company for a minimum period of 24 months. Please go through the terms and conditions enclosed in Annexure A and also the terms and conditions stated in the specimen of the Service Agreement.

2.7. You shall bring with you the following documents at the time of reporting for Training at Mindtree, Kalinga, Bhubaneswar, for completing the joining formalities.

- Signed Service Agreement in originals
- 10th, 12th and graduation (all semesters) mark sheets originals and 2 sets of photocopies
- Degree completion/provisional certificate originals and 2 sets of photocopies
- Pan card originals and 2 photocopies
- Aadhaar card originals and 2 photocopies
- Voter ID / Driving license originals and 2 photocopies
- 4 passport size photographs

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

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

We wish you a long and successful career with Mindtree.

I personally look forward to working with you soon.

Thank you,

For Mindtree Limited

Pankaj Khanna

Vice President - Revenue Assurance

Enclosed: Annexure to your Offer of Employment

Acceptance of the offer

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

Your Signature	
Your Name in Capital letters	MOHAMMED SUHAIL R

Annexure 1

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

Name : MOHAMMED SUHAIL R

Competency : C1

Designation : ENGINEER

Stipend : INR 22,000 per month.

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

- **INR 6000** per month covering for accommodation on twin share basis on a subsidized cost (excluding food expenses)
- Food expenses will have to be borne by you.
- Premium for Insurance which is **INR 500 per month.**
- Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.

You will be covered for Insurance benefits as prevailing at the time of joining. The following are the coverage for 2019 - 2020 for your reference. You will get more details on joining.

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 400,000 per annum per family. Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.

Annexure 2

Compensation stack effective from the date of confirmation

Name : MOHAMMED SUHAIL R

Competency : C1

Designation : ENGINEER

Detailed break up of your CTC components is given below (all figures are in INR and per annum)

Basic	180,000
HRA	90,000
Provident Fund	21,600
Gratuity	8,640
Insurance Benefits*	6,000
Allowance in Lieu of Reimbursement	1,764
Annual Gross	308,004
Bonus**	42,000
Annual Cost to Company	350,004

*The Insurance coverage provided to you at the time of joining will continue on your confirmation, as per the prevailing insurance policies at the time of your confirmation. The premium for standard coverage is part of your CTC.

Additionally, you will be provided with the following options for enhancing your coverage under GMC.

- You will be given an option to increase the coverage from INR 400,000. Top up options with additional/higher insurance coverage are available as per policy. If you opt for this, the additional premium for the increased coverage will be deducted from your salary on a pro-rated basis.
- You will be given an option to cover your Parents or Parents-in-law. If you opt for this, the additional premium for the parental coverage will be deducted from your salary.

More details on these options will be provided to you at the time of your confirmation.

**The bonus component per annum is 12% of CTC. The payout will be governed by the Bonus plan applicable for the respective year. More details of the plan will be available on joining. The actual amount payable is inclusive of bonus, if any, as per the Bonus Act, 1965 and amendments thereto.

The structure of CTC shown above is indicative and by the time of your confirmation, there could be changes in the structure arising out of changes in the Income tax rules or Insurance or organization wide compensation philosophy changes. However, the CTC amount will be protected i.e., will remain the same.



Annexure - 3

Terms and conditions of the Offer of Training and Employment

1. All employees of Mindtree are referred to as Mindtree Minds. Mindtree Minds who join us from campuses are referred to as Campus Minds of the particular batch of **joining for convenience and identification**.
2. The term, 'the Company' refers to Mindtree Limited.
3. This letter contains broad terms and conditions of service governing this appointment which are subject to change from time to time **and shall have to be read along with the rules, regulations and policies of the Company**.
4. You are also bound by the terms relating to Non - Disclosure, Intellectual Property Assignment, Non-Solicitation, Confidentiality, Non-Compete agreement annexed hereto at Annexure 1 and 2, Service Agreement (Annexure 3) and Mindtree Kalinga Code of Conduct (Annexure 4). **You are requested to go through the documents carefully and understand the terms thereof before sending your acceptance.**
5. You are requested to contact the People Function for any clarifications on policies/rules/regulations, which are applicable to you. **Salary details are personal to you and you are expected to keep them confidential.** We expect you to keep the salary details confidential at all times.

6. Orchard Learning Program

6.1 On joining, you will be part of our Orchard Learning Program. The Orchard Learning Program will consist of new age methods that enable you with real world problem solving capabilities.

6.2 Orchard Learning Program spans for about 90 calendar days. However, the duration could be shortened or extended based on the business requirements and an individual's readiness for working on projects as determined by Mindtree.

6.3 The Orchard Learning Program is intensive and fast paced, requiring your focus and hard work, to learn effectively and demonstrate capabilities expected by Mindtree. You are required to ensure your 100% availability and undivided attention during the tenure of the program.

6.4 You will be continuously assessed and given feedback by experts throughout the learning program. You will be provided opportunities to demonstrate the acquired capabilities on skills such as Communication, design, programming, problem solving, presentation and professionalism on engineering, business and social projects. You must clear a set of mandatory capabilities, as the qualifying criteria, for successful completion of Orchard Learning Program. The details of qualifying criteria will be communicated to you through a Learning Advisory Document.

8. Compensation and benefits

8.1 During the Orchard learning program, you will be paid a stipend of INR 22,000 per month. Please refer Annexure 1 for details. On successful completion of the Orchard learning program, your employment with Mindtree stands confirmed. On confirmation, your total compensation would be INR 350,004.00 per annum. Please refer to Annexure 2 for details. All payouts are aligned to salary payout, which is the last working day of the month, unless otherwise mentioned. Any payment will be after deduction of applicable taxes prevailing at the time of payout.

8.2 You will be covered under insurance from the date of joining, as detailed in Annexure 1.

8.3 You will be eligible for relocation benefits for the relocation from Mindtree Kalinga to your work location, as per the existing relocation policies for Campus Minds.

8.4 The performance management and career progression will be as per the existing policies.

8.5 You will not be eligible for any loans or advances during the Orchard Learning Program. You will be required to be on the rolls of the Company and not serving the notice period, for you to be eligible for sanction of loans and salary advance, payment of year-end payout component of bonus, compensation revisions, promotions etc. You will have to refund any amounts received by you when you are not entitled for the same.

8.6 Duration of unpaid vacations will not be considered while the Company is computing the tenure for benefits like gratuity, compensation revisions, promotions etc. which have a tenure eligibility component, amongst other criteria.

9. Vacation and leave

9.1 No leaves are allowed during the Orchard Learning Program except the statutory holidays and other Mindtree official holidays applicable to the Orchard Learning Program candidates in general.

9.2 Any absence during the Orchard Learning Program due to any grave personal emergency will be dealt on a case to case basis and will be considered as loss of pay and deducted from your stipend on pro-rata basis. Recovery of the amount towards loss of pay during the Orchard Learning Program may happen either during the Orchard Learning Program itself or the first month of confirmation or final settlement on cessation of employment, as the case may be.

9.3 On confirmation, you will be eligible for leaves as per the general leave policy as in force in the Company from time to time.

{ { Sig_es_ :signer:signature } }

10.3 Common guidelines to be complied with, on termination for any reason, and at any time of your employment

- a) On termination of your employment for any reason, you shall comply with the Service Agreement, and with Mindtree's separation procedures, sign all required documents and return all Mindtree assets with you. Mindtree will not be bound to pay the final dues, if any, till you have completed all the separation procedures and returned all the payments that Mindtree may have due from you under any loans, liens, or borrowings you may have made.
- b) If there is any failure to comply with the separation procedures within a reasonable time frame, then it may be handled as termination on disciplinary grounds based on assessment of the circumstances.
- c) Mindtree, at its sole discretion, may extend the time frame of notice period for compliance.

11 Nature of employment

11.1 The offer of appointment has been made on the basis that the declaration made by you during the selection process and subsequently at the time of joining are complete and correct and if it is found that you have concealed any information which have material bearing on your employment or you have made any wrong declaration, your employment may be termination without any notice, salary or payment in lieu of notice. **The Company reserves right to have your back ground check either directly or through an outside agency and by accepting the terms of appointment, your consent for the same is deemed to have been given.**

11.2 The employment at Mindtree is exclusive and you shall devote your full time for discharging the roles and responsibilities entrusted to you. You shall not take up any employment part-time or full time for consideration or on honorary basis without the prior written consent of Mindtree either during Orchard Learning Program or after your confirmation.

12 Other Agreements :

You may be required to sign necessary agreements with Mindtree and its clients as required and complete various formalities as per those 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.

{ { Sig_es_ :signer:signature } }

On the date of joining at Mindtree Kalinga Bhubaneswar, you shall execute a Service Agreement. The Acceptance of terms and conditions of the offer of Appointment shall be deemed as your consent to execute the Service Agreement. You should read the Service Agreement and understand your obligations thereof before confirming the acceptance of this Offer. Please note that in the event that the terms and conditions of the Service Agreement are not acceptable to you, you should not accept this offer. The signing of the offer letter would be deemed a voluntary and fully evaluated decision to commit the Service Period mentioned in the Service Agreement.

13 Transfer

13.1 You could be transferred to any of other offices/branches/subsidiaries/affiliates, either domestic or abroad, should the need arise. You will abide by the Company's rules, regulations and policies, as may be in effect from time to time with respect to your function, grade or location where you work in.

13.2 On confirmation of your employment through the successful completion of the Orchard Learning Program, relocation from Mindtree Kalinga to the work location will be as per the existing relocation policy for Campus Minds.

14 Retirement and retirement benefits

14.1 Subject to your confirmation after the completion of training at Kalinga, your service in the Company is valid till the date of retirement (last day of the month of your sixtieth birthday). For this purpose the date of birth as declared in the application form for selection, will be treated as final.

14.2 Retirement benefits, i.e. Provident Fund and Gratuity, are effective from the date of confirmation.

14.3 Compliance will be as per the prevailing statutory requirements at any point of your employment with Mindtree.

15 Intellectual property

If you conceive any new or advanced methods of improving process/formulae/systems in relation to the operation of the Company or an intellectual property in course of your training or work, such developments will be fully communicated to the Company and the Company will have the full ownership sole right/property of the same. You hereby assign all intellectual property rights and moral rights to Mindtree.

{{Sig_es_:signer:signature}}



Mindtree

A Larsen & Toubro Group Company

2.4. Orchard Learning Program spans for about 90 calendar days. However, the duration could be shortened or extended based on the business requirements and an individual's readiness for working on projects as determined by Mindtree.

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

2.6. You shall also execute a Service Agreement along with a surety undertaking to serve the Company for a minimum period of 24 months. Please go through the terms and conditions enclosed in Annexure A and also the terms and conditions stated in the specimen of the Service Agreement.

2.7. You shall bring with you the following documents at the time of reporting for Training at Mindtree, Kalinga, Bhubaneshwar, for completing the joining formalities.

- Signed Service Agreement in originals
- 10th, 12th and graduation (all semesters) mark sheets originals and 2 sets of photocopies
- Degree completion/provisional certificate originals and 2 sets of photocopies
- Pan card originals and 2 photocopies
- Aadhaar card originals and 2 photocopies
- Voter ID / Driving license originals and 2 photocopies
- 4 passport size photographs

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

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

We wish you a long and successful career with Mindtree.

I personally look forward to working with you soon.

Thank you,

For Mindtree Limited

Pankaj Khanna

Vice President - Revenue Assurance

Enclosed: Annexure to your Offer of Employment

Acceptance of the offer

I, **NANDISH REDDY K**, agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	
Your Name in Capital letters	NANDISH REDDY K

Annexure 1

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

Name : NANDISH REDDY K

Competency : C1

Designation : ENGINEER

Stipend : INR 22,000 per month.

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

- **INR 6000** per month covering for accommodation on twin share basis on a subsidized cost (excluding food expenses)
- Food expenses will have to be borne by you.
- Premium for Insurance which is **INR 500 per month.**
- Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.

You will be covered for Insurance benefits as prevailing at the time of joining. The following are the coverage for 2019 - 2020 for your reference. You will get more details on joining.

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 400,000 per annum per family. Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.

Annexure 2

Compensation stack effective from the date of confirmation

Name : **NANDISH REDDY K**

Competency : **C1**

Designation : **ENGINEER**

Detailed break up of your CTC components is given below (all figures are in INR and per annum)

Basic	180,000
HRA	90,000
Provident Fund	21,600
Gratuity	8,640
Insurance Benefits*	6,000
Allowance in Lieu of Reimbursement	1,764
Annual Gross	308,004
Bonus**	42,000
Annual Cost to Company	350,004

*The Insurance coverage provided to you at the time of joining will continue on your confirmation, as per the prevailing insurance policies at the time of your confirmation. The premium for standard coverage is part of your CTC.

Additionally, you will be provided with the following options for enhancing your coverage under GMC.

- You will be given an option to increase the coverage from INR 400,000. Top up options with additional/higher insurance coverage are available as per policy. If you opt for this, the additional premium for the increased coverage will be deducted from your salary on a pro-rated basis.
- You will be given an option to cover your Parents or Parents-in-law. If you opt for this, the additional premium for the parental coverage will be deducted from your salary.

More details on these options will be provided to you at the time of your confirmation.

**The bonus component per annum is 12% of CTC. The payout will be governed by the Bonus plan applicable for the respective year. More details of the plan will be available on joining. The actual amount payable is inclusive of bonus, if any, as per the Bonus Act, 1965 and amendments thereto.

The structure of CTC shown above is indicative and by the time of your confirmation, there could be changes in the structure arising out of changes in the Income tax rules or Insurance or organization wide compensation philosophy changes. However, the CTC amount will be protected i.e., will remain the same.



Annexure - 3

Terms and conditions of the Offer of Training and Employment

1. All employees of Mindtree are referred to as Mindtree Minds. Mindtree Minds who join us from campuses are referred to as Campus Minds of the particular batch of **joining for convenience and identification.**
2. The term, 'the Company' refers to Mindtree Limited.
3. This letter contains broad terms and conditions of service governing this appointment which are subject to change from time to time **and shall have to be read along with the rules, regulations and policies of the Company.**
4. You are also bound by the terms relating to Non - Disclosure, Intellectual Property Assignment, Non-Solicitation, Confidentiality, Non-Compete agreement annexed hereto at Annexure 1 and 2, Service Agreement (Annexure 3) and Mindtree Kalinga Code of Conduct (Annexure 4). **You are requested to go through the documents carefully and understand the terms thereof before sending your acceptance.**
5. You are requested to contact the People Function for any clarifications on policies/rules/regulations, which are applicable to you. **Salary details are personal to you and you are expected to keep them confidential.** We expect you to keep the salary details confidential at all times.

6. Orchard Learning Program

6.1 On joining, you will be part of our Orchard Learning Program. The Orchard Learning Program will consist of new age methods that enable you with real world problem solving capabilities.

6.2 Orchard Learning Program spans for about 90 calendar days. However, the duration could be shortened or extended based on the business requirements and an individual's readiness for working on projects as determined by Mindtree.

6.3 The Orchard Learning Program is intensive and fast paced, requiring your focus and hard work, to learn effectively and demonstrate capabilities expected by Mindtree. You are required to ensure your 100% availability and undivided attention during the tenure of the program.

6.4 You will be continuously assessed and given feedback by experts throughout the learning program. You will be provided opportunities to demonstrate the acquired capabilities on skills such as Communication, design, programming, problem solving, presentation and professionalism on engineering, business and social projects. You must clear a set of mandatory capabilities, as the qualifying criteria, for successful completion of Orchard Learning Program. The details of qualifying criteria will be communicated to you through a Learning Advisory Document.

8. Compensation and benefits

8.1 During the Orchard learning program, you will be paid a stipend of INR 22,000 per month. Please refer Annexure 1 for details. On successful completion of the Orchard learning program, your employment with Mindtree stands confirmed. On confirmation, your total compensation would be INR 350,004.00 per annum. Please refer to Annexure 2 for details. All payouts are aligned to salary payout, which is the last working day of the month, unless otherwise mentioned. Any payment will be after deduction of applicable taxes prevailing at the time of payout.

8.2 You will be covered under insurance from the date of joining, as detailed in Annexure 1.

8.3 You will be eligible for relocation benefits for the relocation from Mindtree Kalinga to your work location, as per the existing relocation policies for Campus Minds.

8.4 The performance management and career progression will be as per the existing policies.

8.5 You will not be eligible for any loans or advances during the Orchard Learning Program. You will be required to be on the rolls of the Company and not serving the notice period, for you to be eligible for sanction of loans and salary advance, payment of year-end payout component of bonus, compensation revisions, promotions etc. You will have to refund any amounts received by you when you are not entitled for the same.

8.6 Duration of unpaid vacations will not be considered while the Company is computing the tenure for benefits like gratuity, compensation revisions, promotions etc. which have a tenure eligibility component, amongst other criteria.

9. Vacation and leave

9.1 No leaves are allowed during the Orchard Learning Program except the statutory holidays and other Mindtree official holidays applicable to the Orchard Learning Program candidates in general.

9.2 Any absence during the Orchard Learning Program due to any grave personal emergency will be dealt on a case to case basis and will be considered as loss of pay and deducted from your stipend on pro-rata basis. Recovery of the amount towards loss of pay during the Orchard Learning Program may happen either during the Orchard Learning Program itself or the first month of confirmation or final settlement on cessation of employment, as the case may be.

9.3 On confirmation, you will be eligible for leaves as per the general leave policy as in force in the Company from time to time.

{ { Sig_es_ :signer:signature } }

10. Termination of employment

10.1 During Orchard Learning Program

a) Termination for cause

Your employment with Mindtree will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances which you agree are reasonable and acceptable:

- Failing to meet the qualification criteria during the Orchard Learning Program assessment
- Unauthorized absence during the Orchard Learning Program
- Non-compliance to Mindtree integrity policy and other disciplinary expectations.

Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the learning sessions without valid reasons, being absent for assessments without prior permission, becoming insolvent, absconding etc. This list is only indicative and not comprehensive.

If Mindtree terminates your employment, for reasons other than your performance (meeting the qualifying criteria during and at the end of the Orchard Learning Program) and disciplinary grounds, you will be terminated from employment with immediate effect and return Mindtree assets immediately.

b) Termination for convenience

If you wish to terminate your employment during the Orchard Learning Program, you will be required to notify your resignation in writing. On acceptance of your resignation, you will be intimated about your relieving date and you are expected to comply with all separation procedures as listed in the Service Agreement and return of the Mindtree assets, within two working days.

10.2. After confirmation

a) Termination for cause

Mindtree may terminate your employment, with immediate effect, without any notice or salary or compensation in lieu of notice, on disciplinary grounds, which may include any act of integrity violations. Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the office without valid reasons, becoming insolvent, absconding etc. This list is only indicative and not comprehensive. In event of termination due to such reasons, you agree that notice requirements shall not apply. In case of your unauthorized absence, without intimation or permission or prior sanction of leave, or being absent beyond the period of leave originally granted or subsequently extended, for a period of 10 working days or more, it shall be considered that you are no longer interested in continuing employment with the Company, in such a case, it shall be deemed that you have abandoned your services. In such an event, the management shall terminate your services without any notice or salary or compensation in lieu of notice.

b) Termination for convenience

1. If you wish to terminate your employment, you will be required to give an advance notice of **three (3) months**, in writing to the company. If at your request, Mindtree agrees to relieve you before serving the full notice period, you will be liable to pay to Mindtree, the salary for the balance notice period along with other amount payable by you to Mindtree, including the amount mentioned in the Service Agreement if last date of employment is within 2 years from the date of joining. Both Mindtree and you agree that this amount is fair and legally enforceable in the event of any default from your side. Mindtree, at its sole discretion, may provide waiver on the notice period. If there is any failure to comply with the separation procedures within a reasonable time frame, then it will be handled as Termination on disciplinary grounds. If Mindtree terminates your employment, for reasons other than disciplinary grounds, you will be given an advance notice of three months, in writing.
2. If Mindtree decides to relieve you before the completion of the notice period, the salary for the balance notice period would be paid to you after adjusting the amounts payable by you to Mindtree.
3. Salary for the purpose of notice period means the two components of Basic & fixed components (as applicable), in your compensation at the time of termination of your employment.

{ { Sig_es_ :signer:signature } }

10.3 Common guidelines to be complied with, on termination for any reason, and at any time of your employment

- a) On termination of your employment for any reason, you shall comply with the Service Agreement, and with Mindtree's separation procedures, sign all required documents and return all Mindtree assets with you. Mindtree will not be bound to pay the final dues, if any, till you have completed all the separation procedures and returned all the payments that Mindtree may have due from you under any loans, liens, or borrowings you may have made.
- b) If there is any failure to comply with the separation procedures within a reasonable time frame, then it may be handled as termination on disciplinary grounds based on assessment of the circumstances.
- c) Mindtree, at its sole discretion, may extend the time frame of notice period for compliance.

11 Nature of employment

11.1 The offer of appointment has been made on the basis that the declaration made by you during the selection process and subsequently at the time of joining are complete and correct and if it is found that you have concealed any information which have material bearing on your employment or you have made any wrong declaration, your employment may be termination without any notice, salary or payment in lieu of notice. **The Company reserves right to have your back ground check either directly or through an outside agency and by accepting the terms of appointment, your consent for the same is deemed to have been given.**

11.2 The employment at Mindtree is exclusive and you shall devote your full time for discharging the roles and responsibilities entrusted to you. You shall not take up any employment part-time or full time for consideration or on honorary basis without the prior written consent of Mindtree either during Orchard Learning Program or after your confirmation.

12 Other Agreements :

You may be required to sign necessary agreements with Mindtree and its clients as required and complete various formalities as per those 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.

{ { Sig_es_ :signer:signature } }

On the date of joining at Mindtree Kalinga Bhubaneswar, you shall execute a Service Agreement. The Acceptance of terms and conditions of the offer of Appointment shall be deemed as your consent to execute the Service Agreement. You should read the Service Agreement and understand your obligations thereof before confirming the acceptance of this Offer. Please note that in the event that the terms and conditions of the Service Agreement are not acceptable to you, you should not accept this offer. The signing of the offer letter would be deemed a voluntary and fully evaluated decision to commit the Service Period mentioned in the Service Agreement.

13 Transfer

13.1 You could be transferred to any of other offices/branches/subsidiaries/affiliates, either domestic or abroad, should the need arise. You will abide by the Company's rules, regulations and policies, as may be in effect from time to time with respect to your function, grade or location where you work in.

13.2 On confirmation of your employment through the successful completion of the Orchard Learning Program, relocation from Mindtree Kalinga to the work location will be as per the existing relocation policy for Campus Minds.

14 Retirement and retirement benefits

14.1 Subject to your confirmation after the completion of training at Kalinga, your service in the Company is valid till the date of retirement (last day of the month of your sixtieth birthday). For this purpose the date of birth as declared in the application form for selection, will be treated as final.

14.2 Retirement benefits, i.e. Provident Fund and Gratuity, are effective from the date of confirmation.

14.3 Compliance will be as per the prevailing statutory requirements at any point of your employment with Mindtree.

15 Intellectual property

If you conceive any new or advanced methods of improving process/formulae/systems in relation to the operation of the Company or an intellectual property in course of your training or work, such developments will be fully communicated to the Company and the Company will have the full ownership sole right/property of the same. You hereby assign all intellectual property rights and moral rights to Mindtree.

{{Sig_es_:signer:signature}}

16 Mindtree's Code of Conduct and Policies

16.1 Mindtree has a 'Code of Conduct' that is applicable during your stay at Mindtree's Global Learning Center at Mindtree Kalinga, Bhubaneswar, for the Orchard program as well as outside of Mindtree at any other Mindtree premises. The Code of Conduct also applies to your tenure with Mindtree after the completion of the training at Kalinga and your employment at Mindtree while at Mindtree location or at a Mindtree customer location.

16.2 You will be requested to sign your acceptance and adhere to these terms upon joining.

16.3 Any subsequent updates of the Policies and Code of Conduct shall automatically apply to your employment with Mindtree. You are required to keep yourself updated at all times of these Policies and Code of Conduct.

17 Tax implication

You are solely responsible for declarations and implications arising thereof for all personal income tax purposes.

18 Reimbursement of travel expense for joining Mindtree

Expenses incurred by you for joining at Mindtree Kalinga will be borne by you and will not be reimbursed by Mindtree.

19 Personal Safety and conduct

You understand that Kalinga is a residential facility and you shall accordingly upon leaving the campus for your outings or otherwise, have the responsibility of informing your family about your safety and whereabouts. While you are outside the Kalinga Campus or outside a Mindtree premise at your own volition, you shall be responsible for your conduct and personal safety. You shall indemnify Mindtree, its directors and employees from any claims, legal or financial arising out of your own actions or omissions or indulging in activities that endanger your personal safety and release Mindtree of all liabilities to you or your family arising from your acts or omissions.

End of Annexure 3

{ { Sig_es_ :signer:signature } }

Date:13-Nov-2023

Dear APOORVA N,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree in the campus of Kalinga.
2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an ENGINEER in the competency Level C1 subject to the following terms and conditions.
 - 2.1. a) You should complete the Degree which you are now pursuing without any backlog (subjects where you have not obtained the passing marks) at the time of joining
 - b) Secure 65% aggregate in the degree. Aggregate is calculated as follows:
$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$
$$\text{Aggregate \%} = \text{Aggregate} * 100$$
 - c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.
 - 2.2. You shall initially undergo training at Mindtree, Kalinga, Bhubaneswar, Odisha and undergo Orchard Learning Programme conducted by Mindtree, Kalinga which helps you to transition to the Corporate world of technology solutions. The details of the programme are provided separately.
 - 2.3. Your joining location would be Mindtree Kalinga, Bhubaneswar and joining date would be communicated in subsequent mails.

Mindtree Ltd T + 91 80 6706 4000
RVCE Post, Mysore Road F + 91 80 6706 4100



Mindtree

A Larsen & Toubro Group Company

2.4. Orchard Learning Program spans for about 90 calendar days. However, the duration could be shortened or extended based on the business requirements and an individual's readiness for working on projects as determined by Mindtree.

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

2.6. You shall also execute a Service Agreement along with a surety undertaking to serve the Company for a minimum period of 24 months. Please go through the terms and conditions enclosed in Annexure A and also the terms and conditions stated in the specimen of the Service Agreement.

2.7. You shall bring with you the following documents at the time of reporting for Training at Mindtree, Kalinga, Bhubaneswar, for completing the joining formalities.

- Signed Service Agreement in originals
- 10th, 12th and graduation (all semesters) mark sheets originals and 2 sets of photocopies
- Degree completion/provisional certificate originals and 2 sets of photocopies
- Pan card originals and 2 photocopies
- Aadhaar card originals and 2 photocopies
- Voter ID / Driving license originals and 2 photocopies
- 4 passport size photographs

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

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

We wish you a long and successful career with Mindtree.

I personally look forward to working with you soon.

Thank you,

For Mindtree Limited

Pankaj Khanna

Vice President - Revenue Assurance

Enclosed: Annexure to your Offer of Employment

Acceptance of the offer

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

Your Signature	
Your Name in Capital letters	APOORVA N

Annexure 1

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

Name : APOORVA N

Competency : C1

Designation : ENGINEER

Stipend : INR 22,000 per month.

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

- **INR 6000** per month covering for accommodation on twin share basis on a subsidized cost (excluding food expenses)
- Food expenses will have to be borne by you.
- Premium for Insurance which is **INR 500 per month.**
- Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.

You will be covered for Insurance benefits as prevailing at the time of joining. The following are the coverage for 2019 - 2020 for your reference. You will get more details on joining.

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 400,000 per annum per family. Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.

Annexure 2

Compensation stack effective from the date of confirmation

Name : APOORVA N

Competency : C1

Designation : ENGINEER

Detailed break up of your CTC components is given below (all figures are in INR and per annum)

Basic	180,000
HRA	90,000
Provident Fund	21,600
Gratuity	8,640
Insurance Benefits*	6,000
Allowance in Lieu of Reimbursement	1,764
Annual Gross	308,004
Bonus**	42,000
Annual Cost to Company	350,004

*The Insurance coverage provided to you at the time of joining will continue on your confirmation, as per the prevailing insurance policies at the time of your confirmation. The premium for standard coverage is part of your CTC.

Additionally, you will be provided with the following options for enhancing your coverage under GMC.

- You will be given an option to increase the coverage from INR 400,000. Top up options with additional/higher insurance coverage are available as per policy. If you opt for this, the additional premium for the increased coverage will be deducted from your salary on a pro-rated basis.
- You will be given an option to cover your Parents or Parents-in-law. If you opt for this, the additional premium for the parental coverage will be deducted from your salary.

More details on these options will be provided to you at the time of your confirmation.

**The bonus component per annum is 12% of CTC. The payout will be governed by the Bonus plan applicable for the respective year. More details of the plan will be available on joining. The actual amount payable is inclusive of bonus, if any, as per the Bonus Act, 1965 and amendments thereto.

The structure of CTC shown above is indicative and by the time of your confirmation, there could be changes in the structure arising out of changes in the Income tax rules or Insurance or organization wide compensation philosophy changes. However, the CTC amount will be protected i.e., will remain the same.



separately. Your continued employment with Mindtree is subject to your meeting the qualifying criteria during and at the end of the Orchard Learning Program. If you meet the qualifying criteria for successful completion of the Orchard Learning Program, your employment with Mindtree will be confirmed through a written intimation shall be sent to you. If you do not meet the qualifying criteria, you will be asked to leave the services with no further assurances, risk or liability of Mindtree. Unless otherwise confirmed in writing, you will be deemed to be under the Orchard Learning Program.

7. Confirmation of Employment

7.1 Upon confirmation, your designation will be ENGINEER and in the competency of C1 will continue. The date of confirmation is reckoned as the start date of service for all practical purposes, including statutory requirements. Date of confirmation is the start date used for provident fund, gratuity, tenure calculation for performance management cycle, increments, progression, vacation or leaves as per general policy, loans and other benefits etc.

7.2 The Service Agreement signed by your guarantor, witnesses and you is in effect from your date of joining.

7.3 All confirmations will be aligned to the 16th of the same month or 1st day of the succeeding month post successful completion of the Orchard Learning Program. For e.g. if you successfully complete the Orchard Learning Program any day between 1st to 15th during the month of September 2016, the date of confirmation will be 16-Sept-2016 or if you successfully complete the Orchard Learning Program any day between 16th to 30th of September 2016, the date of confirmation will be 01-Oct-2016.

7.4 The duration between the successful completion of the Orchard Learning Program and the date of confirmation is considered as part of the Orchard Learning Program.

7.5 On confirmation, your work location will be decided based on the business requirements. You are expected to report at your work location as advised.

7.6 Your joining may be revoked or your confirmation will be withheld, if any of the required joining formalities, for e.g., submission of all marks cards, degree certificates, Service Agreement etc., are not complied with.

7.7 Determination of adequacy and authenticity of the proofs submitted will be at the sole discretion of the Company.

{{Sig_es_:signer:signature}}

8. Compensation and benefits

8.1 During the Orchard learning program, you will be paid a stipend of INR 22,000 per month. Please refer Annexure 1 for details. On successful completion of the Orchard learning program, your employment with Mindtree stands confirmed. On confirmation, your total compensation would be INR 350,004.00 per annum. Please refer to Annexure 2 for details. All payouts are aligned to salary payout, which is the last working day of the month, unless otherwise mentioned. Any payment will be after deduction of applicable taxes prevailing at the time of payout.

8.2 You will be covered under insurance from the date of joining, as detailed in Annexure 1.

8.3 You will be eligible for relocation benefits for the relocation from Mindtree Kalinga to your work location, as per the existing relocation policies for Campus Minds.

8.4 The performance management and career progression will be as per the existing policies.

8.5 You will not be eligible for any loans or advances during the Orchard Learning Program. You will be required to be on the rolls of the Company and not serving the notice period, for you to be eligible for sanction of loans and salary advance, payment of year-end payout component of bonus, compensation revisions, promotions etc. You will have to refund any amounts received by you when you are not entitled for the same.

8.6 Duration of unpaid vacations will not be considered while the Company is computing the tenure for benefits like gratuity, compensation revisions, promotions etc. which have a tenure eligibility component, amongst other criteria.

9. Vacation and leave

9.1 No leaves are allowed during the Orchard Learning Program except the statutory holidays and other Mindtree official holidays applicable to the Orchard Learning Program candidates in general.

9.2 Any absence during the Orchard Learning Program due to any grave personal emergency will be dealt on a case to case basis and will be considered as loss of pay and deducted from your stipend on pro-rata basis. Recovery of the amount towards loss of pay during the Orchard Learning Program may happen either during the Orchard Learning Program itself or the first month of confirmation or final settlement on cessation of employment, as the case may be.

9.3 On confirmation, you will be eligible for leaves as per the general leave policy as in force in the Company from time to time.

{ { Sig_es_ :signer:signature } }

10. Termination of employment

10.1 During Orchard Learning Program

a) Termination for cause

Your employment with Mindtree will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances which you agree are reasonable and acceptable:

- Failing to meet the qualification criteria during the Orchard Learning Program assessment
- Unauthorized absence during the Orchard Learning Program
- Non-compliance to Mindtree integrity policy and other disciplinary expectations.

Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the learning sessions without valid reasons, being absent for assessments without prior permission, becoming insolvent, absconding etc. This list is only indicative and not comprehensive.

If Mindtree terminates your employment, for reasons other than your performance (meeting the qualifying criteria during and at the end of the Orchard Learning Program) and disciplinary grounds, you will be terminated from employment with immediate effect and return Mindtree assets immediately.

b) Termination for convenience

If you wish to terminate your employment during the Orchard Learning Program, you will be required to notify your resignation in writing. On acceptance of your resignation, you will be intimated about your relieving date and you are expected to comply with all separation procedures as listed in the Service Agreement and return of the Mindtree assets, within two working days.

10.3 Common guidelines to be complied with, on termination for any reason, and at any time of your employment

- a) On termination of your employment for any reason, you shall comply with the Service Agreement, and with Mindtree's separation procedures, sign all required documents and return all Mindtree assets with you. Mindtree will not be bound to pay the final dues, if any, till you have completed all the separation procedures and returned all the payments that Mindtree may have due from you under any loans, liens, or borrowings you may have made.
- b) If there is any failure to comply with the separation procedures within a reasonable time frame, then it may be handled as termination on disciplinary grounds based on assessment of the circumstances.
- c) Mindtree, at its sole discretion, may extend the time frame of notice period for compliance.

11 Nature of employment

11.1 The offer of appointment has been made on the basis that the declaration made by you during the selection process and subsequently at the time of joining are complete and correct and if it is found that you have concealed any information which have material bearing on your employment or you have made any wrong declaration, your employment may be termination without any notice, salary or payment in lieu of notice. **The Company reserves right to have your back ground check either directly or through an outside agency and by accepting the terms of appointment, your consent for the same is deemed to have been given.**

11.2 The employment at Mindtree is exclusive and you shall devote your full time for discharging the roles and responsibilities entrusted to you. You shall not take up any employment part-time or full time for consideration or on honorary basis without the prior written consent of Mindtree either during Orchard Learning Program or after your confirmation.

12 Other Agreements :

You may be required to sign necessary agreements with Mindtree and its clients as required and complete various formalities as per those 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.

{ { Sig_es_ :signer:signature } }

On the date of joining at Mindtree Kalinga Bhubaneswar, you shall execute a Service Agreement. The Acceptance of terms and conditions of the offer of Appointment shall be deemed as your consent to execute the Service Agreement. You should read the Service Agreement and understand your obligations thereof before confirming the acceptance of this Offer. Please note that in the event that the terms and conditions of the Service Agreement are not acceptable to you, you should not accept this offer. The signing of the offer letter would be deemed a voluntary and fully evaluated decision to commit the Service Period mentioned in the Service Agreement.

13 Transfer

13.1 You could be transferred to any of other offices/branches/subsidiaries/affiliates, either domestic or abroad, should the need arise. You will abide by the Company's rules, regulations and policies, as may be in effect from time to time with respect to your function, grade or location where you work in.

13.2 On confirmation of your employment through the successful completion of the Orchard Learning Program, relocation from Mindtree Kalinga to the work location will be as per the existing relocation policy for Campus Minds.

14 Retirement and retirement benefits

14.1 Subject to your confirmation after the completion of training at Kalinga, your service in the Company is valid till the date of retirement (last day of the month of your sixtieth birthday). For this purpose the date of birth as declared in the application form for selection, will be treated as final.

14.2 Retirement benefits, i.e. Provident Fund and Gratuity, are effective from the date of confirmation.

14.3 Compliance will be as per the prevailing statutory requirements at any point of your employment with Mindtree.

15 Intellectual property

If you conceive any new or advanced methods of improving process/formulae/systems in relation to the operation of the Company or an intellectual property in course of your training or work, such developments will be fully communicated to the Company and the Company will have the full ownership sole right/property of the same. You hereby assign all intellectual property rights and moral rights to Mindtree.

{{Sig_es_:signer:signature}}

16 Mindtree's Code of Conduct and Policies

16.1 Mindtree has a 'Code of Conduct' that is applicable during your stay at Mindtree's Global Learning Center at Mindtree Kalinga, Bhubaneswar, for the Orchard program as well as outside of Mindtree at any other Mindtree premises. The Code of Conduct also applies to your tenure with Mindtree after the completion of the training at Kalinga and your employment at Mindtree while at Mindtree location or at a Mindtree customer location.

16.2 You will be requested to sign your acceptance and adhere to these terms upon joining.

16.3 Any subsequent updates of the Policies and Code of Conduct shall automatically apply to your employment with Mindtree. You are required to keep yourself updated at all times of these Policies and Code of Conduct.

17 Tax implication

You are solely responsible for declarations and implications arising thereof for all personal income tax purposes.

18 Reimbursement of travel expense for joining Mindtree

Expenses incurred by you for joining at Mindtree Kalinga will be borne by you and will not be reimbursed by Mindtree.

19 Personal Safety and conduct

You understand that Kalinga is a residential facility and you shall accordingly upon leaving the campus for your outings or otherwise, have the responsibility of informing your family about your safety and whereabouts. While you are outside the Kalinga Campus or outside a Mindtree premise at your own volition, you shall be responsible for your conduct and personal safety. You shall indemnify Mindtree, its directors and employees from any claims, legal or financial arising out of your own actions or omissions or indulging in activities that endanger your personal safety and release Mindtree of all liabilities to you or your family arising from your acts or omissions.

End of Annexure 3

{ { sig_es_ :signer:signature } }

Enclosed: Annexure to your Offer of Employment

Acceptance of the offer

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

Your Signature	
Your Name in Capital letters	NIKITHA M

Annexure 1

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

Name : NIKITHA M

Competency : C1

Designation : ENGINEER

Stipend : INR 22,000 per month.

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

- **INR 6000** per month covering for accommodation on twin share basis on a subsidized cost (excluding food expenses)
- Food expenses will have to be borne by you.
- Premium for Insurance which is **INR 500 per month.**
- Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.

You will be covered for Insurance benefits as prevailing at the time of joining. The following are the coverage for 2019 - 2020 for your reference. You will get more details on joining.

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 400,000 per annum per family. Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.

Annexure 2

Compensation stack effective from the date of confirmation

Name : NIKITHA M

Competency : C1

Designation : ENGINEER

Detailed break up of your CTC components is given below (all figures are in INR and per annum)

Basic	180,000
HRA	90,000
Provident Fund	21,600
Gratuity	8,640
Insurance Benefits*	6,000
Allowance in Lieu of Reimbursement	1,764
Annual Gross	308,004
Bonus**	42,000
Annual Cost to Company	350,004

*The Insurance coverage provided to you at the time of joining will continue on your confirmation, as per the prevailing insurance policies at the time of your confirmation. The premium for standard coverage is part of your CTC.

Additionally, you will be provided with the following options for enhancing your coverage under GMC.

- You will be given an option to increase the coverage from INR 400,000. Top up options with additional/higher insurance coverage are available as per policy. If you opt for this, the additional premium for the increased coverage will be deducted from your salary on a pro-rated basis.
- You will be given an option to cover your Parents or Parents-in-law. If you opt for this, the additional premium for the parental coverage will be deducted from your salary.

More details on these options will be provided to you at the time of your confirmation.

**The bonus component per annum is 12% of CTC. The payout will be governed by the Bonus plan applicable for the respective year. More details of the plan will be available on joining. The actual amount payable is inclusive of bonus, if any, as per the Bonus Act, 1965 and amendments thereto.

The structure of CTC shown above is indicative and by the time of your confirmation, there could be changes in the structure arising out of changes in the Income tax rules or Insurance or organization wide compensation philosophy changes. However, the CTC amount will be protected i.e., will remain the same.



Annexure - 3

Terms and conditions of the Offer of Training and Employment

1. All employees of Mindtree are referred to as Mindtree Minds. Mindtree Minds who join us from campuses are referred to as Campus Minds of the particular batch of **joining for convenience and identification.**
2. The term, 'the Company' refers to Mindtree Limited.
3. This letter contains broad terms and conditions of service governing this appointment which are subject to change from time to time **and shall have to be read along with the rules, regulations and policies of the Company.**
4. You are also bound by the terms relating to Non - Disclosure, Intellectual Property Assignment, Non-Solicitation, Confidentiality, Non-Compete agreement annexed hereto at Annexure 1 and 2, Service Agreement (Annexure 3) and Mindtree Kalinga Code of Conduct (Annexure 4). **You are requested to go through the documents carefully and understand the terms thereof before sending your acceptance.**
5. You are requested to contact the People Function for any clarifications on policies/rules/regulations, which are applicable to you. **Salary details are personal to you and you are expected to keep them confidential.** We expect you to keep the salary details confidential at all times.

6. Orchard Learning Program

6.1 On joining, you will be part of our Orchard Learning Program. The Orchard Learning Program will consist of new age methods that enable you with real world problem solving capabilities.

6.2 Orchard Learning Program spans for about 90 calendar days. However, the duration could be shortened or extended based on the business requirements and an individual's readiness for working on projects as determined by Mindtree.

6.3 The Orchard Learning Program is intensive and fast paced, requiring your focus and hard work, to learn effectively and demonstrate capabilities expected by Mindtree. You are required to ensure your 100% availability and undivided attention during the tenure of the program.

6.4 You will be continuously assessed and given feedback by experts throughout the learning program. You will be provided opportunities to demonstrate the acquired capabilities on skills such as Communication, design, programming, problem solving, presentation and professionalism on engineering, business and social projects. You must clear a set of mandatory capabilities, as the qualifying criteria, for successful completion of Orchard Learning Program. The details of qualifying criteria will be communicated to you through a Learning Advisory Document.

8. Compensation and benefits

8.1 During the Orchard learning program, you will be paid a stipend of INR 22,000 per month. Please refer Annexure 1 for details. On successful completion of the Orchard learning program, your employment with Mindtree stands confirmed. On confirmation, your total compensation would be INR 350,004.00 per annum. Please refer to Annexure 2 for details. All payouts are aligned to salary payout, which is the last working day of the month, unless otherwise mentioned. Any payment will be after deduction of applicable taxes prevailing at the time of payout.

8.2 You will be covered under insurance from the date of joining, as detailed in Annexure 1.

8.3 You will be eligible for relocation benefits for the relocation from Mindtree Kalinga to your work location, as per the existing relocation policies for Campus Minds.

8.4 The performance management and career progression will be as per the existing policies.

8.5 You will not be eligible for any loans or advances during the Orchard Learning Program. You will be required to be on the rolls of the Company and not serving the notice period, for you to be eligible for sanction of loans and salary advance, payment of year-end payout component of bonus, compensation revisions, promotions etc. You will have to refund any amounts received by you when you are not entitled for the same.

8.6 Duration of unpaid vacations will not be considered while the Company is computing the tenure for benefits like gratuity, compensation revisions, promotions etc. which have a tenure eligibility component, amongst other criteria.

9. Vacation and leave

9.1 No leaves are allowed during the Orchard Learning Program except the statutory holidays and other Mindtree official holidays applicable to the Orchard Learning Program candidates in general.

9.2 Any absence during the Orchard Learning Program due to any grave personal emergency will be dealt on a case to case basis and will be considered as loss of pay and deducted from your stipend on pro-rata basis. Recovery of the amount towards loss of pay during the Orchard Learning Program may happen either during the Orchard Learning Program itself or the first month of confirmation or final settlement on cessation of employment, as the case may be.

9.3 On confirmation, you will be eligible for leaves as per the general leave policy as in force in the Company from time to time.

{ { Sig_es_ :signer:signature } }

On the date of joining at Mindtree Kalinga Bhubaneswar, you shall execute a Service Agreement. The Acceptance of terms and conditions of the offer of Appointment shall be deemed as your consent to execute the Service Agreement. You should read the Service Agreement and understand your obligations thereof before confirming the acceptance of this Offer. Please note that in the event that the terms and conditions of the Service Agreement are not acceptable to you, you should not accept this offer. The signing of the offer letter would be deemed a voluntary and fully evaluated decision to commit the Service Period mentioned in the Service Agreement.

13 Transfer

13.1 You could be transferred to any of other offices/branches/subsidiaries/affiliates, either domestic or abroad, should the need arise. You will abide by the Company's rules, regulations and policies, as may be in effect from time to time with respect to your function, grade or location where you work in.

13.2 On confirmation of your employment through the successful completion of the Orchard Learning Program, relocation from Mindtree Kalinga to the work location will be as per the existing relocation policy for Campus Minds.

14 Retirement and retirement benefits

14.1 Subject to your confirmation after the completion of training at Kalinga, your service in the Company is valid till the date of retirement (last day of the month of your sixtieth birthday). For this purpose the date of birth as declared in the application form for selection, will be treated as final.

14.2 Retirement benefits, i.e. Provident Fund and Gratuity, are effective from the date of confirmation.

14.3 Compliance will be as per the prevailing statutory requirements at any point of your employment with Mindtree.

15 Intellectual property

If you conceive any new or advanced methods of improving process/formulae/systems in relation to the operation of the Company or an intellectual property in course of your training or work, such developments will be fully communicated to the Company and the Company will have the full ownership sole right/property of the same. You hereby assign all intellectual property rights and moral rights to Mindtree.

{{Sig_es_:signer:signature}}

16 Mindtree's Code of Conduct and Policies

16.1 Mindtree has a 'Code of Conduct' that is applicable during your stay at Mindtree's Global Learning Center at Mindtree Kalinga, Bhubaneswar, for the Orchard program as well as outside of Mindtree at any other Mindtree premises. The Code of Conduct also applies to your tenure with Mindtree after the completion of the training at Kalinga and your employment at Mindtree while at Mindtree location or at a Mindtree customer location.

16.2 You will be requested to sign your acceptance and adhere to these terms upon joining.

16.3 Any subsequent updates of the Policies and Code of Conduct shall automatically apply to your employment with Mindtree. You are required to keep yourself updated at all times of these Policies and Code of Conduct.

17 Tax implication

You are solely responsible for declarations and implications arising thereof for all personal income tax purposes.

18 Reimbursement of travel expense for joining Mindtree

Expenses incurred by you for joining at Mindtree Kalinga will be borne by you and will not be reimbursed by Mindtree.

19 Personal Safety and conduct

You understand that Kalinga is a residential facility and you shall accordingly upon leaving the campus for your outings or otherwise, have the responsibility of informing your family about your safety and whereabouts. While you are outside the Kalinga Campus or outside a Mindtree premise at your own volition, you shall be responsible for your conduct and personal safety. You shall indemnify Mindtree, its directors and employees from any claims, legal or financial arising out of your own actions or omissions or indulging in activities that endanger your personal safety and release Mindtree of all liabilities to you or your family arising from your acts or omissions.

End of Annexure 3

{ { Sig_es_ :signer:signature } }



Mindtree

A Larsen & Toubro Group Company

2.4. Orchard Learning Program spans for about 90 calendar days. However, the duration could be shortened or extended based on the business requirements and an individual's readiness for working on projects as determined by Mindtree.

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

2.6. You shall also execute a Service Agreement along with a surety undertaking to serve the Company for a minimum period of 24 months. Please go through the terms and conditions enclosed in Annexure A and also the terms and conditions stated in the specimen of the Service Agreement.

2.7. You shall bring with you the following documents at the time of reporting for Training at Mindtree, Kalinga, Bhubaneswar, for completing the joining formalities.

- Signed Service Agreement in originals
- 10th, 12th and graduation (all semesters) mark sheets originals and 2 sets of photocopies
- Degree completion/provisional certificate originals and 2 sets of photocopies
- Pan card originals and 2 photocopies
- Aadhaar card originals and 2 photocopies
- Voter ID / Driving license originals and 2 photocopies
- 4 passport size photographs

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

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

We wish you a long and successful career with Mindtree.

I personally look forward to working with you soon.

Thank you,

For Mindtree Limited

Pankaj Khanna

Vice President - Revenue Assurance

Enclosed: Annexure to your Offer of Employment

Acceptance of the offer

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

Your Signature	
Your Name in Capital letters	SATHYA NARAYAN L

Annexure 1

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

Name : SATHYA NARAYAN L

Competency : C1

Designation : ENGINEER

Stipend : INR 22,000 per month.

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

- **INR 6000** per month covering for accommodation on twin share basis on a subsidized cost (excluding food expenses)
- Food expenses will have to be borne by you.
- Premium for Insurance which is **INR 500 per month.**
- Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.

You will be covered for Insurance benefits as prevailing at the time of joining. The following are the coverage for 2019 - 2020 for your reference. You will get more details on joining.

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 400,000 per annum per family. Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.

Annexure 2

Compensation stack effective from the date of confirmation

Name : SATHYA NARAYAN L

Competency : C1

Designation : ENGINEER

Detailed break up of your CTC components is given below (all figures are in INR and per annum)

Basic	180,000
HRA	90,000
Provident Fund	21,600
Gratuity	8,640
Insurance Benefits*	6,000
Allowance in Lieu of Reimbursement	1,764
Annual Gross	308,004
Bonus**	42,000
Annual Cost to Company	350,004

*The Insurance coverage provided to you at the time of joining will continue on your confirmation, as per the prevailing insurance policies at the time of your confirmation. The premium for standard coverage is part of your CTC.

Additionally, you will be provided with the following options for enhancing your coverage under GMC.

- You will be given an option to increase the coverage from INR 400,000. Top up options with additional/higher insurance coverage are available as per policy. If you opt for this, the additional premium for the increased coverage will be deducted from your salary on a pro-rated basis.
- You will be given an option to cover your Parents or Parents-in-law. If you opt for this, the additional premium for the parental coverage will be deducted from your salary.

More details on these options will be provided to you at the time of your confirmation.

**The bonus component per annum is 12% of CTC. The payout will be governed by the Bonus plan applicable for the respective year. More details of the plan will be available on joining. The actual amount payable is inclusive of bonus, if any, as per the Bonus Act, 1965 and amendments thereto.

The structure of CTC shown above is indicative and by the time of your confirmation, there could be changes in the structure arising out of changes in the Income tax rules or Insurance or organization wide compensation philosophy changes. However, the CTC amount will be protected i.e., will remain the same.



Annexure - 3

Terms and conditions of the Offer of Training and Employment

1. All employees of Mindtree are referred to as Mindtree Minds. Mindtree Minds who join us from campuses are referred to as Campus Minds of the particular batch of **joining for convenience and identification.**
2. The term, 'the Company' refers to Mindtree Limited.
3. This letter contains broad terms and conditions of service governing this appointment which are subject to change from time to time **and shall have to be read along with the rules, regulations and policies of the Company.**
4. You are also bound by the terms relating to Non - Disclosure, Intellectual Property Assignment, Non-Solicitation, Confidentiality, Non-Compete agreement annexed hereto at Annexure 1 and 2, Service Agreement (Annexure 3) and Mindtree Kalinga Code of Conduct (Annexure 4). **You are requested to go through the documents carefully and understand the terms thereof before sending your acceptance.**
5. You are requested to contact the People Function for any clarifications on policies/rules/regulations, which are applicable to you. **Salary details are personal to you and you are expected to keep them confidential.** We expect you to keep the salary details confidential at all times.

6. Orchard Learning Program

6.1 On joining, you will be part of our Orchard Learning Program. The Orchard Learning Program will consist of new age methods that enable you with real world problem solving capabilities.

6.2 Orchard Learning Program spans for about 90 calendar days. However, the duration could be shortened or extended based on the business requirements and an individual's readiness for working on projects as determined by Mindtree.

6.3 The Orchard Learning Program is intensive and fast paced, requiring your focus and hard work, to learn effectively and demonstrate capabilities expected by Mindtree. You are required to ensure your 100% availability and undivided attention during the tenure of the program.

6.4 You will be continuously assessed and given feedback by experts throughout the learning program. You will be provided opportunities to demonstrate the acquired capabilities on skills such as Communication, design, programming, problem solving, presentation and professionalism on engineering, business and social projects. You must clear a set of mandatory capabilities, as the qualifying criteria, for successful completion of Orchard Learning Program. The details of qualifying criteria will be communicated to you through a Learning Advisory Document.



separately. Your continued employment with Mindtree is subject to your meeting the qualifying criteria during and at the end of the Orchard Learning Program. If you meet the qualifying criteria for successful completion of the Orchard Learning Program, your employment with Mindtree will be confirmed through a written intimation shall be sent to you. If you do not meet the qualifying criteria, you will be asked to leave the services with no further assurances, risk or liability of Mindtree. Unless otherwise confirmed in writing, you will be deemed to be under the Orchard Learning Program.

7. Confirmation of Employment

7.1 Upon confirmation, your designation will be ENGINEER and in the competency of C1 will continue. The date of confirmation is reckoned as the start date of service for all practical purposes, including statutory requirements. Date of confirmation is the start date used for provident fund, gratuity, tenure calculation for performance management cycle, increments, progression, vacation or leaves as per general policy, loans and other benefits etc.

7.2 The Service Agreement signed by your guarantor, witnesses and you is in effect from your date of joining.

7.3 All confirmations will be aligned to the 16th of the same month or 1st day of the succeeding month post successful completion of the Orchard Learning Program. For e.g. if you successfully complete the Orchard Learning Program any day between 1st to 15th during the month of September 2016, the date of confirmation will be 16-Sept-2016 or if you successfully complete the Orchard Learning Program any day between 16th to 30th of September 2016, the date of confirmation will be 01-Oct-2016.

7.4 The duration between the successful completion of the Orchard Learning Program and the date of confirmation is considered as part of the Orchard Learning Program.

7.5 On confirmation, your work location will be decided based on the business requirements. You are expected to report at your work location as advised.

7.6 Your joining may be revoked or your confirmation will be withheld, if any of the required joining formalities, for e.g., submission of all marks cards, degree certificates, Service Agreement etc., are not complied with.

7.7 Determination of adequacy and authenticity of the proofs submitted will be at the sole discretion of the Company.

{{Sig_es_:signer:signature}}

8. Compensation and benefits

8.1 During the Orchard learning program, you will be paid a stipend of INR 22,000 per month. Please refer Annexure 1 for details. On successful completion of the Orchard learning program, your employment with Mindtree stands confirmed. On confirmation, your total compensation would be INR 350,004.00 per annum. Please refer to Annexure 2 for details. All payouts are aligned to salary payout, which is the last working day of the month, unless otherwise mentioned. Any payment will be after deduction of applicable taxes prevailing at the time of payout.

8.2 You will be covered under insurance from the date of joining, as detailed in Annexure 1.

8.3 You will be eligible for relocation benefits for the relocation from Mindtree Kalinga to your work location, as per the existing relocation policies for Campus Minds.

8.4 The performance management and career progression will be as per the existing policies.

8.5 You will not be eligible for any loans or advances during the Orchard Learning Program. You will be required to be on the rolls of the Company and not serving the notice period, for you to be eligible for sanction of loans and salary advance, payment of year-end payout component of bonus, compensation revisions, promotions etc. You will have to refund any amounts received by you when you are not entitled for the same.

8.6 Duration of unpaid vacations will not be considered while the Company is computing the tenure for benefits like gratuity, compensation revisions, promotions etc. which have a tenure eligibility component, amongst other criteria.

9. Vacation and leave

9.1 No leaves are allowed during the Orchard Learning Program except the statutory holidays and other Mindtree official holidays applicable to the Orchard Learning Program candidates in general.

9.2 Any absence during the Orchard Learning Program due to any grave personal emergency will be dealt on a case to case basis and will be considered as loss of pay and deducted from your stipend on pro-rata basis. Recovery of the amount towards loss of pay during the Orchard Learning Program may happen either during the Orchard Learning Program itself or the first month of confirmation or final settlement on cessation of employment, as the case may be.

9.3 On confirmation, you will be eligible for leaves as per the general leave policy as in force in the Company from time to time.

{ { Sig_es_ :signer:signature } }

10. Termination of employment

10.1 During Orchard Learning Program

a) Termination for cause

Your employment with Mindtree will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances which you agree are reasonable and acceptable:

- Failing to meet the qualification criteria during the Orchard Learning Program assessment
- Unauthorized absence during the Orchard Learning Program
- Non-compliance to Mindtree integrity policy and other disciplinary expectations.

Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the learning sessions without valid reasons, being absent for assessments without prior permission, becoming insolvent, absconding etc. This list is only indicative and not comprehensive.

If Mindtree terminates your employment, for reasons other than your performance (meeting the qualifying criteria during and at the end of the Orchard Learning Program) and disciplinary grounds, you will be terminated from employment with immediate effect and return Mindtree assets immediately.

b) Termination for convenience

If you wish to terminate your employment during the Orchard Learning Program, you will be required to notify your resignation in writing. On acceptance of your resignation, you will be intimated about your relieving date and you are expected to comply with all separation procedures as listed in the Service Agreement and return of the Mindtree assets, within two working days.

10.2. After confirmation

a) Termination for cause

Mindtree may terminate your employment, with immediate effect, without any notice or salary or compensation in lieu of notice, on disciplinary grounds, which may include any act of integrity violations. Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the office without valid reasons, becoming insolvent, absconding etc. This list is only indicative and not comprehensive. In event of termination due to such reasons, you agree that notice requirements shall not apply. In case of your unauthorized absence, without intimation or permission or prior sanction of leave, or being absent beyond the period of leave originally granted or subsequently extended, for a period of 10 working days or more, it shall be considered that you are no longer interested in continuing employment with the Company, in such a case, it shall be deemed that you have abandoned your services. In such an event, the management shall terminate your services without any notice or salary or compensation in lieu of notice.

b) Termination for convenience

1. If you wish to terminate your employment, you will be required to give an advance notice of **three (3) months**, in writing to the company. If at your request, Mindtree agrees to relieve you before serving the full notice period, you will be liable to pay to Mindtree, the salary for the balance notice period along with other amount payable by you to Mindtree, including the amount mentioned in the Service Agreement if last date of employment is within 2 years from the date of joining. Both Mindtree and you agree that this amount is fair and legally enforceable in the event of any default from your side. Mindtree, at its sole discretion, may provide waiver on the notice period. If there is any failure to comply with the separation procedures within a reasonable time frame, then it will be handled as Termination on disciplinary grounds. If Mindtree terminates your employment, for reasons other than disciplinary grounds, you will be given an advance notice of three months, in writing.
2. If Mindtree decides to relieve you before the completion of the notice period, the salary for the balance notice period would be paid to you after adjusting the amounts payable by you to Mindtree.
3. Salary for the purpose of notice period means the two components of Basic & fixed components (as applicable), in your compensation at the time of termination of your employment.

{ { Sig_es_ :signer:signature } }

On the date of joining at Mindtree Kalinga Bhubaneswar, you shall execute a Service Agreement. The Acceptance of terms and conditions of the offer of Appointment shall be deemed as your consent to execute the Service Agreement. You should read the Service Agreement and understand your obligations thereof before confirming the acceptance of this Offer. Please note that in the event that the terms and conditions of the Service Agreement are not acceptable to you, you should not accept this offer. The signing of the offer letter would be deemed a voluntary and fully evaluated decision to commit the Service Period mentioned in the Service Agreement.

13 Transfer

13.1 You could be transferred to any of other offices/branches/subsidiaries/affiliates, either domestic or abroad, should the need arise. You will abide by the Company's rules, regulations and policies, as may be in effect from time to time with respect to your function, grade or location where you work in.

13.2 On confirmation of your employment through the successful completion of the Orchard Learning Program, relocation from Mindtree Kalinga to the work location will be as per the existing relocation policy for Campus Minds.

14 Retirement and retirement benefits

14.1 Subject to your confirmation after the completion of training at Kalinga, your service in the Company is valid till the date of retirement (last day of the month of your sixtieth birthday). For this purpose the date of birth as declared in the application form for selection, will be treated as final.

14.2 Retirement benefits, i.e. Provident Fund and Gratuity, are effective from the date of confirmation.

14.3 Compliance will be as per the prevailing statutory requirements at any point of your employment with Mindtree.

15 Intellectual property

If you conceive any new or advanced methods of improving process/formulae/systems in relation to the operation of the Company or an intellectual property in course of your training or work, such developments will be fully communicated to the Company and the Company will have the full ownership sole right/property of the same. You hereby assign all intellectual property rights and moral rights to Mindtree.

{{Sig_es_:signer:signature}}

16 Mindtree's Code of Conduct and Policies

16.1 Mindtree has a 'Code of Conduct' that is applicable during your stay at Mindtree's Global Learning Center at Mindtree Kalinga, Bhubaneswar, for the Orchard program as well as outside of Mindtree at any other Mindtree premises. The Code of Conduct also applies to your tenure with Mindtree after the completion of the training at Kalinga and your employment at Mindtree while at Mindtree location or at a Mindtree customer location.

16.2 You will be requested to sign your acceptance and adhere to these terms upon joining.

16.3 Any subsequent updates of the Policies and Code of Conduct shall automatically apply to your employment with Mindtree. You are required to keep yourself updated at all times of these Policies and Code of Conduct.

17 Tax implication

You are solely responsible for declarations and implications arising thereof for all personal income tax purposes.

18 Reimbursement of travel expense for joining Mindtree

Expenses incurred by you for joining at Mindtree Kalinga will be borne by you and will not be reimbursed by Mindtree.

19 Personal Safety and conduct

You understand that Kalinga is a residential facility and you shall accordingly upon leaving the campus for your outings or otherwise, have the responsibility of informing your family about your safety and whereabouts. While you are outside the Kalinga Campus or outside a Mindtree premise at your own volition, you shall be responsible for your conduct and personal safety. You shall indemnify Mindtree, its directors and employees from any claims, legal or financial arising out of your own actions or omissions or indulging in activities that endanger your personal safety and release Mindtree of all liabilities to you or your family arising from your acts or omissions.

End of Annexure 3

{ { sig_es_ :signer:signature } }



The Oxford Educational Institutions . <hodplacements@theoxford.edu>

RE: Mu Sigma Campus 2024 - Final Selects || The Oxford College of Engineering

1 message

Prabhakaran M <Prabhakaran.M@mu-sigma.com>
To: "hodplacements@theoxford.edu" <hodplacements@theoxford.edu>
Cc: CampusCoreTeam <CampusCoreTeam@mu-sigma.com>

Wed, Apr 10, 2024 at 4:16 PM

Hi Team,

We are delighted to announce the results of Mu Sigma Campus Hiring 2024!

PFB the list of candidate shortlisted from your Institute after the PI round.

Name	Email ID
Padmini M	padmiinimcse2024@gmail.com
Noorain Fathima	noorainfathima44@gmail.com

Note - Students apart from this list has not cleared the Process throughout.

It was an absolute pleasure to have interacted with the students from your college. Some of them demonstrated the potential of being leaders of the future.

We would like to thank you, your team and the management of your college for your support.

Kindly keep the students informed. They will be receiving the offer letters on their registered personal mail IDs.

Please feel free to reach out to us in case of any queries or concerns, we would be happy to assist you.

Thanks & Regards,

Prabhakaran M | 8056617726 || www.mu-sigma.comConnect with us on [LinkedIn](#) | [Twitter](#)

From: Prabhakaran M
Sent: Monday, April 8, 2024 4:16 PM
To: hodplacements@theoxford.edu
Cc: CampusCoreTeam <CampusCoreTeam@mu-sigma.com>
Subject: Mu Sigma Campus 2024 - PI Shortlists || The Oxford College of Engineering

Hi,

PFB the list of folks shortlisted for PI Round on 9th April 2024.

Offer Letter

13-09-2023

Dear Ashitha k, NoBroker is a real estate portal which eliminates brokers from the real estate transactions and currently deals with residential rental niche with plans of expanding to other niches in real estate and businesses which involves middlemen transactions.

As we continue to grow, we are looking for likeminded people who can join our team and follow the leadership and be part of our culture of innovation

Further to our discussion, we are pleased to invite you to join our team as an Sales Executive L-1 based out of Bengaluru, Karnataka, India.

Your scope of responsibilities will be as briefed to you during your conversation with our team and in addition to that all other duties assigned to you by your Manager. In accepting this offer of employment, you will be required to perform all duties assigned to you with due care and diligence and in compliance with company norms. You are expected to devote all your time and effort in performing assigned duties during the business hours and reasonable additional hours as it may be necessary for business.

COMPENSATION & BENEFITS

You are entitled to a fixed compensation of **INR 5,16,226** /- per annum.

The details of your compensation structure and other benefits are outlined in Annexure. Performance pay will be payable as per the company's internal policies.

The compensation shall be subject to taxes and the Company may withhold therefrom any amounts as are required to be withheld pursuant to applicable law.

POLICIES AND PROCEDURES

You are required to comply with all NoBroker policies and procedures as they may be amended or added to from time to time.

LEAVE

You will be entitled to 7 days of sick leave per annum and 15 days of vacation leave per annum i.e. a total of 22 days leaves per annum. Leave can be carry forwarded to a maximum of 15 days.

OTHER ENGAGEMENTS

You are not allowed to work either full time, part-time or in advisory, consultant, associate or any other role with any company, organization or any kind of freelance work till the time you are employed with the Company. You need to take specific approval in writing from your manager before being associated or contributing to any forums, groups, projects or non-profit seeking bodies.



TERMINATION

Your employment may be terminated by the Company giving one (1) months' notice or one (1) month's pay in lieu of notice. In case the employee resigns/ give notice for termination of employment, he/she shall give one (1) months' notice or one (1) month's pay in lieu of notice to the Company. Further, the Company at their sole discretion may relieve the employee before the expiry of the notice period without any financial liability or commitment to allow them to continue in service till the end of the notice period. Your probation period will be three (3) months from the date of joining. During the probation period, the Company may terminate your employment by giving seven (7) days' notice or salary in lieu of such notice or Employee can terminate by giving seven (7) days' notice or salary in lieu of such notice. The company may terminate your employment without notice/ without pay in lieu of notice if you willfully disobey a lawful and reasonable instruction or direction, commit an act of misconduct, including but not limited to, fraud or dishonesty, or are habitually negligent in your duties.

RETURN OF COMPANY PROPERTY

On termination of your employment, for any reason, you must immediately return to the company all company property and all documents and items relating to the company's business. This includes, but is not limited to, any car, equipment, papers, keys, reports, computers, information and programs, records and documents and other information in whatever form, relating in any way to the company. Company is entitled to deduct or set off any amount owing to you on termination for the value of any property not returned, or amounts owing to company.

Any damage/loss/theft to company property issues to you, not limited to a laptop will have to borne by employee subjected to review by management.

NON-COMPETE & NON-SOLICITATION OBLIGATIONS

A. The Employee acknowledges that he/she, during his/her employment with the Group may obtain access to Confidential Information and have dealings with the customers and suppliers of the Group. The Employee acknowledges the breadth of the covenants under this Clause and acknowledges that he/she has various other skill sets which, if deployed by him/her after he/she ceases to be an employee of or ceases to be associated with the Group would be sufficient to be gainfully employed without having to compete with the Group. The Employee undertakes that he/she shall not, during the Non-Compete Period anywhere in the world, either jointly or severally, directly or indirectly, and whether as an individual, investor, promoter, proprietor, shareholder, joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director, trustee, committee member, office-bearer or agent or in any other manner whatsoever, whether for profit or otherwise commence, engage or be concerned in any business that competes with the whole or any part of any of the current or proposed business of the Group except on behalf of the Group, canvass or solicits business of a type similar to those being dealt in, or for services similar to those being provided by the Group from any Person;

B. induce or attempt to induce any customer/client of the Group to cease to be a customer/client, or otherwise interfere with the relationship between such a customer/client and the Group (save and except actions taken during the course of his/her employment in what he/she believes to be, in the Group's interest); or



C. induce or attempt to induce any director of the Company, senior management personnel or key employee of the Company to leave the employment of the Company.

D. During the Non-Compete Period, the Employee shall not anywhere in the world, either jointly or severally, directly or indirectly, and whether as an individual, investor, promoter, proprietor, shareholder, joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director, trustee, committee member, office-bearer or agent or in any other manner whatsoever, whether for profit or otherwise;

E. solicit any Person then engaged by the Group as an employee, full-time equivalent, officer, consultant, contractor or director or so engaged within the preceding 12 (twelve) month period (“**Existing Employee**”) to leave the employment of the Group, and shall use its best efforts to prevent any of its related entities or Persons from taking any such action;

F. disclose to any third party the names, backgrounds or qualifications of any the Existing Employees or otherwise identify them as potential candidates for employment. G. approach, recruit or otherwise solicit Existing Employees to work for any other employer.

H. persuade any Person which is a vendor/consultant of the Group, to cease doing business or to reduce the amount of business which any such Person has customarily done or might propose doing with the Group.

I. The covenants in this Clause and the time and other limitations with respect thereto are reasonable as to duration and subject matter, properly required for the adequate protection of the value and goodwill of the Group and such limitations are reasonable with respect to the activities of the Group.

J. It is the intention of the Parties that the provisions of this Clause shall be enforced to the fullest extent permissible under the applicable law, but that the unenforceability (or the modification to conform with such applicable Laws) of any provision hereof shall not render unenforceable or impair the remainder of this Clause. If any provision of this Clause shall be determined to be invalid or unenforceable, either in whole or in part, this Clause shall be deemed to be amended or modified, as necessary, the offending provision and to alter the remaining provisions of this Clause to the extent necessary to render the same valid and enforceable to the fullest extent permissible.

K. Nothing herein contained shall affect the Employee’s non-competition and non-solicitation obligations set forth in the Transaction Document. The obligations are independent of each other and shall bind the Employee independently.

CONFIDENTIALITY

The Employee shall not, whether during his/her employment with the Group or after the termination of his/her employment, for any reason, directly or indirectly, use for himself/herself or use for or disclose to any Person any Confidential Information other than for the benefit of Group and in the course of performing his duties and responsibilities.



A. Without prejudice to the generality of the foregoing, the Employee shall:

a. keep confidential the Confidential Information and not disclose the same to any third party or use the same for the Employee's benefit or for the benefit (financial or otherwise) of any third party, except as expressly permitted by the Agreement or except with the prior written consent of the Company.

b. protect the Confidential Information received with all reasonable care so as to ensure that the same does not fall into the hands of third parties or is not put to unauthorized use. c. not reproduce in any form the Confidential Information except with the prior written consent of the Company.

B. The confidentiality obligations under the Agreement shall not prevent the Employee from disclosing the same if required by law or under the orders of any court of competent jurisdiction or other competent legal authority, provided that the Employee gives the Company notice of such intended disclosure and an opportunity to oppose the same.

C. The Employee confirms that all Confidential Information shall remain the sole and absolute property of the Group or any third party, as applicable. The Employee shall, at the time of leaving the services of the Company, return all Confidential Information and other Company property, which he/she is in possession of.

D. The obligations under this Clause 5 shall survive the termination of the Agreement and shall survive so long as such information remains confidential. The Employee also acknowledges that use of the Confidential Information contrary to the provisions of the Agreement constitutes, among other things, criminal breach of trust in terms of the provisions of the Indian Penal Code, 1860.

E. The provisions of the Agreement for the protection of Confidential Information shall apply notwithstanding that the Employee has unauthorized or inadvertently obtained access to or otherwise come into possession of such Confidential Information.

F. In order to secure or preserve Confidential Information, the Company shall have the right at all timesto deactivate, disable, remove or prevent access to any Company property, including computers, servers, computer networks, email accounts, databases, storage, and vehicles.



Your date of Joining is 15-10-2023.

We look forward for your acceptance of this offer to begin your most exciting journey ahead.

Best Regards,

Amit Kumar, Director

NoBroker Technologies Solutions Pvt. Ltd.

Note - This is a system -generated letter and does not require a signature.

Acceptance:

I, Ashitha k have read, understood, and accept this offer of employment, as set forth above.

Signature:

Date:



ANNEXURE

Remuneration Structure (In INR)

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	1,92,000	16,000
HRA	76,800	6,400
Special Allowance	39,494	3,291
Employer Contribution to PF	21,600	1,800
Fixed Pay	3,29,894	27,491
Performance Bonus	1,80,000	15,000
Total Fixed Pay and Performance bonus	5,09,894	42,491
Gratuity	6,332	
CTC	5,16,226	

* You will also be eligible for Medical Insurance under company's group medical insurance policy, details of the policy will be shared with you separately.

**Please note that above mentioned CTC includes a fixed deduction for employer & employee contribution to PF (INR 3600/-), Professional Tax (INR 200/-), Meal Allowance (INR 2500 /-) & Income tax, if applicable.

** Gratuity will be payable in line with the statutory provisions, upon separation from the Company, subject to completion of a minimum of five years of employment with the Company.



Offer Letter

13-09-2023

Dear Rajat soodan, NoBroker is a real estate portal which eliminates brokers from the real estate transactions and currently deals with residential rental niche with plans of expanding to other niches in real estate and businesses which involves middlemen transactions.

As we continue to grow, we are looking for likeminded people who can join our team and follow the leadership and be part of our culture of innovation

Further to our discussion, we are pleased to invite you to join our team as an Sales Executive L-1 based out of Bengaluru, Karnataka, India.

Your scope of responsibilities will be as briefed to you during your conversation with our team and in addition to that all other duties assigned to you by your Manager. In accepting this offer of employment, you will be required to perform all duties assigned to you with due care and diligence and in compliance with company norms. You are expected to devote all your time and effort in performing assigned duties during the business hours and reasonable additional hours as it may be necessary for business.

COMPENSATION & BENEFITS

You are entitled to a fixed compensation of **INR 5,16,226** /- per annum.

The details of your compensation structure and other benefits are outlined in Annexure. Performance pay will be payable as per the company's internal policies.

The compensation shall be subject to taxes and the Company may withhold therefrom any amounts as are required to be withheld pursuant to applicable law.

POLICIES AND PROCEDURES

You are required to comply with all NoBroker policies and procedures as they may be amended or added to from time to time.

LEAVE

You will be entitled to 7 days of sick leave per annum and 15 days of vacation leave per annum i.e. a total of 22 days leaves per annum. Leave can be carry forwarded to a maximum of 15 days.

OTHER ENGAGEMENTS

You are not allowed to work either full time, part-time or in advisory, consultant, associate or any other role with any company, organization or any kind of freelance work till the time you are employed with the Company. You need to take specific approval in writing from your manager before being associated or contributing to any forums, groups, projects or non-profit seeking bodies.



TERMINATION

Your employment may be terminated by the Company giving one (1) months' notice or one (1) month's pay in lieu of notice. In case the employee resigns/ give notice for termination of employment, he/she shall give one (1) months' notice or one (1) month's pay in lieu of notice to the Company. Further, the Company at their sole discretion may relieve the employee before the expiry of the notice period without any financial liability or commitment to allow them to continue in service till the end of the notice period. Your probation period will be three (3) months from the date of joining. During the probation period, the Company may terminate your employment by giving seven (7) days' notice or salary in lieu of such notice or Employee can terminate by giving seven (7) days' notice or salary in lieu of such notice. The company may terminate your employment without notice/ without pay in lieu of notice if you willfully disobey a lawful and reasonable instruction or direction, commit an act of misconduct, including but not limited to, fraud or dishonesty, or are habitually negligent in your duties.

RETURN OF COMPANY PROPERTY

On termination of your employment, for any reason, you must immediately return to the company all company property and all documents and items relating to the company's business. This includes, but is not limited to, any car, equipment, papers, keys, reports, computers, information and programs, records and documents and other information in whatever form, relating in any way to the company. Company is entitled to deduct or set off any amount owing to you on termination for the value of any property not returned, or amounts owing to company.

Any damage/loss/theft to company property issues to you, not limited to a laptop will have to borne by employee subjected to review by management.

NON-COMPETE & NON-SOLICITATION OBLIGATIONS

A. The Employee acknowledges that he/she, during his/her employment with the Group may obtain access to Confidential Information and have dealings with the customers and suppliers of the Group. The Employee acknowledges the breadth of the covenants under this Clause and acknowledges that he/she has various other skill sets which, if deployed by him/her after he/she ceases to be an employee of or ceases to be associated with the Group would be sufficient to be gainfully employed without having to compete with the Group. The Employee undertakes that he/she shall not, during the Non-Compete Period anywhere in the world, either jointly or severally, directly or indirectly, and whether as an individual, investor, promoter, proprietor, shareholder, joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director, trustee, committee member, office-bearer or agent or in any other manner whatsoever, whether for profit or otherwise commence, engage or be concerned in any business that competes with the whole or any part of any of the current or proposed business of the Group except on behalf of the Group, canvass or solicits business of a type similar to those being dealt in, or for services similar to those being provided by the Group from any Person;

B. induce or attempt to induce any customer/client of the Group to cease to be a customer/client, or otherwise interfere with the relationship between such a customer/client and the Group (save and except actions taken during the course of his/her employment in what he/she believes to be, in the Group's interest); or



C. induce or attempt to induce any director of the Company, senior management personnel or key employee of the Company to leave the employment of the Company.

D. During the Non-Compete Period, the Employee shall not anywhere in the world, either jointly or severally, directly or indirectly, and whether as an individual, investor, promoter, proprietor, shareholder, joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director, trustee, committee member, office-bearer or agent or in any other manner whatsoever, whether for profit or otherwise;

E. solicit any Person then engaged by the Group as an employee, full-time equivalent, officer, consultant, contractor or director or so engaged within the preceding 12 (twelve) month period (“**Existing Employee**”) to leave the employment of the Group, and shall use its best efforts to prevent any of its related entities or Persons from taking any such action;

F. disclose to any third party the names, backgrounds or qualifications of any the Existing Employees or otherwise identify them as potential candidates for employment. G. approach, recruit or otherwise solicit Existing Employees to work for any other employer.

H. persuade any Person which is a vendor/consultant of the Group, to cease doing business or to reduce the amount of business which any such Person has customarily done or might propose doing with the Group.

I. The covenants in this Clause and the time and other limitations with respect thereto are reasonable as to duration and subject matter, properly required for the adequate protection of the value and goodwill of the Group and such limitations are reasonable with respect to the activities of the Group.

J. It is the intention of the Parties that the provisions of this Clause shall be enforced to the fullest extent permissible under the applicable law, but that the unenforceability (or the modification to conform with such applicable Laws) of any provision hereof shall not render unenforceable or impair the remainder of this Clause. If any provision of this Clause shall be determined to be invalid or unenforceable, either in whole or in part, this Clause shall be deemed to be amended or modified, as necessary, the offending provision and to alter the remaining provisions of this Clause to the extent necessary to render the same valid and enforceable to the fullest extent permissible.

K. Nothing herein contained shall affect the Employee’s non-competition and non-solicitation obligations set forth in the Transaction Document. The obligations are independent of each other and shall bind the Employee independently.

CONFIDENTIALITY

The Employee shall not, whether during his/her employment with the Group or after the termination of his/her employment, for any reason, directly or indirectly, use for himself/herself or use for or disclose to any Person any Confidential Information other than for the benefit of Group and in the course of performing his duties and responsibilities.



A. Without prejudice to the generality of the foregoing, the Employee shall:

a. keep confidential the Confidential Information and not disclose the same to any third party or use the same for the Employee's benefit or for the benefit (financial or otherwise) of any third party, except as expressly permitted by the Agreement or except with the prior written consent of the Company.

b. protect the Confidential Information received with all reasonable care so as to ensure that the same does not fall into the hands of third parties or is not put to unauthorized use. c. not reproduce in any form the Confidential Information except with the prior written consent of the Company.

B. The confidentiality obligations under the Agreement shall not prevent the Employee from disclosing the same if required by law or under the orders of any court of competent jurisdiction or other competent legal authority, provided that the Employee gives the Company notice of such intended disclosure and an opportunity to oppose the same.

C. The Employee confirms that all Confidential Information shall remain the sole and absolute property of the Group or any third party, as applicable. The Employee shall, at the time of leaving the services of the Company, return all Confidential Information and other Company property, which he/she is in possession of.

D. The obligations under this Clause 5 shall survive the termination of the Agreement and shall survive so long as such information remains confidential. The Employee also acknowledges that use of the Confidential Information contrary to the provisions of the Agreement constitutes, among other things, criminal breach of trust in terms of the provisions of the Indian Penal Code, 1860.

E. The provisions of the Agreement for the protection of Confidential Information shall apply notwithstanding that the Employee has unauthorized or inadvertently obtained access to or otherwise come into possession of such Confidential Information.

F. In order to secure or preserve Confidential Information, the Company shall have the right at all timesto deactivate, disable, remove or prevent access to any Company property, including computers, servers, computer networks, email accounts, databases, storage, and vehicles.



Your date of Joining is 15-10-2023.

We look forward for your acceptance of this offer to begin your most exciting journey ahead.

Best Regards,

Amit Kumar, Director

NoBroker Technologies Solutions Pvt. Ltd.

Note - This is a system -generated letter and does not require a signature.

Acceptance:

I, Rajat soodan, have read, understood, and accept this offer of employment, as set forth above.

Signature:

Date:



ANNEXURE

Remuneration Structure (In INR)

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	1,92,000	16,000
HRA	76,800	6,400
Special Allowance	39,494	3,291
Employer Contribution to PF	21,600	1,800
Fixed Pay	3,29,894	27,491
Performance Bonus	1,80,000	15,000
Total Fixed Pay and Performance bonus	5,09,894	42,491
Gratuity	6,332	
CTC	5,16,226	

* You will also be eligible for Medical Insurance under company's group medical insurance policy, details of the policy will be shared with you separately.

**Please note that above mentioned CTC includes a fixed deduction for employer & employee contribution to PF (INR 3600/-), Professional Tax (INR 200/-), Meal Allowance (INR 2500 /-) & Income tax, if applicable.

** Gratuity will be payable in line with the statutory provisions, upon separation from the Company, subject to completion of a minimum of five years of employment with the Company.



Offer Letter

13-09-2023

Dear K M BINDU SHREE, NoBroker is a real estate portal which eliminates brokers from the real estate transactions and currently deals with residential rental niche with plans of expanding to other niches in real estate and businesses which involves middlemen transactions.

As we continue to grow, we are looking for likeminded people who can join our team and follow the leadership and be part of our culture of innovation

Further to our discussion, we are pleased to invite you to join our team as an Sales Executive L-1 based out of Bengaluru, Karnataka, India.

Your scope of responsibilities will be as briefed to you during your conversation with our team and in addition to that all other duties assigned to you by your Manager. In accepting this offer of employment, you will be required to perform all duties assigned to you with due care and diligence and in compliance with company norms. You are expected to devote all your time and effort in performing assigned duties during the business hours and reasonable additional hours as it may be necessary for business.

COMPENSATION & BENEFITS

You are entitled to a fixed compensation of **INR 5,16,226** /- per annum.

The details of your compensation structure and other benefits are outlined in Annexure. Performance pay will be payable as per the company's internal policies.

The compensation shall be subject to taxes and the Company may withhold therefrom any amounts as are required to be withheld pursuant to applicable law.

POLICIES AND PROCEDURES

You are required to comply with all NoBroker policies and procedures as they may be amended or added to from time to time.

LEAVE

You will be entitled to 7 days of sick leave per annum and 15 days of vacation leave per annum i.e. a total of 22 days leaves per annum. Leave can be carry forwarded to a maximum of 15 days.

OTHER ENGAGEMENTS

You are not allowed to work either full time, part-time or in advisory, consultant, associate or any other role with any company, organization or any kind of freelance work till the time you are employed with the Company. You need to take specific approval in writing from your manager before being associated or contributing to any forums, groups, projects or non-profit seeking bodies.



TERMINATION

Your employment may be terminated by the Company giving one (1) months' notice or one (1) month's pay in lieu of notice. In case the employee resigns/ give notice for termination of employment, he/she shall give one (1) months' notice or one (1) month's pay in lieu of notice to the Company. Further, the Company at their sole discretion may relieve the employee before the expiry of the notice period without any financial liability or commitment to allow them to continue in service till the end of the notice period. Your probation period will be three (3) months from the date of joining. During the probation period, the Company may terminate your employment by giving seven (7) days' notice or salary in lieu of such notice or Employee can terminate by giving seven (7) days' notice or salary in lieu of such notice. The company may terminate your employment without notice/ without pay in lieu of notice if you willfully disobey a lawful and reasonable instruction or direction, commit an act of misconduct, including but not limited to, fraud or dishonesty, or are habitually negligent in your duties.

RETURN OF COMPANY PROPERTY

On termination of your employment, for any reason, you must immediately return to the company all company property and all documents and items relating to the company's business. This includes, but is not limited to, any car, equipment, papers, keys, reports, computers, information and programs, records and documents and other information in whatever form, relating in any way to the company. Company is entitled to deduct or set off any amount owing to you on termination for the value of any property not returned, or amounts owing to company.

Any damage/loss/theft to company property issues to you, not limited to a laptop will have to borne by employee subjected to review by management.

NON-COMPETE & NON-SOLICITATION OBLIGATIONS

A. The Employee acknowledges that he/she, during his/her employment with the Group may obtain access to Confidential Information and have dealings with the customers and suppliers of the Group. The Employee acknowledges the breadth of the covenants under this Clause and acknowledges that he/she has various other skill sets which, if deployed by him/her after he/she ceases to be an employee of or ceases to be associated with the Group would be sufficient to be gainfully employed without having to compete with the Group. The Employee undertakes that he/she shall not, during the Non-Compete Period anywhere in the world, either jointly or severally, directly or indirectly, and whether as an individual, investor, promoter, proprietor, shareholder, joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director, trustee, committee member, office-bearer or agent or in any other manner whatsoever, whether for profit or otherwise commence, engage or be concerned in any business that competes with the whole or any part of any of the current or proposed business of the Group except on behalf of the Group, canvass or solicits business of a type similar to those being dealt in, or for services similar to those being provided by the Group from any Person;

B. induce or attempt to induce any customer/client of the Group to cease to be a customer/client, or otherwise interfere with the relationship between such a customer/client and the Group (save and except actions taken during the course of his/her employment in what he/she believes to be, in the Group's interest); or



C. induce or attempt to induce any director of the Company, senior management personnel or key employee of the Company to leave the employment of the Company.

D. During the Non-Compete Period, the Employee shall not anywhere in the world, either jointly or severally, directly or indirectly, and whether as an individual, investor, promoter, proprietor, shareholder, joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director, trustee, committee member, office-bearer or agent or in any other manner whatsoever, whether for profit or otherwise;

E. solicit any Person then engaged by the Group as an employee, full-time equivalent, officer, consultant, contractor or director or so engaged within the preceding 12 (twelve) month period (“**Existing Employee**”) to leave the employment of the Group, and shall use its best efforts to prevent any of its related entities or Persons from taking any such action;

F. disclose to any third party the names, backgrounds or qualifications of any the Existing Employees or otherwise identify them as potential candidates for employment. G. approach, recruit or otherwise solicit Existing Employees to work for any other employer.

H. persuade any Person which is a vendor/consultant of the Group, to cease doing business or to reduce the amount of business which any such Person has customarily done or might propose doing with the Group.

I. The covenants in this Clause and the time and other limitations with respect thereto are reasonable as to duration and subject matter, properly required for the adequate protection of the value and goodwill of the Group and such limitations are reasonable with respect to the activities of the Group.

J. It is the intention of the Parties that the provisions of this Clause shall be enforced to the fullest extent permissible under the applicable law, but that the unenforceability (or the modification to conform with such applicable Laws) of any provision hereof shall not render unenforceable or impair the remainder of this Clause. If any provision of this Clause shall be determined to be invalid or unenforceable, either in whole or in part, this Clause shall be deemed to be amended or modified, as necessary, the offending provision and to alter the remaining provisions of this Clause to the extent necessary to render the same valid and enforceable to the fullest extent permissible.

K. Nothing herein contained shall affect the Employee’s non-competition and non-solicitation obligations set forth in the Transaction Document. The obligations are independent of each other and shall bind the Employee independently.

CONFIDENTIALITY

The Employee shall not, whether during his/her employment with the Group or after the termination of his/her employment, for any reason, directly or indirectly, use for himself/herself or use for or disclose to any Person any Confidential Information other than for the benefit of Group and in the course of performing his duties and responsibilities.



A. Without prejudice to the generality of the foregoing, the Employee shall:

- a. keep confidential the Confidential Information and not disclose the same to any third party or use the same for the Employee's benefit or for the benefit (financial or otherwise) of any third party, except as expressly permitted by the Agreement or except with the prior written consent of the Company.
- b. protect the Confidential Information received with all reasonable care so as to ensure that the same does not fall into the hands of third parties or is not put to unauthorized use.
- c. not reproduce in any form the Confidential Information except with the prior written consent of the Company.

B. The confidentiality obligations under the Agreement shall not prevent the Employee from disclosing the same if required by law or under the orders of any court of competent jurisdiction or other competent legal authority, provided that the Employee gives the Company notice of such intended disclosure and an opportunity to oppose the same.

C. The Employee confirms that all Confidential Information shall remain the sole and absolute property of the Group or any third party, as applicable. The Employee shall, at the time of leaving the services of the Company, return all Confidential Information and other Company property, which he/she is in possession of.

D. The obligations under this Clause 5 shall survive the termination of the Agreement and shall survive so long as such information remains confidential. The Employee also acknowledges that use of the Confidential Information contrary to the provisions of the Agreement constitutes, among other things, criminal breach of trust in terms of the provisions of the Indian Penal Code, 1860.

E. The provisions of the Agreement for the protection of Confidential Information shall apply notwithstanding that the Employee has unauthorized or inadvertently obtained access to or otherwise come into possession of such Confidential Information.

F. In order to secure or preserve Confidential Information, the Company shall have the right at all timesto deactivate, disable, remove or prevent access to any Company property, including computers, servers, computer networks, email accounts, databases, storage, and vehicles.



Your date of Joining is 15-10-2023.

We look forward for your acceptance of this offer to begin your most exciting journey ahead.

Best Regards,

Amit Kumar, Director

NoBroker Technologies Solutions Pvt. Ltd.

Note - This is a system -generated letter and does not require a signature.

Acceptance:

I, K M BINDU SHREE, have read, understood, and accept this offer of employment, as set forth above.

Signature:

Date:



ANNEXURE

Remuneration Structure (In INR)

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	1,92,000	16,000
HRA	76,800	6,400
Special Allowance	39,494	3,291
Employer Contribution to PF	21,600	1,800
Fixed Pay	3,29,894	27,491
Performance Bonus	1,80,000	15,000
Total Fixed Pay and Performance bonus	5,09,894	42,491
Gratuity	6,332	
CTC	5,16,226	

* You will also be eligible for Medical Insurance under company's group medical insurance policy, details of the policy will be shared with you separately.

**Please note that above mentioned CTC includes a fixed deduction for employer & employee contribution to PF (INR 3600/-), Professional Tax (INR 200/-), Meal Allowance (INR 2500 /-) & Income tax, if applicable.

** Gratuity will be payable in line with the statutory provisions, upon separation from the Company, subject to completion of a minimum of five years of employment with the Company.



Offer Letter

13-09-2023

Dear Debayan Ghosh, NoBroker is a real estate portal which eliminates brokers from the real estate transactions and currently deals with residential rental niche with plans of expanding to other niches in real estate and businesses which involves middlemen transactions.

As we continue to grow, we are looking for likeminded people who can join our team and follow the leadership and be part of our culture of innovation

Further to our discussion, we are pleased to invite you to join our team as an Sales Executive L-1 based out of Bengaluru, Karnataka, India.

Your scope of responsibilities will be as briefed to you during your conversation with our team and in addition to that all other duties assigned to you by your Manager. In accepting this offer of employment, you will be required to perform all duties assigned to you with due care and diligence and in compliance with company norms. You are expected to devote all your time and effort in performing assigned duties during the business hours and reasonable additional hours as it may be necessary for business.

COMPENSATION & BENEFITS

You are entitled to a fixed compensation of **INR 5,16,226** /- per annum.

The details of your compensation structure and other benefits are outlined in Annexure. Performance pay will be payable as per the company's internal policies.

The compensation shall be subject to taxes and the Company may withhold therefrom any amounts as are required to be withheld pursuant to applicable law.

POLICIES AND PROCEDURES

You are required to comply with all NoBroker policies and procedures as they may be amended or added to from time to time.

LEAVE

You will be entitled to 7 days of sick leave per annum and 15 days of vacation leave per annum i.e. a total of 22 days leaves per annum. Leave can be carry forwarded to a maximum of 15 days.

OTHER ENGAGEMENTS

You are not allowed to work either full time, part-time or in advisory, consultant, associate or any other role with any company, organization or any kind of freelance work till the time you are employed with the Company. You need to take specific approval in writing from your manager before being associated or contributing to any forums, groups, projects or non-profit seeking bodies.



TERMINATION

Your employment may be terminated by the Company giving one (1) months' notice or one (1) month's pay in lieu of notice. In case the employee resigns/ give notice for termination of employment, he/she shall give one (1) months' notice or one (1) month's pay in lieu of notice to the Company. Further, the Company at their sole discretion may relieve the employee before the expiry of the notice period without any financial liability or commitment to allow them to continue in service till the end of the notice period. Your probation period will be three (3) months from the date of joining. During the probation period, the Company may terminate your employment by giving seven (7) days' notice or salary in lieu of such notice or Employee can terminate by giving seven (7) days' notice or salary in lieu of such notice. The company may terminate your employment without notice/ without pay in lieu of notice if you willfully disobey a lawful and reasonable instruction or direction, commit an act of misconduct, including but not limited to, fraud or dishonesty, or are habitually negligent in your duties.

RETURN OF COMPANY PROPERTY

On termination of your employment, for any reason, you must immediately return to the company all company property and all documents and items relating to the company's business. This includes, but is not limited to, any car, equipment, papers, keys, reports, computers, information and programs, records and documents and other information in whatever form, relating in any way to the company. Company is entitled to deduct or set off any amount owing to you on termination for the value of any property not returned, or amounts owing to company.

Any damage/loss/theft to company property issues to you, not limited to a laptop will have to borne by employee subjected to review by management.

NON-COMPETE & NON-SOLICITATION OBLIGATIONS

A. The Employee acknowledges that he/she, during his/her employment with the Group may obtain access to Confidential Information and have dealings with the customers and suppliers of the Group. The Employee acknowledges the breadth of the covenants under this Clause and acknowledges that he/she has various other skill sets which, if deployed by him/her after he/she ceases to be an employee of or ceases to be associated with the Group would be sufficient to be gainfully employed without having to compete with the Group. The Employee undertakes that he/she shall not, during the Non-Compete Period anywhere in the world, either jointly or severally, directly or indirectly, and whether as an individual, investor, promoter, proprietor, shareholder, joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director, trustee, committee member, office-bearer or agent or in any other manner whatsoever, whether for profit or otherwise commence, engage or be concerned in any business that competes with the whole or any part of any of the current or proposed business of the Group except on behalf of the Group, canvass or solicits business of a type similar to those being dealt in, or for services similar to those being provided by the Group from any Person;

B. induce or attempt to induce any customer/client of the Group to cease to be a customer/client, or otherwise interfere with the relationship between such a customer/client and the Group (save and except actions taken during the course of his/her employment in what he/she believes to be, in the Group's interest); or



C. induce or attempt to induce any director of the Company, senior management personnel or key employee of the Company to leave the employment of the Company.

D. During the Non-Compete Period, the Employee shall not anywhere in the world, either jointly or severally, directly or indirectly, and whether as an individual, investor, promoter, proprietor, shareholder, joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director, trustee, committee member, office-bearer or agent or in any other manner whatsoever, whether for profit or otherwise;

E. solicit any Person then engaged by the Group as an employee, full-time equivalent, officer, consultant, contractor or director or so engaged within the preceding 12 (twelve) month period (“**Existing Employee**”) to leave the employment of the Group, and shall use its best efforts to prevent any of its related entities or Persons from taking any such action;

F. disclose to any third party the names, backgrounds or qualifications of any the Existing Employees or otherwise identify them as potential candidates for employment. G. approach, recruit or otherwise solicit Existing Employees to work for any other employer.

H. persuade any Person which is a vendor/consultant of the Group, to cease doing business or to reduce the amount of business which any such Person has customarily done or might propose doing with the Group.

I. The covenants in this Clause and the time and other limitations with respect thereto are reasonable as to duration and subject matter, properly required for the adequate protection of the value and goodwill of the Group and such limitations are reasonable with respect to the activities of the Group.

J. It is the intention of the Parties that the provisions of this Clause shall be enforced to the fullest extent permissible under the applicable law, but that the unenforceability (or the modification to conform with such applicable Laws) of any provision hereof shall not render unenforceable or impair the remainder of this Clause. If any provision of this Clause shall be determined to be invalid or unenforceable, either in whole or in part, this Clause shall be deemed to be amended or modified, as necessary, the offending provision and to alter the remaining provisions of this Clause to the extent necessary to render the same valid and enforceable to the fullest extent permissible.

K. Nothing herein contained shall affect the Employee’s non-competition and non-solicitation obligations set forth in the Transaction Document. The obligations are independent of each other and shall bind the Employee independently.

CONFIDENTIALITY

The Employee shall not, whether during his/her employment with the Group or after the termination of his/her employment, for any reason, directly or indirectly, use for himself/herself or use for or disclose to any Person any Confidential Information other than for the benefit of Group and in the course of performing his duties and responsibilities.



A. Without prejudice to the generality of the foregoing, the Employee shall:

a. keep confidential the Confidential Information and not disclose the same to any third party or use the same for the Employee's benefit or for the benefit (financial or otherwise) of any third party, except as expressly permitted by the Agreement or except with the prior written consent of the Company.

b. protect the Confidential Information received with all reasonable care so as to ensure that the same does not fall into the hands of third parties or is not put to unauthorized use. c. not reproduce in any form the Confidential Information except with the prior written consent of the Company.

B. The confidentiality obligations under the Agreement shall not prevent the Employee from disclosing the same if required by law or under the orders of any court of competent jurisdiction or other competent legal authority, provided that the Employee gives the Company notice of such intended disclosure and an opportunity to oppose the same.

C. The Employee confirms that all Confidential Information shall remain the sole and absolute property of the Group or any third party, as applicable. The Employee shall, at the time of leaving the services of the Company, return all Confidential Information and other Company property, which he/she is in possession of.

D. The obligations under this Clause 5 shall survive the termination of the Agreement and shall survive so long as such information remains confidential. The Employee also acknowledges that use of the Confidential Information contrary to the provisions of the Agreement constitutes, among other things, criminal breach of trust in terms of the provisions of the Indian Penal Code, 1860.

E. The provisions of the Agreement for the protection of Confidential Information shall apply notwithstanding that the Employee has unauthorized or inadvertently obtained access to or otherwise come into possession of such Confidential Information.

F. In order to secure or preserve Confidential Information, the Company shall have the right at all timesto deactivate, disable, remove or prevent access to any Company property, including computers, servers, computer networks, email accounts, databases, storage, and vehicles.



Your date of Joining is 15-10-2023.

We look forward for your acceptance of this offer to begin your most exciting journey ahead.

Best Regards,

Amit Kumar, Director

NoBroker Technologies Solutions Pvt. Ltd.

Note - This is a system -generated letter and does not require a signature.

Acceptance:

I, Debayan Ghosh, have read, understood, and accept this offer of employment, as set forth above.

Signature:

Date:



ANNEXURE

Remuneration Structure (In INR)

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	1,92,000	16,000
HRA	76,800	6,400
Special Allowance	39,494	3,291
Employer Contribution to PF	21,600	1,800
Fixed Pay	3,29,894	27,491
Performance Bonus	1,80,000	15,000
Total Fixed Pay and Performance bonus	5,09,894	42,491
Gratuity	6,332	
CTC	5,16,226	

* You will also be eligible for Medical Insurance under company's group medical insurance policy, details of the policy will be shared with you separately.

**Please note that above mentioned CTC includes a fixed deduction for employer & employee contribution to PF (INR 3600/-), Professional Tax (INR 200/-), Meal Allowance (INR 2500 /-) & Income tax, if applicable.

** Gratuity will be payable in line with the statutory provisions, upon separation from the Company, subject to completion of a minimum of five years of employment with the Company.



Offer Letter

13-09-2023

Dear POTTIPATI PAVAN KUMAR REDDY, NoBroker is a real estate portal which eliminates brokers from the real estate transactions and currently deals with residential rental niche with plans of expanding to other niches in real estate and businesses which involves middlemen transactions.

As we continue to grow, we are looking for likeminded people who can join our team and follow the leadership and be part of our culture of innovation

Further to our discussion, we are pleased to invite you to join our team as an Sales Executive L-1 based out of Bengaluru, Karnataka, India.

Your scope of responsibilities will be as briefed to you during your conversation with our team and in addition to that all other duties assigned to you by your Manager. In accepting this offer of employment, you will be required to perform all duties assigned to you with due care and diligence and in compliance with company norms. You are expected to devote all your time and effort in performing assigned duties during the business hours and reasonable additional hours as it may be necessary for business.

COMPENSATION & BENEFITS

You are entitled to a fixed compensation of **INR 5,16,226** /- per annum.

The details of your compensation structure and other benefits are outlined in Annexure. Performance pay will be payable as per the company's internal policies.

The compensation shall be subject to taxes and the Company may withhold therefrom any amounts as are required to be withheld pursuant to applicable law.

POLICIES AND PROCEDURES

You are required to comply with all NoBroker policies and procedures as they may be amended or added to from time to time.

LEAVE

You will be entitled to 7 days of sick leave per annum and 15 days of vacation leave per annum i.e. a total of 22 days leaves per annum. Leave can be carry forwarded to a maximum of 15 days.

OTHER ENGAGEMENTS

You are not allowed to work either full time, part-time or in advisory, consultant, associate or any other role with any company, organization or any kind of freelance work till the time you are employed with the Company. You need to take specific approval in writing from your manager before being associated or contributing to any forums, groups, projects or non-profit seeking bodies.



TERMINATION

Your employment may be terminated by the Company giving one (1) months' notice or one (1) month's pay in lieu of notice. In case the employee resigns/ give notice for termination of employment, he/she shall give one (1) months' notice or one (1) month's pay in lieu of notice to the Company. Further, the Company at their sole discretion may relieve the employee before the expiry of the notice period without any financial liability or commitment to allow them to continue in service till the end of the notice period. Your probation period will be three (3) months from the date of joining. During the probation period, the Company may terminate your employment by giving seven (7) days' notice or salary in lieu of such notice or Employee can terminate by giving seven (7) days' notice or salary in lieu of such notice. The company may terminate your employment without notice/ without pay in lieu of notice if you willfully disobey a lawful and reasonable instruction or direction, commit an act of misconduct, including but not limited to, fraud or dishonesty, or are habitually negligent in your duties.

RETURN OF COMPANY PROPERTY

On termination of your employment, for any reason, you must immediately return to the company all company property and all documents and items relating to the company's business. This includes, but is not limited to, any car, equipment, papers, keys, reports, computers, information and programs, records and documents and other information in whatever form, relating in any way to the company. Company is entitled to deduct or set off any amount owing to you on termination for the value of any property not returned, or amounts owing to company.

Any damage/loss/theft to company property issues to you, not limited to a laptop will have to borne by employee subjected to review by management.

NON-COMPETE & NON-SOLICITATION OBLIGATIONS

A. The Employee acknowledges that he/she, during his/her employment with the Group may obtain access to Confidential Information and have dealings with the customers and suppliers of the Group. The Employee acknowledges the breadth of the covenants under this Clause and acknowledges that he/she has various other skill sets which, if deployed by him/her after he/she ceases to be an employee of or ceases to be associated with the Group would be sufficient to be gainfully employed without having to compete with the Group. The Employee undertakes that he/she shall not, during the Non-Compete Period anywhere in the world, either jointly or severally, directly or indirectly, and whether as an individual, investor, promoter, proprietor, shareholder, joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director, trustee, committee member, office-bearer or agent or in any other manner whatsoever, whether for profit or otherwise commence, engage or be concerned in any business that competes with the whole or any part of any of the current or proposed business of the Group except on behalf of the Group, canvass or solicits business of a type similar to those being dealt in, or for services similar to those being provided by the Group from any Person;

B. induce or attempt to induce any customer/client of the Group to cease to be a customer/client, or otherwise interfere with the relationship between such a customer/client and the Group (save and except actions taken during the course of his/her employment in what he/she believes to be, in the Group's interest); or



C. induce or attempt to induce any director of the Company, senior management personnel or key employee of the Company to leave the employment of the Company.

D. During the Non-Compete Period, the Employee shall not anywhere in the world, either jointly or severally, directly or indirectly, and whether as an individual, investor, promoter, proprietor, shareholder, joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director, trustee, committee member, office-bearer or agent or in any other manner whatsoever, whether for profit or otherwise;

E. solicit any Person then engaged by the Group as an employee, full-time equivalent, officer, consultant, contractor or director or so engaged within the preceding 12 (twelve) month period (“**Existing Employee**”) to leave the employment of the Group, and shall use its best efforts to prevent any of its related entities or Persons from taking any such action;

F. disclose to any third party the names, backgrounds or qualifications of any the Existing Employees or otherwise identify them as potential candidates for employment. G. approach, recruit or otherwise solicit Existing Employees to work for any other employer.

H. persuade any Person which is a vendor/consultant of the Group, to cease doing business or to reduce the amount of business which any such Person has customarily done or might propose doing with the Group.

I. The covenants in this Clause and the time and other limitations with respect thereto are reasonable as to duration and subject matter, properly required for the adequate protection of the value and goodwill of the Group and such limitations are reasonable with respect to the activities of the Group.

J. It is the intention of the Parties that the provisions of this Clause shall be enforced to the fullest extent permissible under the applicable law, but that the unenforceability (or the modification to conform with such applicable Laws) of any provision hereof shall not render unenforceable or impair the remainder of this Clause. If any provision of this Clause shall be determined to be invalid or unenforceable, either in whole or in part, this Clause shall be deemed to be amended or modified, as necessary, the offending provision and to alter the remaining provisions of this Clause to the extent necessary to render the same valid and enforceable to the fullest extent permissible.

K. Nothing herein contained shall affect the Employee’s non-competition and non-solicitation obligations set forth in the Transaction Document. The obligations are independent of each other and shall bind the Employee independently.

CONFIDENTIALITY

The Employee shall not, whether during his/her employment with the Group or after the termination of his/her employment, for any reason, directly or indirectly, use for himself/herself or use for or disclose to any Person any Confidential Information other than for the benefit of Group and in the course of performing his duties and responsibilities.



A. Without prejudice to the generality of the foregoing, the Employee shall:

- a. keep confidential the Confidential Information and not disclose the same to any third party or use the same for the Employee's benefit or for the benefit (financial or otherwise) of any third party, except as expressly permitted by the Agreement or except with the prior written consent of the Company.
- b. protect the Confidential Information received with all reasonable care so as to ensure that the same does not fall into the hands of third parties or is not put to unauthorized use.
- c. not reproduce in any form the Confidential Information except with the prior written consent of the Company.

B. The confidentiality obligations under the Agreement shall not prevent the Employee from disclosing the same if required by law or under the orders of any court of competent jurisdiction or other competent legal authority, provided that the Employee gives the Company notice of such intended disclosure and an opportunity to oppose the same.

C. The Employee confirms that all Confidential Information shall remain the sole and absolute property of the Group or any third party, as applicable. The Employee shall, at the time of leaving the services of the Company, return all Confidential Information and other Company property, which he/she is in possession of.

D. The obligations under this Clause 5 shall survive the termination of the Agreement and shall survive so long as such information remains confidential. The Employee also acknowledges that use of the Confidential Information contrary to the provisions of the Agreement constitutes, among other things, criminal breach of trust in terms of the provisions of the Indian Penal Code, 1860.

E. The provisions of the Agreement for the protection of Confidential Information shall apply notwithstanding that the Employee has unauthorized or inadvertently obtained access to or otherwise come into possession of such Confidential Information.

F. In order to secure or preserve Confidential Information, the Company shall have the right at all timesto deactivate, disable, remove or prevent access to any Company property, including computers, servers, computer networks, email accounts, databases, storage, and vehicles.



Your date of Joining is 15-10-2023.

We look forward for your acceptance of this offer to begin your most exciting journey ahead.

Best Regards,

Amit Kumar, Director

NoBroker Technologies Solutions Pvt. Ltd.

Note - This is a system -generated letter and does not require a signature.

Acceptance:

I, POTTIPATI PAVAN KUMAR REDDY have read, understood, and accept this offer of employment, as set forth above.

Signature:

Date:



ANNEXURE

Remuneration Structure (In INR)

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	1,92,000	16,000
HRA	76,800	6,400
Special Allowance	39,494	3,291
Employer Contribution to PF	21,600	1,800
Fixed Pay	3,29,894	27,491
Performance Bonus	1,80,000	15,000
Total Fixed Pay and Performance bonus	5,09,894	42,491
Gratuity	6,332	
CTC	5,16,226	

* You will also be eligible for Medical Insurance under company's group medical insurance policy, details of the policy will be shared with you separately.

**Please note that above mentioned CTC includes a fixed deduction for employer & employee contribution to PF (INR 3600/-), Professional Tax (INR 200/-), Meal Allowance (INR 2500 /-) & Income tax, if applicable.

** Gratuity will be payable in line with the statutory provisions, upon separation from the Company, subject to completion of a minimum of five years of employment with the Company.



Offer Letter

13-09-2023

Dear Raghav Agarwal, NoBroker is a real estate portal which eliminates brokers from the real estate transactions and currently deals with residential rental niche with plans of expanding to other niches in real estate and businesses which involves middlemen transactions.

As we continue to grow, we are looking for likeminded people who can join our team and follow the leadership and be part of our culture of innovation

Further to our discussion, we are pleased to invite you to join our team as an Sales Executive L-1 based out of Bengaluru, Karnataka, India.

Your scope of responsibilities will be as briefed to you during your conversation with our team and in addition to that all other duties assigned to you by your Manager. In accepting this offer of employment, you will be required to perform all duties assigned to you with due care and diligence and in compliance with company norms. You are expected to devote all your time and effort in performing assigned duties during the business hours and reasonable additional hours as it may be necessary for business.

COMPENSATION & BENEFITS

You are entitled to a fixed compensation of **INR 5,16,226** /- per annum.

The details of your compensation structure and other benefits are outlined in Annexure. Performance pay will be payable as per the company's internal policies.

The compensation shall be subject to taxes and the Company may withhold therefrom any amounts as are required to be withheld pursuant to applicable law.

POLICIES AND PROCEDURES

You are required to comply with all NoBroker policies and procedures as they may be amended or added to from time to time.

LEAVE

You will be entitled to 7 days of sick leave per annum and 15 days of vacation leave per annum i.e. a total of 22 days leaves per annum. Leave can be carry forwarded to a maximum of 15 days.

OTHER ENGAGEMENTS

You are not allowed to work either full time, part-time or in advisory, consultant, associate or any other role with any company, organization or any kind of freelance work till the time you are employed with the Company. You need to take specific approval in writing from your manager before being associated or contributing to any forums, groups, projects or non-profit seeking bodies.



TERMINATION

Your employment may be terminated by the Company giving one (1) months' notice or one (1) month's pay in lieu of notice. In case the employee resigns/ give notice for termination of employment, he/she shall give one (1) months' notice or one (1) month's pay in lieu of notice to the Company. Further, the Company at their sole discretion may relieve the employee before the expiry of the notice period without any financial liability or commitment to allow them to continue in service till the end of the notice period. Your probation period will be three (3) months from the date of joining. During the probation period, the Company may terminate your employment by giving seven (7) days' notice or salary in lieu of such notice or Employee can terminate by giving seven (7) days' notice or salary in lieu of such notice. The company may terminate your employment without notice/ without pay in lieu of notice if you willfully disobey a lawful and reasonable instruction or direction, commit an act of misconduct, including but not limited to, fraud or dishonesty, or are habitually negligent in your duties.

RETURN OF COMPANY PROPERTY

On termination of your employment, for any reason, you must immediately return to the company all company property and all documents and items relating to the company's business. This includes, but is not limited to, any car, equipment, papers, keys, reports, computers, information and programs, records and documents and other information in whatever form, relating in any way to the company. Company is entitled to deduct or set off any amount owing to you on termination for the value of any property not returned, or amounts owing to company.

Any damage/loss/theft to company property issues to you, not limited to a laptop will have to borne by employee subjected to review by management.

NON-COMPETE & NON-SOLICITATION OBLIGATIONS

A. The Employee acknowledges that he/she, during his/her employment with the Group may obtain access to Confidential Information and have dealings with the customers and suppliers of the Group. The Employee acknowledges the breadth of the covenants under this Clause and acknowledges that he/she has various other skill sets which, if deployed by him/her after he/she ceases to be an employee of or ceases to be associated with the Group would be sufficient to be gainfully employed without having to compete with the Group. The Employee undertakes that he/she shall not, during the Non-Compete Period anywhere in the world, either jointly or severally, directly or indirectly, and whether as an individual, investor, promoter, proprietor, shareholder, joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director, trustee, committee member, office-bearer or agent or in any other manner whatsoever, whether for profit or otherwise commence, engage or be concerned in any business that competes with the whole or any part of any of the current or proposed business of the Group except on behalf of the Group, canvass or solicits business of a type similar to those being dealt in, or for services similar to those being provided by the Group from any Person;

B. induce or attempt to induce any customer/client of the Group to cease to be a customer/client, or otherwise interfere with the relationship between such a customer/client and the Group (save and except actions taken during the course of his/her employment in what he/she believes to be, in the Group's interest); or



C. induce or attempt to induce any director of the Company, senior management personnel or key employee of the Company to leave the employment of the Company.

D. During the Non-Compete Period, the Employee shall not anywhere in the world, either jointly or severally, directly or indirectly, and whether as an individual, investor, promoter, proprietor, shareholder, joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director, trustee, committee member, office-bearer or agent or in any other manner whatsoever, whether for profit or otherwise;

E. solicit any Person then engaged by the Group as an employee, full-time equivalent, officer, consultant, contractor or director or so engaged within the preceding 12 (twelve) month period (“**Existing Employee**”) to leave the employment of the Group, and shall use its best efforts to prevent any of its related entities or Persons from taking any such action;

F. disclose to any third party the names, backgrounds or qualifications of any the Existing Employees or otherwise identify them as potential candidates for employment. G. approach, recruit or otherwise solicit Existing Employees to work for any other employer.

H. persuade any Person which is a vendor/consultant of the Group, to cease doing business or to reduce the amount of business which any such Person has customarily done or might propose doing with the Group.

I. The covenants in this Clause and the time and other limitations with respect thereto are reasonable as to duration and subject matter, properly required for the adequate protection of the value and goodwill of the Group and such limitations are reasonable with respect to the activities of the Group.

J. It is the intention of the Parties that the provisions of this Clause shall be enforced to the fullest extent permissible under the applicable law, but that the unenforceability (or the modification to conform with such applicable Laws) of any provision hereof shall not render unenforceable or impair the remainder of this Clause. If any provision of this Clause shall be determined to be invalid or unenforceable, either in whole or in part, this Clause shall be deemed to be amended or modified, as necessary, the offending provision and to alter the remaining provisions of this Clause to the extent necessary to render the same valid and enforceable to the fullest extent permissible.

K. Nothing herein contained shall affect the Employee’s non-competition and non-solicitation obligations set forth in the Transaction Document. The obligations are independent of each other and shall bind the Employee independently.

CONFIDENTIALITY

The Employee shall not, whether during his/her employment with the Group or after the termination of his/her employment, for any reason, directly or indirectly, use for himself/herself or use for or disclose to any Person any Confidential Information other than for the benefit of Group and in the course of performing his duties and responsibilities.



A. Without prejudice to the generality of the foregoing, the Employee shall:

- a. keep confidential the Confidential Information and not disclose the same to any third party or use the same for the Employee's benefit or for the benefit (financial or otherwise) of any third party, except as expressly permitted by the Agreement or except with the prior written consent of the Company.
- b. protect the Confidential Information received with all reasonable care so as to ensure that the same does not fall into the hands of third parties or is not put to unauthorized use.
- c. not reproduce in any form the Confidential Information except with the prior written consent of the Company.

B. The confidentiality obligations under the Agreement shall not prevent the Employee from disclosing the same if required by law or under the orders of any court of competent jurisdiction or other competent legal authority, provided that the Employee gives the Company notice of such intended disclosure and an opportunity to oppose the same.

C. The Employee confirms that all Confidential Information shall remain the sole and absolute property of the Group or any third party, as applicable. The Employee shall, at the time of leaving the services of the Company, return all Confidential Information and other Company property, which he/she is in possession of.

D. The obligations under this Clause 5 shall survive the termination of the Agreement and shall survive so long as such information remains confidential. The Employee also acknowledges that use of the Confidential Information contrary to the provisions of the Agreement constitutes, among other things, criminal breach of trust in terms of the provisions of the Indian Penal Code, 1860.

E. The provisions of the Agreement for the protection of Confidential Information shall apply notwithstanding that the Employee has unauthorized or inadvertently obtained access to or otherwise come into possession of such Confidential Information.

F. In order to secure or preserve Confidential Information, the Company shall have the right at all timesto deactivate, disable, remove or prevent access to any Company property, including computers, servers, computer networks, email accounts, databases, storage, and vehicles.



Your date of Joining is 15-10-2023.

We look forward for your acceptance of this offer to begin your most exciting journey ahead.

Best Regards,

Amit Kumar, Director

NoBroker Technologies Solutions Pvt. Ltd.

Note - This is a system -generated letter and does not require a signature.

Acceptance:

I, Raghav Agarwal have read, understood, and accept this offer of employment, as set forth above.

Signature:

Date:



ANNEXURE

Remuneration Structure (In INR)

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	1,92,000	16,000
HRA	76,800	6,400
Special Allowance	39,494	3,291
Employer Contribution to PF	21,600	1,800
Fixed Pay	3,29,894	27,491
Performance Bonus	1,80,000	15,000
Total Fixed Pay and Performance bonus	5,09,894	42,491
Gratuity	6,332	
CTC	5,16,226	

* You will also be eligible for Medical Insurance under company's group medical insurance policy, details of the policy will be shared with you separately.

**Please note that above mentioned CTC includes a fixed deduction for employer & employee contribution to PF (INR 3600/-), Professional Tax (INR 200/-), Meal Allowance (INR 2500 /-) & Income tax, if applicable.

** Gratuity will be payable in line with the statutory provisions, upon separation from the Company, subject to completion of a minimum of five years of employment with the Company.



Offer Letter

13-09-2023

Dear Spoorthi B, NoBroker is a real estate portal which eliminates brokers from the real estate transactions and currently deals with residential rental niche with plans of expanding to other niches in real estate and businesses which involves middlemen transactions.

As we continue to grow, we are looking for likeminded people who can join our team and follow the leadership and be part of our culture of innovation

Further to our discussion, we are pleased to invite you to join our team as an Sales Executive L-1 based out of Bengaluru, Karnataka, India.

Your scope of responsibilities will be as briefed to you during your conversation with our team and in addition to that all other duties assigned to you by your Manager. In accepting this offer of employment, you will be required to perform all duties assigned to you with due care and diligence and in compliance with company norms. You are expected to devote all your time and effort in performing assigned duties during the business hours and reasonable additional hours as it may be necessary for business.

COMPENSATION & BENEFITS

You are entitled to a fixed compensation of **INR 5,16,226** /- per annum.

The details of your compensation structure and other benefits are outlined in Annexure. Performance pay will be payable as per the company's internal policies.

The compensation shall be subject to taxes and the Company may withhold therefrom any amounts as are required to be withheld pursuant to applicable law.

POLICIES AND PROCEDURES

You are required to comply with all NoBroker policies and procedures as they may be amended or added to from time to time.

LEAVE

You will be entitled to 7 days of sick leave per annum and 15 days of vacation leave per annum i.e. a total of 22 days leaves per annum. Leave can be carry forwarded to a maximum of 15 days.

OTHER ENGAGEMENTS

You are not allowed to work either full time, part-time or in advisory, consultant, associate or any other role with any company, organization or any kind of freelance work till the time you are employed with the Company. You need to take specific approval in writing from your manager before being associated or contributing to any forums, groups, projects or non-profit seeking bodies.



TERMINATION

Your employment may be terminated by the Company giving one (1) months' notice or one (1) month's pay in lieu of notice. In case the employee resigns/ give notice for termination of employment, he/she shall give one (1) months' notice or one (1) month's pay in lieu of notice to the Company. Further, the Company at their sole discretion may relieve the employee before the expiry of the notice period without any financial liability or commitment to allow them to continue in service till the end of the notice period. Your probation period will be three (3) months from the date of joining. During the probation period, the Company may terminate your employment by giving seven (7) days' notice or salary in lieu of such notice or Employee can terminate by giving seven (7) days' notice or salary in lieu of such notice. The company may terminate your employment without notice/ without pay in lieu of notice if you willfully disobey a lawful and reasonable instruction or direction, commit an act of misconduct, including but not limited to, fraud or dishonesty, or are habitually negligent in your duties.

RETURN OF COMPANY PROPERTY

On termination of your employment, for any reason, you must immediately return to the company all company property and all documents and items relating to the company's business. This includes, but is not limited to, any car, equipment, papers, keys, reports, computers, information and programs, records and documents and other information in whatever form, relating in any way to the company. Company is entitled to deduct or set off any amount owing to you on termination for the value of any property not returned, or amounts owing to company.

Any damage/loss/theft to company property issues to you, not limited to a laptop will have to borne by employee subjected to review by management.

NON-COMPETE & NON-SOLICITATION OBLIGATIONS

A. The Employee acknowledges that he/she, during his/her employment with the Group may obtain access to Confidential Information and have dealings with the customers and suppliers of the Group. The Employee acknowledges the breadth of the covenants under this Clause and acknowledges that he/she has various other skill sets which, if deployed by him/her after he/she ceases to be an employee of or ceases to be associated with the Group would be sufficient to be gainfully employed without having to compete with the Group. The Employee undertakes that he/she shall not, during the Non-Compete Period anywhere in the world, either jointly or severally, directly or indirectly, and whether as an individual, investor, promoter, proprietor, shareholder, joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director, trustee, committee member, office-bearer or agent or in any other manner whatsoever, whether for profit or otherwise commence, engage or be concerned in any business that competes with the whole or any part of any of the current or proposed business of the Group except on behalf of the Group, canvass or solicits business of a type similar to those being dealt in, or for services similar to those being provided by the Group from any Person;

B. induce or attempt to induce any customer/client of the Group to cease to be a customer/client, or otherwise interfere with the relationship between such a customer/client and the Group (save and except actions taken during the course of his/her employment in what he/she believes to be, in the Group's interest); or



C. induce or attempt to induce any director of the Company, senior management personnel or key employee of the Company to leave the employment of the Company.

D. During the Non-Compete Period, the Employee shall not anywhere in the world, either jointly or severally, directly or indirectly, and whether as an individual, investor, promoter, proprietor, shareholder, joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director, trustee, committee member, office-bearer or agent or in any other manner whatsoever, whether for profit or otherwise;

E. solicit any Person then engaged by the Group as an employee, full-time equivalent, officer, consultant, contractor or director or so engaged within the preceding 12 (twelve) month period (“**Existing Employee**”) to leave the employment of the Group, and shall use its best efforts to prevent any of its related entities or Persons from taking any such action;

F. disclose to any third party the names, backgrounds or qualifications of any the Existing Employees or otherwise identify them as potential candidates for employment. G. approach, recruit or otherwise solicit Existing Employees to work for any other employer.

H. persuade any Person which is a vendor/consultant of the Group, to cease doing business or to reduce the amount of business which any such Person has customarily done or might propose doing with the Group.

I. The covenants in this Clause and the time and other limitations with respect thereto are reasonable as to duration and subject matter, properly required for the adequate protection of the value and goodwill of the Group and such limitations are reasonable with respect to the activities of the Group.

J. It is the intention of the Parties that the provisions of this Clause shall be enforced to the fullest extent permissible under the applicable law, but that the unenforceability (or the modification to conform with such applicable Laws) of any provision hereof shall not render unenforceable or impair the remainder of this Clause. If any provision of this Clause shall be determined to be invalid or unenforceable, either in whole or in part, this Clause shall be deemed to be amended or modified, as necessary, the offending provision and to alter the remaining provisions of this Clause to the extent necessary to render the same valid and enforceable to the fullest extent permissible.

K. Nothing herein contained shall affect the Employee’s non-competition and non-solicitation obligations set forth in the Transaction Document. The obligations are independent of each other and shall bind the Employee independently.

CONFIDENTIALITY

The Employee shall not, whether during his/her employment with the Group or after the termination of his/her employment, for any reason, directly or indirectly, use for himself/herself or use for or disclose to any Person any Confidential Information other than for the benefit of Group and in the course of performing his duties and responsibilities.



A. Without prejudice to the generality of the foregoing, the Employee shall:

a. keep confidential the Confidential Information and not disclose the same to any third party or use the same for the Employee's benefit or for the benefit (financial or otherwise) of any third party, except as expressly permitted by the Agreement or except with the prior written consent of the Company.

b. protect the Confidential Information received with all reasonable care so as to ensure that the same does not fall into the hands of third parties or is not put to unauthorized use. c. not reproduce in any form the Confidential Information except with the prior written consent of the Company.

B. The confidentiality obligations under the Agreement shall not prevent the Employee from disclosing the same if required by law or under the orders of any court of competent jurisdiction or other competent legal authority, provided that the Employee gives the Company notice of such intended disclosure and an opportunity to oppose the same.

C. The Employee confirms that all Confidential Information shall remain the sole and absolute property of the Group or any third party, as applicable. The Employee shall, at the time of leaving the services of the Company, return all Confidential Information and other Company property, which he/she is in possession of.

D. The obligations under this Clause 5 shall survive the termination of the Agreement and shall survive so long as such information remains confidential. The Employee also acknowledges that use of the Confidential Information contrary to the provisions of the Agreement constitutes, among other things, criminal breach of trust in terms of the provisions of the Indian Penal Code, 1860.

E. The provisions of the Agreement for the protection of Confidential Information shall apply notwithstanding that the Employee has unauthorized or inadvertently obtained access to or otherwise come into possession of such Confidential Information.

F. In order to secure or preserve Confidential Information, the Company shall have the right at all timesto deactivate, disable, remove or prevent access to any Company property, including computers, servers, computer networks, email accounts, databases, storage, and vehicles.



Your date of Joining is 15-10-2023.

We look forward for your acceptance of this offer to begin your most exciting journey ahead.

Best Regards,

Amit Kumar, Director

NoBroker Technologies Solutions Pvt. Ltd.

Note - This is a system -generated letter and does not require a signature.

Acceptance:

I, Spoorthi B have read, understood, and accept this offer of employment, as set forth above.

Signature:

Date:



ANNEXURE

Remuneration Structure (In INR)

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	1,92,000	16,000
HRA	76,800	6,400
Special Allowance	39,494	3,291
Employer Contribution to PF	21,600	1,800
Fixed Pay	3,29,894	27,491
Performance Bonus	1,80,000	15,000
Total Fixed Pay and Performance bonus	5,09,894	42,491
Gratuity	6,332	
CTC	5,16,226	

* You will also be eligible for Medical Insurance under company's group medical insurance policy, details of the policy will be shared with you separately.

**Please note that above mentioned CTC includes a fixed deduction for employer & employee contribution to PF (INR 3600/-), Professional Tax (INR 200/-), Meal Allowance (INR 2500 /-) & Income tax, if applicable.

** Gratuity will be payable in line with the statutory provisions, upon separation from the Company, subject to completion of a minimum of five years of employment with the Company.



Offer Letter

13-09-2023

Dear Asvitha S, NoBroker is a real estate portal which eliminates brokers from the real estate transactions and currently deals with residential rental niche with plans of expanding to other niches in real estate and businesses which involves middlemen transactions.

As we continue to grow, we are looking for likeminded people who can join our team and follow the leadership and be part of our culture of innovation

Further to our discussion, we are pleased to invite you to join our team as an Sales Executive L-1 based out of Bengaluru, Karnataka, India.

Your scope of responsibilities will be as briefed to you during your conversation with our team and in addition to that all other duties assigned to you by your Manager. In accepting this offer of employment, you will be required to perform all duties assigned to you with due care and diligence and in compliance with company norms. You are expected to devote all your time and effort in performing assigned duties during the business hours and reasonable additional hours as it may be necessary for business.

COMPENSATION & BENEFITS

You are entitled to a fixed compensation of **INR 5,16,226** /- per annum.

The details of your compensation structure and other benefits are outlined in Annexure. Performance pay will be payable as per the company's internal policies.

The compensation shall be subject to taxes and the Company may withhold therefrom any amounts as are required to be withheld pursuant to applicable law.

POLICIES AND PROCEDURES

You are required to comply with all NoBroker policies and procedures as they may be amended or added to from time to time.

LEAVE

You will be entitled to 7 days of sick leave per annum and 15 days of vacation leave per annum i.e. a total of 22 days leaves per annum. Leave can be carry forwarded to a maximum of 15 days.

OTHER ENGAGEMENTS

You are not allowed to work either full time, part-time or in advisory, consultant, associate or any other role with any company, organization or any kind of freelance work till the time you are employed with the Company. You need to take specific approval in writing from your manager before being associated or contributing to any forums, groups, projects or non-profit seeking bodies.



TERMINATION

Your employment may be terminated by the Company giving one (1) months' notice or one (1) month's pay in lieu of notice. In case the employee resigns/ give notice for termination of employment, he/she shall give one (1) months' notice or one (1) month's pay in lieu of notice to the Company. Further, the Company at their sole discretion may relieve the employee before the expiry of the notice period without any financial liability or commitment to allow them to continue in service till the end of the notice period. Your probation period will be three (3) months from the date of joining. During the probation period, the Company may terminate your employment by giving seven (7) days' notice or salary in lieu of such notice or Employee can terminate by giving seven (7) days' notice or salary in lieu of such notice. The company may terminate your employment without notice/ without pay in lieu of notice if you willfully disobey a lawful and reasonable instruction or direction, commit an act of misconduct, including but not limited to, fraud or dishonesty, or are habitually negligent in your duties.

RETURN OF COMPANY PROPERTY

On termination of your employment, for any reason, you must immediately return to the company all company property and all documents and items relating to the company's business. This includes, but is not limited to, any car, equipment, papers, keys, reports, computers, information and programs, records and documents and other information in whatever form, relating in any way to the company. Company is entitled to deduct or set off any amount owing to you on termination for the value of any property not returned, or amounts owing to company.

Any damage/loss/theft to company property issues to you, not limited to a laptop will have to borne by employee subjected to review by management.

NON-COMPETE & NON-SOLICITATION OBLIGATIONS

A. The Employee acknowledges that he/she, during his/her employment with the Group may obtain access to Confidential Information and have dealings with the customers and suppliers of the Group. The Employee acknowledges the breadth of the covenants under this Clause and acknowledges that he/she has various other skill sets which, if deployed by him/her after he/she ceases to be an employee of or ceases to be associated with the Group would be sufficient to be gainfully employed without having to compete with the Group. The Employee undertakes that he/she shall not, during the Non-Compete Period anywhere in the world, either jointly or severally, directly or indirectly, and whether as an individual, investor, promoter, proprietor, shareholder, joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director, trustee, committee member, office-bearer or agent or in any other manner whatsoever, whether for profit or otherwise commence, engage or be concerned in any business that competes with the whole or any part of any of the current or proposed business of the Group except on behalf of the Group, canvass or solicits business of a type similar to those being dealt in, or for services similar to those being provided by the Group from any Person;

B. induce or attempt to induce any customer/client of the Group to cease to be a customer/client, or otherwise interfere with the relationship between such a customer/client and the Group (save and except actions taken during the course of his/her employment in what he/she believes to be, in the Group's interest); or



C. induce or attempt to induce any director of the Company, senior management personnel or key employee of the Company to leave the employment of the Company.

D. During the Non-Compete Period, the Employee shall not anywhere in the world, either jointly or severally, directly or indirectly, and whether as an individual, investor, promoter, proprietor, shareholder, joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director, trustee, committee member, office-bearer or agent or in any other manner whatsoever, whether for profit or otherwise;

E. solicit any Person then engaged by the Group as an employee, full-time equivalent, officer, consultant, contractor or director or so engaged within the preceding 12 (twelve) month period (“**Existing Employee**”) to leave the employment of the Group, and shall use its best efforts to prevent any of its related entities or Persons from taking any such action;

F. disclose to any third party the names, backgrounds or qualifications of any the Existing Employees or otherwise identify them as potential candidates for employment. G. approach, recruit or otherwise solicit Existing Employees to work for any other employer.

H. persuade any Person which is a vendor/consultant of the Group, to cease doing business or to reduce the amount of business which any such Person has customarily done or might propose doing with the Group.

I. The covenants in this Clause and the time and other limitations with respect thereto are reasonable as to duration and subject matter, properly required for the adequate protection of the value and goodwill of the Group and such limitations are reasonable with respect to the activities of the Group.

J. It is the intention of the Parties that the provisions of this Clause shall be enforced to the fullest extent permissible under the applicable law, but that the unenforceability (or the modification to conform with such applicable Laws) of any provision hereof shall not render unenforceable or impair the remainder of this Clause. If any provision of this Clause shall be determined to be invalid or unenforceable, either in whole or in part, this Clause shall be deemed to be amended or modified, as necessary, the offending provision and to alter the remaining provisions of this Clause to the extent necessary to render the same valid and enforceable to the fullest extent permissible.

K. Nothing herein contained shall affect the Employee’s non-competition and non-solicitation obligations set forth in the Transaction Document. The obligations are independent of each other and shall bind the Employee independently.

CONFIDENTIALITY

The Employee shall not, whether during his/her employment with the Group or after the termination of his/her employment, for any reason, directly or indirectly, use for himself/herself or use for or disclose to any Person any Confidential Information other than for the benefit of Group and in the course of performing his duties and responsibilities.



A. Without prejudice to the generality of the foregoing, the Employee shall:

a. keep confidential the Confidential Information and not disclose the same to any third party or use the same for the Employee's benefit or for the benefit (financial or otherwise) of any third party, except as expressly permitted by the Agreement or except with the prior written consent of the Company.

b. protect the Confidential Information received with all reasonable care so as to ensure that the same does not fall into the hands of third parties or is not put to unauthorized use. c. not reproduce in any form the Confidential Information except with the prior written consent of the Company.

B. The confidentiality obligations under the Agreement shall not prevent the Employee from disclosing the same if required by law or under the orders of any court of competent jurisdiction or other competent legal authority, provided that the Employee gives the Company notice of such intended disclosure and an opportunity to oppose the same.

C. The Employee confirms that all Confidential Information shall remain the sole and absolute property of the Group or any third party, as applicable. The Employee shall, at the time of leaving the services of the Company, return all Confidential Information and other Company property, which he/she is in possession of.

D. The obligations under this Clause 5 shall survive the termination of the Agreement and shall survive so long as such information remains confidential. The Employee also acknowledges that use of the Confidential Information contrary to the provisions of the Agreement constitutes, among other things, criminal breach of trust in terms of the provisions of the Indian Penal Code, 1860.

E. The provisions of the Agreement for the protection of Confidential Information shall apply notwithstanding that the Employee has unauthorized or inadvertently obtained access to or otherwise come into possession of such Confidential Information.

F. In order to secure or preserve Confidential Information, the Company shall have the right at all timesto deactivate, disable, remove or prevent access to any Company property, including computers, servers, computer networks, email accounts, databases, storage, and vehicles.



Your date of Joining is 15-10-2023.

We look forward for your acceptance of this offer to begin your most exciting journey ahead.

Best Regards,

Amit Kumar, Director

NoBroker Technologies Solutions Pvt. Ltd.

Note - This is a system -generated letter and does not require a signature.

Acceptance:

I, Asvitha S have read, understood, and accept this offer of employment, as set forth above.

Signature:

Date:



ANNEXURE

Remuneration Structure (In INR)

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	1,92,000	16,000
HRA	76,800	6,400
Special Allowance	39,494	3,291
Employer Contribution to PF	21,600	1,800
Fixed Pay	3,29,894	27,491
Performance Bonus	1,80,000	15,000
Total Fixed Pay and Performance bonus	5,09,894	42,491
Gratuity	6,332	
CTC	5,16,226	

* You will also be eligible for Medical Insurance under company's group medical insurance policy, details of the policy will be shared with you separately.

**Please note that above mentioned CTC includes a fixed deduction for employer & employee contribution to PF (INR 3600/-), Professional Tax (INR 200/-), Meal Allowance (INR 2500 /-) & Income tax, if applicable.

** Gratuity will be payable in line with the statutory provisions, upon separation from the Company, subject to completion of a minimum of five years of employment with the Company.



Offer Letter

13-09-2023

Dear Muhammed Zain Jambagi, NoBroker is a real estate portal which eliminates brokers from the real estate transactions and currently deals with residential rental niche with plans of expanding to other niches in real estate and businesses which involves middlemen transactions.

As we continue to grow, we are looking for likeminded people who can join our team and follow the leadership and be part of our culture of innovation

Further to our discussion, we are pleased to invite you to join our team as an Sales Executive L-1 based out of Bengaluru, Karnataka, India.

Your scope of responsibilities will be as briefed to you during your conversation with our team and in addition to that all other duties assigned to you by your Manager. In accepting this offer of employment, you will be required to perform all duties assigned to you with due care and diligence and in compliance with company norms. You are expected to devote all your time and effort in performing assigned duties during the business hours and reasonable additional hours as it may be necessary for business.

COMPENSATION & BENEFITS

You are entitled to a fixed compensation of **INR 5,16,226** /- per annum.

The details of your compensation structure and other benefits are outlined in Annexure. Performance pay will be payable as per the company's internal policies.

The compensation shall be subject to taxes and the Company may withhold therefrom any amounts as are required to be withheld pursuant to applicable law.

POLICIES AND PROCEDURES

You are required to comply with all NoBroker policies and procedures as they may be amended or added to from time to time.

LEAVE

You will be entitled to 7 days of sick leave per annum and 15 days of vacation leave per annum i.e. a total of 22 days leaves per annum. Leave can be carry forwarded to a maximum of 15 days.

OTHER ENGAGEMENTS

You are not allowed to work either full time, part-time or in advisory, consultant, associate or any other role with any company, organization or any kind of freelance work till the time you are employed with the Company. You need to take specific approval in writing from your manager before being associated or contributing to any forums, groups, projects or non-profit seeking bodies.



TERMINATION

Your employment may be terminated by the Company giving one (1) months' notice or one (1) month's pay in lieu of notice. In case the employee resigns/ give notice for termination of employment, he/she shall give one (1) months' notice or one (1) month's pay in lieu of notice to the Company. Further, the Company at their sole discretion may relieve the employee before the expiry of the notice period without any financial liability or commitment to allow them to continue in service till the end of the notice period. Your probation period will be three (3) months from the date of joining. During the probation period, the Company may terminate your employment by giving seven (7) days' notice or salary in lieu of such notice or Employee can terminate by giving seven (7) days' notice or salary in lieu of such notice. The company may terminate your employment without notice/ without pay in lieu of notice if you willfully disobey a lawful and reasonable instruction or direction, commit an act of misconduct, including but not limited to, fraud or dishonesty, or are habitually negligent in your duties.

RETURN OF COMPANY PROPERTY

On termination of your employment, for any reason, you must immediately return to the company all company property and all documents and items relating to the company's business. This includes, but is not limited to, any car, equipment, papers, keys, reports, computers, information and programs, records and documents and other information in whatever form, relating in any way to the company. Company is entitled to deduct or set off any amount owing to you on termination for the value of any property not returned, or amounts owing to company.

Any damage/loss/theft to company property issues to you, not limited to a laptop will have to borne by employee subjected to review by management.

NON-COMPETE & NON-SOLICITATION OBLIGATIONS

A. The Employee acknowledges that he/she, during his/her employment with the Group may obtain access to Confidential Information and have dealings with the customers and suppliers of the Group. The Employee acknowledges the breadth of the covenants under this Clause and acknowledges that he/she has various other skill sets which, if deployed by him/her after he/she ceases to be an employee of or ceases to be associated with the Group would be sufficient to be gainfully employed without having to compete with the Group. The Employee undertakes that he/she shall not, during the Non-Compete Period anywhere in the world, either jointly or severally, directly or indirectly, and whether as an individual, investor, promoter, proprietor, shareholder, joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director, trustee, committee member, office-bearer or agent or in any other manner whatsoever, whether for profit or otherwise commence, engage or be concerned in any business that competes with the whole or any part of any of the current or proposed business of the Group except on behalf of the Group, canvass or solicits business of a type similar to those being dealt in, or for services similar to those being provided by the Group from any Person;

B. induce or attempt to induce any customer/client of the Group to cease to be a customer/client, or otherwise interfere with the relationship between such a customer/client and the Group (save and except actions taken during the course of his/her employment in what he/she believes to be, in the Group's interest); or



C. induce or attempt to induce any director of the Company, senior management personnel or key employee of the Company to leave the employment of the Company.

D. During the Non-Compete Period, the Employee shall not anywhere in the world, either jointly or severally, directly or indirectly, and whether as an individual, investor, promoter, proprietor, shareholder, joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director, trustee, committee member, office-bearer or agent or in any other manner whatsoever, whether for profit or otherwise;

E. solicit any Person then engaged by the Group as an employee, full-time equivalent, officer, consultant, contractor or director or so engaged within the preceding 12 (twelve) month period (“**Existing Employee**”) to leave the employment of the Group, and shall use its best efforts to prevent any of its related entities or Persons from taking any such action;

F. disclose to any third party the names, backgrounds or qualifications of any the Existing Employees or otherwise identify them as potential candidates for employment. G. approach, recruit or otherwise solicit Existing Employees to work for any other employer.

H. persuade any Person which is a vendor/consultant of the Group, to cease doing business or to reduce the amount of business which any such Person has customarily done or might propose doing with the Group.

I. The covenants in this Clause and the time and other limitations with respect thereto are reasonable as to duration and subject matter, properly required for the adequate protection of the value and goodwill of the Group and such limitations are reasonable with respect to the activities of the Group.

J. It is the intention of the Parties that the provisions of this Clause shall be enforced to the fullest extent permissible under the applicable law, but that the unenforceability (or the modification to conform with such applicable Laws) of any provision hereof shall not render unenforceable or impair the remainder of this Clause. If any provision of this Clause shall be determined to be invalid or unenforceable, either in whole or in part, this Clause shall be deemed to be amended or modified, as necessary, the offending provision and to alter the remaining provisions of this Clause to the extent necessary to render the same valid and enforceable to the fullest extent permissible.

K. Nothing herein contained shall affect the Employee’s non-competition and non-solicitation obligations set forth in the Transaction Document. The obligations are independent of each other and shall bind the Employee independently.

CONFIDENTIALITY

The Employee shall not, whether during his/her employment with the Group or after the termination of his/her employment, for any reason, directly or indirectly, use for himself/herself or use for or disclose to any Person any Confidential Information other than for the benefit of Group and in the course of performing his duties and responsibilities.



A. Without prejudice to the generality of the foregoing, the Employee shall:

- a. keep confidential the Confidential Information and not disclose the same to any third party or use the same for the Employee's benefit or for the benefit (financial or otherwise) of any third party, except as expressly permitted by the Agreement or except with the prior written consent of the Company.
- b. protect the Confidential Information received with all reasonable care so as to ensure that the same does not fall into the hands of third parties or is not put to unauthorized use.
- c. not reproduce in any form the Confidential Information except with the prior written consent of the Company.

B. The confidentiality obligations under the Agreement shall not prevent the Employee from disclosing the same if required by law or under the orders of any court of competent jurisdiction or other competent legal authority, provided that the Employee gives the Company notice of such intended disclosure and an opportunity to oppose the same.

C. The Employee confirms that all Confidential Information shall remain the sole and absolute property of the Group or any third party, as applicable. The Employee shall, at the time of leaving the services of the Company, return all Confidential Information and other Company property, which he/she is in possession of.

D. The obligations under this Clause 5 shall survive the termination of the Agreement and shall survive so long as such information remains confidential. The Employee also acknowledges that use of the Confidential Information contrary to the provisions of the Agreement constitutes, among other things, criminal breach of trust in terms of the provisions of the Indian Penal Code, 1860.

E. The provisions of the Agreement for the protection of Confidential Information shall apply notwithstanding that the Employee has unauthorized or inadvertently obtained access to or otherwise come into possession of such Confidential Information.

F. In order to secure or preserve Confidential Information, the Company shall have the right at all timesto deactivate, disable, remove or prevent access to any Company property, including computers, servers, computer networks, email accounts, databases, storage, and vehicles.



Your date of Joining is 15-10-2023.

We look forward for your acceptance of this offer to begin your most exciting journey ahead.

Best Regards,

Amit Kumar, Director

NoBroker Technologies Solutions Pvt. Ltd.

Note - This is a system -generated letter and does not require a signature.

Acceptance:

I, Muhammed Zain Jambagi have read, understood, and accept this offer of employment, as set forth above.

Signature:

Date:



ANNEXURE

Remuneration Structure (In INR)

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	1,92,000	16,000
HRA	76,800	6,400
Special Allowance	39,494	3,291
Employer Contribution to PF	21,600	1,800
Fixed Pay	3,29,894	27,491
Performance Bonus	1,80,000	15,000
Total Fixed Pay and Performance bonus	5,09,894	42,491
Gratuity	6,332	
CTC	5,16,226	

* You will also be eligible for Medical Insurance under company's group medical insurance policy, details of the policy will be shared with you separately.

**Please note that above mentioned CTC includes a fixed deduction for employer & employee contribution to PF (INR 3600/-), Professional Tax (INR 200/-), Meal Allowance (INR 2500 /-) & Income tax, if applicable.

** Gratuity will be payable in line with the statutory provisions, upon separation from the Company, subject to completion of a minimum of five years of employment with the Company.



Offer Letter

13-09-2023

Dear Vishnumurthy Hegde, NoBroker is a real estate portal which eliminates brokers from the real estate transactions and currently deals with residential rental niche with plans of expanding to other niches in real estate and businesses which involves middlemen transactions.

As we continue to grow, we are looking for likeminded people who can join our team and follow the leadership and be part of our culture of innovation

Further to our discussion, we are pleased to invite you to join our team as an Sales Executive L-1 based out of Bengaluru, Karnataka, India.

Your scope of responsibilities will be as briefed to you during your conversation with our team and in addition to that all other duties assigned to you by your Manager. In accepting this offer of employment, you will be required to perform all duties assigned to you with due care and diligence and in compliance with company norms. You are expected to devote all your time and effort in performing assigned duties during the business hours and reasonable additional hours as it may be necessary for business.

COMPENSATION & BENEFITS

You are entitled to a fixed compensation of **INR 5,16,226** /- per annum.

The details of your compensation structure and other benefits are outlined in Annexure. Performance pay will be payable as per the company's internal policies.

The compensation shall be subject to taxes and the Company may withhold therefrom any amounts as are required to be withheld pursuant to applicable law.

POLICIES AND PROCEDURES

You are required to comply with all NoBroker policies and procedures as they may be amended or added to from time to time.

LEAVE

You will be entitled to 7 days of sick leave per annum and 15 days of vacation leave per annum i.e. a total of 22 days leaves per annum. Leave can be carry forwarded to a maximum of 15 days.

OTHER ENGAGEMENTS

You are not allowed to work either full time, part-time or in advisory, consultant, associate or any other role with any company, organization or any kind of freelance work till the time you are employed with the Company. You need to take specific approval in writing from your manager before being associated or contributing to any forums, groups, projects or non-profit seeking bodies.



TERMINATION

Your employment may be terminated by the Company giving one (1) months' notice or one (1) month's pay in lieu of notice. In case the employee resigns/ give notice for termination of employment, he/she shall give one (1) months' notice or one (1) month's pay in lieu of notice to the Company. Further, the Company at their sole discretion may relieve the employee before the expiry of the notice period without any financial liability or commitment to allow them to continue in service till the end of the notice period. Your probation period will be three (3) months from the date of joining. During the probation period, the Company may terminate your employment by giving seven (7) days' notice or salary in lieu of such notice or Employee can terminate by giving seven (7) days' notice or salary in lieu of such notice. The company may terminate your employment without notice/ without pay in lieu of notice if you willfully disobey a lawful and reasonable instruction or direction, commit an act of misconduct, including but not limited to, fraud or dishonesty, or are habitually negligent in your duties.

RETURN OF COMPANY PROPERTY

On termination of your employment, for any reason, you must immediately return to the company all company property and all documents and items relating to the company's business. This includes, but is not limited to, any car, equipment, papers, keys, reports, computers, information and programs, records and documents and other information in whatever form, relating in any way to the company. Company is entitled to deduct or set off any amount owing to you on termination for the value of any property not returned, or amounts owing to company.

Any damage/loss/theft to company property issues to you, not limited to a laptop will have to borne by employee subjected to review by management.

NON-COMPETE & NON-SOLICITATION OBLIGATIONS

A. The Employee acknowledges that he/she, during his/her employment with the Group may obtain access to Confidential Information and have dealings with the customers and suppliers of the Group. The Employee acknowledges the breadth of the covenants under this Clause and acknowledges that he/she has various other skill sets which, if deployed by him/her after he/she ceases to be an employee of or ceases to be associated with the Group would be sufficient to be gainfully employed without having to compete with the Group. The Employee undertakes that he/she shall not, during the Non-Compete Period anywhere in the world, either jointly or severally, directly or indirectly, and whether as an individual, investor, promoter, proprietor, shareholder, joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director, trustee, committee member, office-bearer or agent or in any other manner whatsoever, whether for profit or otherwise commence, engage or be concerned in any business that competes with the whole or any part of any of the current or proposed business of the Group except on behalf of the Group, canvass or solicits business of a type similar to those being dealt in, or for services similar to those being provided by the Group from any Person;

B. induce or attempt to induce any customer/client of the Group to cease to be a customer/client, or otherwise interfere with the relationship between such a customer/client and the Group (save and except actions taken during the course of his/her employment in what he/she believes to be, in the Group's interest); or



C. induce or attempt to induce any director of the Company, senior management personnel or key employee of the Company to leave the employment of the Company.

D. During the Non-Compete Period, the Employee shall not anywhere in the world, either jointly or severally, directly or indirectly, and whether as an individual, investor, promoter, proprietor, shareholder, joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director, trustee, committee member, office-bearer or agent or in any other manner whatsoever, whether for profit or otherwise;

E. solicit any Person then engaged by the Group as an employee, full-time equivalent, officer, consultant, contractor or director or so engaged within the preceding 12 (twelve) month period (“**Existing Employee**”) to leave the employment of the Group, and shall use its best efforts to prevent any of its related entities or Persons from taking any such action;

F. disclose to any third party the names, backgrounds or qualifications of any the Existing Employees or otherwise identify them as potential candidates for employment. G. approach, recruit or otherwise solicit Existing Employees to work for any other employer.

H. persuade any Person which is a vendor/consultant of the Group, to cease doing business or to reduce the amount of business which any such Person has customarily done or might propose doing with the Group.

I. The covenants in this Clause and the time and other limitations with respect thereto are reasonable as to duration and subject matter, properly required for the adequate protection of the value and goodwill of the Group and such limitations are reasonable with respect to the activities of the Group.

J. It is the intention of the Parties that the provisions of this Clause shall be enforced to the fullest extent permissible under the applicable law, but that the unenforceability (or the modification to conform with such applicable Laws) of any provision hereof shall not render unenforceable or impair the remainder of this Clause. If any provision of this Clause shall be determined to be invalid or unenforceable, either in whole or in part, this Clause shall be deemed to be amended or modified, as necessary, the offending provision and to alter the remaining provisions of this Clause to the extent necessary to render the same valid and enforceable to the fullest extent permissible.

K. Nothing herein contained shall affect the Employee’s non-competition and non-solicitation obligations set forth in the Transaction Document. The obligations are independent of each other and shall bind the Employee independently.

CONFIDENTIALITY

The Employee shall not, whether during his/her employment with the Group or after the termination of his/her employment, for any reason, directly or indirectly, use for himself/herself or use for or disclose to any Person any Confidential Information other than for the benefit of Group and in the course of performing his duties and responsibilities.



A. Without prejudice to the generality of the foregoing, the Employee shall:

a. keep confidential the Confidential Information and not disclose the same to any third party or use the same for the Employee's benefit or for the benefit (financial or otherwise) of any third party, except as expressly permitted by the Agreement or except with the prior written consent of the Company.

b. protect the Confidential Information received with all reasonable care so as to ensure that the same does not fall into the hands of third parties or is not put to unauthorized use. c. not reproduce in any form the Confidential Information except with the prior written consent of the Company.

B. The confidentiality obligations under the Agreement shall not prevent the Employee from disclosing the same if required by law or under the orders of any court of competent jurisdiction or other competent legal authority, provided that the Employee gives the Company notice of such intended disclosure and an opportunity to oppose the same.

C. The Employee confirms that all Confidential Information shall remain the sole and absolute property of the Group or any third party, as applicable. The Employee shall, at the time of leaving the services of the Company, return all Confidential Information and other Company property, which he/she is in possession of.

D. The obligations under this Clause 5 shall survive the termination of the Agreement and shall survive so long as such information remains confidential. The Employee also acknowledges that use of the Confidential Information contrary to the provisions of the Agreement constitutes, among other things, criminal breach of trust in terms of the provisions of the Indian Penal Code, 1860.

E. The provisions of the Agreement for the protection of Confidential Information shall apply notwithstanding that the Employee has unauthorized or inadvertently obtained access to or otherwise come into possession of such Confidential Information.

F. In order to secure or preserve Confidential Information, the Company shall have the right at all timesto deactivate, disable, remove or prevent access to any Company property, including computers, servers, computer networks, email accounts, databases, storage, and vehicles.



Your date of Joining is 15-10-2023.

We look forward for your acceptance of this offer to begin your most exciting journey ahead.

Best Regards,

Amit Kumar, Director

NoBroker Technologies Solutions Pvt. Ltd.

Note - This is a system -generated letter and does not require a signature.

Acceptance:

I, Vishnumurthy Hegde have read, understood, and accept this offer of employment, as set forth above.

Signature:

Date:



ANNEXURE

Remuneration Structure (In INR)

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	1,92,000	16,000
HRA	76,800	6,400
Special Allowance	39,494	3,291
Employer Contribution to PF	21,600	1,800
Fixed Pay	3,29,894	27,491
Performance Bonus	1,80,000	15,000
Total Fixed Pay and Performance bonus	5,09,894	42,491
Gratuity	6,332	
CTC	5,16,226	

* You will also be eligible for Medical Insurance under company's group medical insurance policy, details of the policy will be shared with you separately.

**Please note that above mentioned CTC includes a fixed deduction for employer & employee contribution to PF (INR 3600/-), Professional Tax (INR 200/-), Meal Allowance (INR 2500 /-) & Income tax, if applicable.

** Gratuity will be payable in line with the statutory provisions, upon separation from the Company, subject to completion of a minimum of five years of employment with the Company.



Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

24- September-2023

Dear RAKSHITHA S,

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you the opportunity to train (as "Trainee") in NTT DATA Information Processing Services Private Limited (formerly known as "Keane India Limited"), (hereinafter referred to as "the Company", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns) at the office of the Company located at **NCR**. Your training shall commence on **30-September-2023**. The Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. You would be paid a gross stipend of **Rs. 12,000/-** per month (payable on a prorated basis depending on the duration of training).

The Company reserves the sole right to offer you employment, subject to:

- a) You passing the qualifying exams with maximum of two (2) arrears during the entire course, no pending arrears on completion of course and having minimum of 60% aggregate and producing the relevant documents evidencing proof of completion of the same to the Company. This aggregate includes all subjects of all semesters and language papers, if any.
- b) You passing the training with the prescribed minimum score in the final evaluation on completion of the training.
- c) Your acceptance to work in accordance with the timings prescribed by the Company. Your work timings will be determined by the nature of your project and you may be required to work in shifts. Failure to comply with such timings shall entitle the Company to initiate appropriate actions in accordance with the Company policy, at Company's sole discretion.
- d) Your willingness to relocate to any of our centers in India. The Company reserves the right to depute / transfer your services to any other location/ centers of the Company/ client location/ group company in consistence with the Company's business/ project requirement and interests. In case you fail to accept such deputation or transfer, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.
- e) You hereby give your consent for carrying out background verification which may include education, past employment, criminal background check, pending litigation, medical test and any other verifications as may be required by the Company or its clients from time to time.
- f) The Company receiving full satisfactory reports on your background verification (By signing a copy of this letter you authorize the Company to conduct such verification by, including without limiting, an agency of our choice). The Company may carry out background verification either at the time of your joining or anytime as and when you are being seconded to its clients. In the event of your background verification being negative, the Company shall have the right at its sole discretion to initiate appropriate action including termination of your employment.

The following are the terms and conditions:

- a) Your role, duties and responsibilities will be as assigned to you from time to time by your assigned supervisor(s) as authorized by the Company.
- b) The period of training may be modified at the sole discretion of the Company.
- c) On commencement of training you shall enter into the confidentiality undertaking as a condition of your training hereunder. Upon the completion of your training you will return to the Company all papers and documents or other property which may at that time be in your possession relating to the business or affairs of the Company or any of its associates or branches or their clients and will not retain any copies or extracts there from.
- d) You will be governed by the statutory regulations / provisions and the laws and policies of the Company applicable to your position, which may be framed from time to time.
- e) Please bear in mind that the Company's policies (including the one pertaining to notice period / separation) are subject to changes from time to time and you will be communicated of those changes in a timely manner.

Confidential

Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

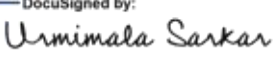
- f) Your performance during the training will be evaluated periodically and in the event of you not clearing the evaluation with the prescribed minimum score, the Company may, at its sole discretion cease to provide you further training with immediate effect.
- g) You understand that 100% attendance during your training period is important and mandatory. Your training will be governed by the following terms with regards to any absence:
 - i) in the event you are on unauthorized leave for more than three (3) consecutive days for any reason, without the prior written approval of concerned authorities; or
 - ii) in the event you require extended leave exceeding three (3) consecutive days, for any reason; or
 - iii) in the event you require more than a total of five (5) leaves, consecutive or otherwise, during your training period, for any reason, the Company may, at its sole discretion cease to provide you further training and exit you from the Company with immediate effect. Further, requests to continue your training in the next batch shall not be entertained by the Company.
- h) You agree that you are not an employee of the Company either during or after completion of your training. You shall not represent yourself as an employee of the Company and you have no authority to bind the Company by contract or otherwise. The stipend amount stated in this letter shall be the sole payment made to you by the Company and apart from this the Company is not liable to make any other payment (i.e. statutory or any other). You agree that you will not be entitled to participate in any plans, arrangements, or distributions by the Company pertaining to any bonus, stock option, profit sharing, insurance or similar benefits or any statutory payments including, but not limited to Employee Provident Fund ("EPF"), Employee State Insurance ("ESI") etc which the Company provides to its employees.
- i) This agreement may be terminated by providing a notice in writing on either side or salary in lieu of such notice. As per our current policy, the notice period is one (1) day for trainees.
- j) You are required to display professional ethics during the entire duration of your training period. The Company has a Zero Tolerance policy towards unethical behavior:
 - i) If it comes to the notice of the Company at any time that any of the details provided by you is false, the Company reserves the right to terminate your services with immediate effect.
 - ii) Your conduct at all-time should reflect observance of the national and local laws and the rules and regulations of the Company that are in effect. These may change from time to time and you have a duty to be in step with the changes. In all dealings with the Company and its clients and their organizations, the highest standards of propriety and integrity will be expected of you.

Important: If these terms are acceptable to you, kindly sign and return the duplicate of this letter in acknowledgement thereof, so as to reach the Company on or before **27-September-2021** failing which this offer shall stand automatically withdrawn and cancelled without any obligation on the part of the Company. Similarly, in spite of your acceptance if you do not report to duty on the designated date this offer shall stand automatically terminated without any further reference to you and without any obligation on the part of the Company.

We look forward to having you with us.

Yours sincerely,

FOR NTT DATA Information Processing Services Private Limited

DocuSigned by:


DD4D480B4131489
URMIMALA SARKAR
ASSOCIATE DIRECTOR - TALENT ACQUISITION

Confidential

Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

TRAINEE UNDERTAKING

Under the prevailing circumstances of the pandemic in order for the Company to ensure the safety and wellbeing of its Trainees, employees and their families, clients, visitors and the general public, the Company is recommending that Trainees /employees shall Work From Home (WFH) where possible.

In this situation, I undertake to ensure the following during the period that WFH shall remain operational:

1. I state that in order to accommodate WFH Company has issued me Desktop/laptop/internet dongle ("Official Asset") to my residential address #451, MasjidStreet,Begur Road,BommanahalliBengaluruKarnataka
2. I understand that the Official Asset has been issued to enable me to temporarily WFH and I will return the Official Asset back to the Company at the end of WFH or as and when instructed by the Company. Additionally, Company reserves the right at any time to withdraw permission now granted for WFH and/or using the Official Asset at home for official use without assigning any reason.
3. I shall take all necessary precautions to secure the Official Asset and shall be responsible for a loss of the Official Asset. I will use the Official Asset only to perform my ongoing duties to the Company and the Company's clients, and in accordance with applicable policies of the Company.
4. I acknowledge and agree that I shall comply with all the Policies of the Company during, and shall continue to comply with the NTT DATA Code of Business Conduct ("COBC") including without limitation to information security policies, requirements and guidelines, including any changes to security and configuration requirements of the Official Asset. I further confirm that I shall use the Official Asset in compliance with all applicable laws, including but not limited to the Telecom Regulations Authority of India.
5. I acknowledge and agree that I continue to be bound by the terms of my employment and will strictly abide by the confidentiality and data privacy obligations undertaken by me as a condition of my employment with the Company, which also aims at protecting confidential information of the Company and Company's customers and clients.
6. I will take strict measures in order to ensure that all of Company's and Company's customer personal and/or sensitive data that I may have access to, continues to remain protected against any unauthorized access or disclosure.
7. I further agree that I shall comply with the instructions provided by the Company regarding the use of the Official Asset.
8. I further understand and confirm that any breach of Company policies or applicable client policies will lead to appropriate disciplinary action against me including and upto termination of my employment.
9. Specifically, with respect to working from home, I shall:
 - a. Continue to enter time in Synergy, if applicable, as per the hours worked in actual and in line with timesheet guidelines
 - b. Use a secure network for performing official work.
 - c. Make best efforts to ensure that there is no negative impact to productivity or quality of work.
 - d. Deliver expected work outcomes within specified working hours span and will follow training and operating procedures strictly.

Block 2, 2nd Floor, D7

Plot No. 123, EPIP Phase II, Whitefield Industrial Area

Bangalore 560 066 India

Tel: +91.80.3342.6000

- e. Continue to comply with the Code of Business Conduct, Company's Information Security Policy and the highest safety standards.
- f. Share phone/mobile numbers used to perform official duties with my manager and team members so I may be reached by my team and stakeholders easily during working hours.
- g. Be available for all meetings via phone/Zoom/Microsoft Teams etc.
- h. Ensure the protection of proprietary and confidential Company and client information accessible from my workspace while working from home, in accordance with Company policy and applicable law.
- i. Immediately report any health and safety and any other risks in the home-based worksite to my supervisor.

10. I further undertake and agree to indemnify and keep indemnified the Company for any loss, damages, claims, expenses, etc. that the Company may incur at any time now or during the future, and any other claims that may arise against the Company by any third party in relation to the above.

11. I confirm that I have given this Undertaking with my free will and consent and without coercion or duress.

12. I confirm that the terms and conditions detailed in this Undertaking are most reasonable and are absolutely necessary and fully required to safeguard the bonafide interests of the Company.

13. In the event of any dispute or disagreement over the interpretation of any of the terms part of this Undertaking, the same shall be referred for Arbitration by a sole arbitrator to be appointed by the Company in accordance with the Arbitration and Conciliation Act, 1996 and its amendment from time to time. The decision of the arbitrator shall be final and binding on the parties. The venue of arbitration shall be Bangalore. The Courts at Bangalore alone shall have exclusive jurisdiction to the exclusion of all other Courts.

These terms have been read and understood by me. My confirmation on email to shall be considered as my express confirmation to this Undertaking

Read, Understood and Executed

Signature:

Name: RAKSHITHA S

Place: Bangalore

Date: 27-September-2023

Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

24- September-2023

Dear Neha R,

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you the opportunity to train (as "Trainee") in NTT DATA Information Processing Services Private Limited (formerly known as "Keane India Limited"), (hereinafter referred to as "the Company", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns) at the office of the Company located at **NCR**. Your training shall commence on **30-September-2023**. The Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. You would be paid a gross stipend of **Rs. 12,000/-** per month (payable on a prorated basis depending on the duration of training).

The Company reserves the sole right to offer you employment, subject to:

- a) You passing the qualifying exams with maximum of two (2) arrears during the entire course, no pending arrears on completion of course and having minimum of 60% aggregate and producing the relevant documents evidencing proof of completion of the same to the Company. This aggregate includes all subjects of all semesters and language papers, if any.
- b) You passing the training with the prescribed minimum score in the final evaluation on completion of the training.
- c) Your acceptance to work in accordance with the timings prescribed by the Company. Your work timings will be determined by the nature of your project and you may be required to work in shifts. Failure to comply with such timings shall entitle the Company to initiate appropriate actions in accordance with the Company policy, at Company's sole discretion.
- d) Your willingness to relocate to any of our centers in India. The Company reserves the right to depute / transfer your services to any other location/ centers of the Company/ client location/ group company in consistence with the Company's business/ project requirement and interests. In case you fail to accept such deputation or transfer, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.
- e) You hereby give your consent for carrying out background verification which may include education, past employment, criminal background check, pending litigation, medical test and any other verifications as may be required by the Company or its clients from time to time.
- f) The Company receiving full satisfactory reports on your background verification (By signing a copy of this letter you authorize the Company to conduct such verification by, including without limiting, an agency of our choice). The Company may carry out background verification either at the time of your joining or anytime as and when you are being seconded to its clients. In the event of your background verification being negative, the Company shall have the right at its sole discretion to initiate appropriate action including termination of your employment.

The following are the terms and conditions:

- a) Your role, duties and responsibilities will be as assigned to you from time to time by your assigned supervisor(s) as authorized by the Company.
- b) The period of training may be modified at the sole discretion of the Company.
- c) On commencement of training you shall enter into the confidentiality undertaking as a condition of your training hereunder. Upon the completion of your training you will return to the Company all papers and documents or other property which may at that time be in your possession relating to the business or affairs of the Company or any of its associates or branches or their clients and will not retain any copies or extracts there from.
- d) You will be governed by the statutory regulations / provisions and the laws and policies of the Company applicable to your position, which may be framed from time to time.
- e) Please bear in mind that the Company's policies (including the one pertaining to notice period / separation) are subject to changes from time to time and you will be communicated of those changes in a timely manner.

Confidential

Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

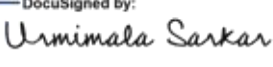
- f) Your performance during the training will be evaluated periodically and in the event of you not clearing the evaluation with the prescribed minimum score, the Company may, at its sole discretion cease to provide you further training with immediate effect.
- g) You understand that 100% attendance during your training period is important and mandatory. Your training will be governed by the following terms with regards to any absence:
 - i) in the event you are on unauthorized leave for more than three (3) consecutive days for any reason, without the prior written approval of concerned authorities; or
 - ii) in the event you require extended leave exceeding three (3) consecutive days, for any reason; or
 - iii) in the event you require more than a total of five (5) leaves, consecutive or otherwise, during your training period, for any reason, the Company may, at its sole discretion cease to provide you further training and exit you from the Company with immediate effect. Further, requests to continue your training in the next batch shall not be entertained by the Company.
- h) You agree that you are not an employee of the Company either during or after completion of your training. You shall not represent yourself as an employee of the Company and you have no authority to bind the Company by contract or otherwise. The stipend amount stated in this letter shall be the sole payment made to you by the Company and apart from this the Company is not liable to make any other payment (i.e. statutory or any other). You agree that you will not be entitled to participate in any plans, arrangements, or distributions by the Company pertaining to any bonus, stock option, profit sharing, insurance or similar benefits or any statutory payments including, but not limited to Employee Provident Fund ("EPF"), Employee State Insurance ("ESI") etc which the Company provides to its employees.
- i) This agreement may be terminated by providing a notice in writing on either side or salary in lieu of such notice. As per our current policy, the notice period is one (1) day for trainees.
- j) You are required to display professional ethics during the entire duration of your training period. The Company has a Zero Tolerance policy towards unethical behavior:
 - i) If it comes to the notice of the Company at any time that any of the details provided by you is false, the Company reserves the right to terminate your services with immediate effect.
 - ii) Your conduct at all-time should reflect observance of the national and local laws and the rules and regulations of the Company that are in effect. These may change from time to time and you have a duty to be in step with the changes. In all dealings with the Company and its clients and their organizations, the highest standards of propriety and integrity will be expected of you.

Important: If these terms are acceptable to you, kindly sign and return the duplicate of this letter in acknowledgement thereof, so as to reach the Company on or before **27-September-2021** failing which this offer shall stand automatically withdrawn and cancelled without any obligation on the part of the Company. Similarly, in spite of your acceptance if you do not report to duty on the designated date this offer shall stand automatically terminated without any further reference to you and without any obligation on the part of the Company.

We look forward to having you with us.

Yours sincerely,

FOR NTT DATA Information Processing Services Private Limited

DocuSigned by:


DD4D480B4131489
URMIMALA SARKAR
ASSOCIATE DIRECTOR - TALENT ACQUISITION

Confidential

Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

TRAINEE UNDERTAKING

Under the prevailing circumstances of the pandemic in order for the Company to ensure the safety and wellbeing of its Trainees, employees and their families, clients, visitors and the general public, the Company is recommending that Trainees /employees shall Work From Home (WFH) where possible.

In this situation, I undertake to ensure the following during the period that WFH shall remain operational:

1. I state that in order to accommodate WFH Company has issued me Desktop/laptop/internet dongle ("Official Asset") to my residential address #451, MasjidStreet,Begur Road,BommanahalliBengaluruKarnataka
2. I understand that the Official Asset has been issued to enable me to temporarily WFH and I will return the Official Asset back to the Company at the end of WFH or as and when instructed by the Company. Additionally, Company reserves the right at any time to withdraw permission now granted for WFH and/or using the Official Asset at home for official use without assigning any reason.
3. I shall take all necessary precautions to secure the Official Asset and shall be responsible for a loss of the Official Asset. I will use the Official Asset only to perform my ongoing duties to the Company and the Company's clients, and in accordance with applicable policies of the Company.
4. I acknowledge and agree that I shall comply with all the Policies of the Company during, and shall continue to comply with the NTT DATA Code of Business Conduct ("COBC") including without limitation to information security policies, requirements and guidelines, including any changes to security and configuration requirements of the Official Asset. I further confirm that I shall use the Official Asset in compliance with all applicable laws, including but not limited to the Telecom Regulations Authority of India.
5. I acknowledge and agree that I continue to be bound by the terms of my employment and will strictly abide by the confidentiality and data privacy obligations undertaken by me as a condition of my employment with the Company, which also aims at protecting confidential information of the Company and Company's customers and clients.
6. I will take strict measures in order to ensure that all of Company's and Company's customer personal and/or sensitive data that I may have access to, continues to remain protected against any unauthorized access or disclosure.
7. I further agree that I shall comply with the instructions provided by the Company regarding the use of the Official Asset.
8. I further understand and confirm that any breach of Company policies or applicable client policies will lead to appropriate disciplinary action against me including and upto termination of my employment.
9. Specifically, with respect to working from home, I shall:
 - a. Continue to enter time in Synergy, if applicable, as per the hours worked in actual and in line with timesheet guidelines
 - b. Use a secure network for performing official work.
 - c. Make best efforts to ensure that there is no negative impact to productivity or quality of work.
 - d. Deliver expected work outcomes within specified working hours span and will follow training and operating procedures strictly.

Block 2, 2nd Floor, D7

Plot No. 123, EPIP Phase II, Whitefield Industrial Area

Bangalore 560 066 India

Tel: +91.80.3342.6000

- e. Continue to comply with the Code of Business Conduct, Company's Information Security Policy and the highest safety standards.
- f. Share phone/mobile numbers used to perform official duties with my manager and team members so I may be reached by my team and stakeholders easily during working hours.
- g. Be available for all meetings via phone/Zoom/Microsoft Teams etc.
- h. Ensure the protection of proprietary and confidential Company and client information accessible from my workspace while working from home, in accordance with Company policy and applicable law.
- i. Immediately report any health and safety and any other risks in the home-based worksite to my supervisor.

10. I further undertake and agree to indemnify and keep indemnified the Company for any loss, damages, claims, expenses, etc. that the Company may incur at any time now or during the future, and any other claims that may arise against the Company by any third party in relation to the above.

11. I confirm that I have given this Undertaking with my free will and consent and without coercion or duress.

12. I confirm that the terms and conditions detailed in this Undertaking are most reasonable and are absolutely necessary and fully required to safeguard the bonafide interests of the Company.

13. In the event of any dispute or disagreement over the interpretation of any of the terms part of this Undertaking, the same shall be referred for Arbitration by a sole arbitrator to be appointed by the Company in accordance with the Arbitration and Conciliation Act, 1996 and its amendment from time to time. The decision of the arbitrator shall be final and binding on the parties. The venue of arbitration shall be Bangalore. The Courts at Bangalore alone shall have exclusive jurisdiction to the exclusion of all other Courts.

These terms have been read and understood by me. My confirmation on email to shall be considered as my express confirmation to this Undertaking

Read, Understood and Executed

Signature:

Name: Neha R

Place: Bangalore

Date: 27-September-2023

Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

24- September-2023

Dear Nithya R,

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you the opportunity to train (as "Trainee") in NTT DATA Information Processing Services Private Limited (formerly known as "Keane India Limited"), (hereinafter referred to as "the Company", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns) at the office of the Company located at **NCR**. Your training shall commence on **30-September-2023**. The Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. You would be paid a gross stipend of **Rs. 12,000/-** per month (payable on a prorated basis depending on the duration of training).

The Company reserves the sole right to offer you employment, subject to:

- a) You passing the qualifying exams with maximum of two (2) arrears during the entire course, no pending arrears on completion of course and having minimum of 60% aggregate and producing the relevant documents evidencing proof of completion of the same to the Company. This aggregate includes all subjects of all semesters and language papers, if any.
- b) You passing the training with the prescribed minimum score in the final evaluation on completion of the training.
- c) Your acceptance to work in accordance with the timings prescribed by the Company. Your work timings will be determined by the nature of your project and you may be required to work in shifts. Failure to comply with such timings shall entitle the Company to initiate appropriate actions in accordance with the Company policy, at Company's sole discretion.
- d) Your willingness to relocate to any of our centers in India. The Company reserves the right to depute / transfer your services to any other location/ centers of the Company/ client location/ group company in consistence with the Company's business/ project requirement and interests. In case you fail to accept such deputation or transfer, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.
- e) You hereby give your consent for carrying out background verification which may include education, past employment, criminal background check, pending litigation, medical test and any other verifications as may be required by the Company or its clients from time to time.
- f) The Company receiving full satisfactory reports on your background verification (By signing a copy of this letter you authorize the Company to conduct such verification by, including without limiting, an agency of our choice). The Company may carry out background verification either at the time of your joining or anytime as and when you are being seconded to its clients. In the event of your background verification being negative, the Company shall have the right at its sole discretion to initiate appropriate action including termination of your employment.

The following are the terms and conditions:

- a) Your role, duties and responsibilities will be as assigned to you from time to time by your assigned supervisor(s) as authorized by the Company.
- b) The period of training may be modified at the sole discretion of the Company.
- c) On commencement of training you shall enter into the confidentiality undertaking as a condition of your training hereunder. Upon the completion of your training you will return to the Company all papers and documents or other property which may at that time be in your possession relating to the business or affairs of the Company or any of its associates or branches or their clients and will not retain any copies or extracts there from.
- d) You will be governed by the statutory regulations / provisions and the laws and policies of the Company applicable to your position, which may be framed from time to time.
- e) Please bear in mind that the Company's policies (including the one pertaining to notice period / separation) are subject to changes from time to time and you will be communicated of those changes in a timely manner.

Confidential

Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

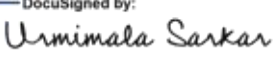
- f) Your performance during the training will be evaluated periodically and in the event of you not clearing the evaluation with the prescribed minimum score, the Company may, at its sole discretion cease to provide you further training with immediate effect.
- g) You understand that 100% attendance during your training period is important and mandatory. Your training will be governed by the following terms with regards to any absence:
 - i) in the event you are on unauthorized leave for more than three (3) consecutive days for any reason, without the prior written approval of concerned authorities; or
 - ii) in the event you require extended leave exceeding three (3) consecutive days, for any reason; or
 - iii) in the event you require more than a total of five (5) leaves, consecutive or otherwise, during your training period, for any reason, the Company may, at its sole discretion cease to provide you further training and exit you from the Company with immediate effect. Further, requests to continue your training in the next batch shall not be entertained by the Company.
- h) You agree that you are not an employee of the Company either during or after completion of your training. You shall not represent yourself as an employee of the Company and you have no authority to bind the Company by contract or otherwise. The stipend amount stated in this letter shall be the sole payment made to you by the Company and apart from this the Company is not liable to make any other payment (i.e. statutory or any other). You agree that you will not be entitled to participate in any plans, arrangements, or distributions by the Company pertaining to any bonus, stock option, profit sharing, insurance or similar benefits or any statutory payments including, but not limited to Employee Provident Fund ("EPF"), Employee State Insurance ("ESI") etc which the Company provides to its employees.
- i) This agreement may be terminated by providing a notice in writing on either side or salary in lieu of such notice. As per our current policy, the notice period is one (1) day for trainees.
- j) You are required to display professional ethics during the entire duration of your training period. The Company has a Zero Tolerance policy towards unethical behavior:
 - i) If it comes to the notice of the Company at any time that any of the details provided by you is false, the Company reserves the right to terminate your services with immediate effect.
 - ii) Your conduct at all-time should reflect observance of the national and local laws and the rules and regulations of the Company that are in effect. These may change from time to time and you have a duty to be in step with the changes. In all dealings with the Company and its clients and their organizations, the highest standards of propriety and integrity will be expected of you.

Important: If these terms are acceptable to you, kindly sign and return the duplicate of this letter in acknowledgement thereof, so as to reach the Company on or before **27-September-2021** failing which this offer shall stand automatically withdrawn and cancelled without any obligation on the part of the Company. Similarly, in spite of your acceptance if you do not report to duty on the designated date this offer shall stand automatically terminated without any further reference to you and without any obligation on the part of the Company.

We look forward to having you with us.

Yours sincerely,

FOR NTT DATA Information Processing Services Private Limited

DocuSigned by:


DD4D480B4131489
URMIMALA SARKAR
ASSOCIATE DIRECTOR - TALENT ACQUISITION

Confidential

Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

TRAINEE UNDERTAKING

Under the prevailing circumstances of the pandemic in order for the Company to ensure the safety and wellbeing of its Trainees, employees and their families, clients, visitors and the general public, the Company is recommending that Trainees /employees shall Work From Home (WFH) where possible.

In this situation, I undertake to ensure the following during the period that WFH shall remain operational:

1. I state that in order to accommodate WFH Company has issued me Desktop/laptop/internet dongle ("Official Asset") to my residential address #451, MasjidStreet,Begur Road,BommanahalliBengaluruKarnataka
2. I understand that the Official Asset has been issued to enable me to temporarily WFH and I will return the Official Asset back to the Company at the end of WFH or as and when instructed by the Company. Additionally, Company reserves the right at any time to withdraw permission now granted for WFH and/or using the Official Asset at home for official use without assigning any reason.
3. I shall take all necessary precautions to secure the Official Asset and shall be responsible for a loss of the Official Asset. I will use the Official Asset only to perform my ongoing duties to the Company and the Company's clients, and in accordance with applicable policies of the Company.
4. I acknowledge and agree that I shall comply with all the Policies of the Company during, and shall continue to comply with the NTT DATA Code of Business Conduct ("COBC") including without limitation to information security policies, requirements and guidelines, including any changes to security and configuration requirements of the Official Asset. I further confirm that I shall use the Official Asset in compliance with all applicable laws, including but not limited to the Telecom Regulations Authority of India.
5. I acknowledge and agree that I continue to be bound by the terms of my employment and will strictly abide by the confidentiality and data privacy obligations undertaken by me as a condition of my employment with the Company, which also aims at protecting confidential information of the Company and Company's customers and clients.
6. I will take strict measures in order to ensure that all of Company's and Company's customer personal and/or sensitive data that I may have access to, continues to remain protected against any unauthorized access or disclosure.
7. I further agree that I shall comply with the instructions provided by the Company regarding the use of the Official Asset.
8. I further understand and confirm that any breach of Company policies or applicable client policies will lead to appropriate disciplinary action against me including and upto termination of my employment.
9. Specifically, with respect to working from home, I shall:
 - a. Continue to enter time in Synergy, if applicable, as per the hours worked in actual and in line with timesheet guidelines
 - b. Use a secure network for performing official work.
 - c. Make best efforts to ensure that there is no negative impact to productivity or quality of work.
 - d. Deliver expected work outcomes within specified working hours span and will follow training and operating procedures strictly.

Block 2, 2nd Floor, D7

Plot No. 123, EPIP Phase II, Whitefield Industrial Area

Bangalore 560 066 India

Tel: +91.80.3342.6000

- e. Continue to comply with the Code of Business Conduct, Company's Information Security Policy and the highest safety standards.
- f. Share phone/mobile numbers used to perform official duties with my manager and team members so I may be reached by my team and stakeholders easily during working hours.
- g. Be available for all meetings via phone/Zoom/Microsoft Teams etc.
- h. Ensure the protection of proprietary and confidential Company and client information accessible from my workspace while working from home, in accordance with Company policy and applicable law.
- i. Immediately report any health and safety and any other risks in the home-based worksite to my supervisor.

10. I further undertake and agree to indemnify and keep indemnified the Company for any loss, damages, claims, expenses, etc. that the Company may incur at any time now or during the future, and any other claims that may arise against the Company by any third party in relation to the above.

11. I confirm that I have given this Undertaking with my free will and consent and without coercion or duress.

12. I confirm that the terms and conditions detailed in this Undertaking are most reasonable and are absolutely necessary and fully required to safeguard the bonafide interests of the Company.

13. In the event of any dispute or disagreement over the interpretation of any of the terms part of this Undertaking, the same shall be referred for Arbitration by a sole arbitrator to be appointed by the Company in accordance with the Arbitration and Conciliation Act, 1996 and its amendment from time to time. The decision of the arbitrator shall be final and binding on the parties. The venue of arbitration shall be Bangalore. The Courts at Bangalore alone shall have exclusive jurisdiction to the exclusion of all other Courts.

These terms have been read and understood by me. My confirmation on email to shall be considered as my express confirmation to this Undertaking

Read, Understood and Executed

Signature:

Name: **Nithya R**

Place: **Bangalore**

Date: **27-September-2023**

Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

24- September-2023

Dear BhanuPrasad,

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you the opportunity to train (as "Trainee") in NTT DATA Information Processing Services Private Limited (formerly known as "Keane India Limited"), (hereinafter referred to as "the Company", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns) at the office of the Company located at **NCR**. Your training shall commence on **30-September-2023**. The Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. You would be paid a gross stipend of **Rs. 12,000/-** per month (payable on a prorated basis depending on the duration of training).

The Company reserves the sole right to offer you employment, subject to:

- a) You passing the qualifying exams with maximum of two (2) arrears during the entire course, no pending arrears on completion of course and having minimum of 60% aggregate and producing the relevant documents evidencing proof of completion of the same to the Company. This aggregate includes all subjects of all semesters and language papers, if any.
- b) You passing the training with the prescribed minimum score in the final evaluation on completion of the training.
- c) Your acceptance to work in accordance with the timings prescribed by the Company. Your work timings will be determined by the nature of your project and you may be required to work in shifts. Failure to comply with such timings shall entitle the Company to initiate appropriate actions in accordance with the Company policy, at Company's sole discretion.
- d) Your willingness to relocate to any of our centers in India. The Company reserves the right to depute / transfer your services to any other location/ centers of the Company/ client location/ group company in consistence with the Company's business/ project requirement and interests. In case you fail to accept such deputation or transfer, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.
- e) You hereby give your consent for carrying out background verification which may include education, past employment, criminal background check, pending litigation, medical test and any other verifications as may be required by the Company or its clients from time to time.
- f) The Company receiving full satisfactory reports on your background verification (By signing a copy of this letter you authorize the Company to conduct such verification by, including without limiting, an agency of our choice). The Company may carry out background verification either at the time of your joining or anytime as and when you are being seconded to its clients. In the event of your background verification being negative, the Company shall have the right at its sole discretion to initiate appropriate action including termination of your employment.

The following are the terms and conditions:

- a) Your role, duties and responsibilities will be as assigned to you from time to time by your assigned supervisor(s) as authorized by the Company.
- b) The period of training may be modified at the sole discretion of the Company.
- c) On commencement of training you shall enter into the confidentiality undertaking as a condition of your training hereunder. Upon the completion of your training you will return to the Company all papers and documents or other property which may at that time be in your possession relating to the business or affairs of the Company or any of its associates or branches or their clients and will not retain any copies or extracts there from.
- d) You will be governed by the statutory regulations / provisions and the laws and policies of the Company applicable to your position, which may be framed from time to time.
- e) Please bear in mind that the Company's policies (including the one pertaining to notice period / separation) are subject to changes from time to time and you will be communicated of those changes in a timely manner.

Confidential

Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

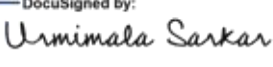
- f) Your performance during the training will be evaluated periodically and in the event of you not clearing the evaluation with the prescribed minimum score, the Company may, at its sole discretion cease to provide you further training with immediate effect.
- g) You understand that 100% attendance during your training period is important and mandatory. Your training will be governed by the following terms with regards to any absence:
 - i) in the event you are on unauthorized leave for more than three (3) consecutive days for any reason, without the prior written approval of concerned authorities; or
 - ii) in the event you require extended leave exceeding three (3) consecutive days, for any reason; or
 - iii) in the event you require more than a total of five (5) leaves, consecutive or otherwise, during your training period, for any reason, the Company may, at its sole discretion cease to provide you further training and exit you from the Company with immediate effect. Further, requests to continue your training in the next batch shall not be entertained by the Company.
- h) You agree that you are not an employee of the Company either during or after completion of your training. You shall not represent yourself as an employee of the Company and you have no authority to bind the Company by contract or otherwise. The stipend amount stated in this letter shall be the sole payment made to you by the Company and apart from this the Company is not liable to make any other payment (i.e. statutory or any other). You agree that you will not be entitled to participate in any plans, arrangements, or distributions by the Company pertaining to any bonus, stock option, profit sharing, insurance or similar benefits or any statutory payments including, but not limited to Employee Provident Fund ("EPF"), Employee State Insurance ("ESI") etc which the Company provides to its employees.
- i) This agreement may be terminated by providing a notice in writing on either side or salary in lieu of such notice. As per our current policy, the notice period is one (1) day for trainees.
- j) You are required to display professional ethics during the entire duration of your training period. The Company has a Zero Tolerance policy towards unethical behavior:
 - i) If it comes to the notice of the Company at any time that any of the details provided by you is false, the Company reserves the right to terminate your services with immediate effect.
 - ii) Your conduct at all-time should reflect observance of the national and local laws and the rules and regulations of the Company that are in effect. These may change from time to time and you have a duty to be in step with the changes. In all dealings with the Company and its clients and their organizations, the highest standards of propriety and integrity will be expected of you.

Important: If these terms are acceptable to you, kindly sign and return the duplicate of this letter in acknowledgement thereof, so as to reach the Company on or before **27-September-2021** failing which this offer shall stand automatically withdrawn and cancelled without any obligation on the part of the Company. Similarly, in spite of your acceptance if you do not report to duty on the designated date this offer shall stand automatically terminated without any further reference to you and without any obligation on the part of the Company.

We look forward to having you with us.

Yours sincerely,

FOR NTT DATA Information Processing Services Private Limited

DocuSigned by:


DD4D480B4131489
URMIMALA SARKAR
ASSOCIATE DIRECTOR - TALENT ACQUISITION

Confidential

Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

TRAINEE UNDERTAKING

Under the prevailing circumstances of the pandemic in order for the Company to ensure the safety and wellbeing of its Trainees, employees and their families, clients, visitors and the general public, the Company is recommending that Trainees /employees shall Work From Home (WFH) where possible.

In this situation, I undertake to ensure the following during the period that WFH shall remain operational:

1. I state that in order to accommodate WFH Company has issued me Desktop/laptop/internet dongle ("Official Asset") to my residential address #451, MasjidStreet, Begur Road, Bommanahalli, Bengaluru Karnataka.
2. I understand that the Official Asset has been issued to enable me to temporarily WFH and I will return the Official Asset back to the Company at the end of WFH or as and when instructed by the Company. Additionally, Company reserves the right at any time to withdraw permission now granted for WFH and/or using the Official Asset at home for official use without assigning any reason.
3. I shall take all necessary precautions to secure the Official Asset and shall be responsible for a loss of the Official Asset. I will use the Official Asset only to perform my ongoing duties to the Company and the Company's clients, and in accordance with applicable policies of the Company.
4. I acknowledge and agree that I shall comply with all the Policies of the Company during, and shall continue to comply with the NTT DATA Code of Business Conduct ("COBC") including without limitation to information security policies, requirements and guidelines, including any changes to security and configuration requirements of the Official Asset. I further confirm that I shall use the Official Asset in compliance with all applicable laws, including but not limited to the Telecom Regulations Authority of India.
5. I acknowledge and agree that I continue to be bound by the terms of my employment and will strictly abide by the confidentiality and data privacy obligations undertaken by me as a condition of my employment with the Company, which also aims at protecting confidential information of the Company and Company's customers and clients.
6. I will take strict measures in order to ensure that all of Company's and Company's customer personal and/or sensitive data that I may have access to, continues to remain protected against any unauthorized access or disclosure.
7. I further agree that I shall comply with the instructions provided by the Company regarding the use of the Official Asset.
8. I further understand and confirm that any breach of Company policies or applicable client policies will lead to appropriate disciplinary action against me including and upto termination of my employment.
9. Specifically, with respect to working from home, I shall:
 - a. Continue to enter time in Synergy, if applicable, as per the hours worked in actual and in line with timesheet guidelines
 - b. Use a secure network for performing official work.
 - c. Make best efforts to ensure that there is no negative impact to productivity or quality of work.
 - d. Deliver expected work outcomes within specified working hours span and will follow training and operating procedures strictly.

Block 2, 2nd Floor, D7

Plot No. 123, EPIP Phase II, Whitefield Industrial Area

Bangalore 560 066 India

Tel: +91.80.3342.6000

- e. Continue to comply with the Code of Business Conduct, Company's Information Security Policy and the highest safety standards.
- f. Share phone/mobile numbers used to perform official duties with my manager and team members so I may be reached by my team and stakeholders easily during working hours.
- g. Be available for all meetings via phone/Zoom/Microsoft Teams etc.
- h. Ensure the protection of proprietary and confidential Company and client information accessible from my workspace while working from home, in accordance with Company policy and applicable law.
- i. Immediately report any health and safety and any other risks in the home-based worksite to my supervisor.

10. I further undertake and agree to indemnify and keep indemnified the Company for any loss, damages, claims, expenses, etc. that the Company may incur at any time now or during the future, and any other claims that may arise against the Company by any third party in relation to the above.

11. I confirm that I have given this Undertaking with my free will and consent and without coercion or duress.

12. I confirm that the terms and conditions detailed in this Undertaking are most reasonable and are absolutely necessary and fully required to safeguard the bonafide interests of the Company.

13. In the event of any dispute or disagreement over the interpretation of any of the terms part of this Undertaking, the same shall be referred for Arbitration by a sole arbitrator to be appointed by the Company in accordance with the Arbitration and Conciliation Act, 1996 and its amendment from time to time. The decision of the arbitrator shall be final and binding on the parties. The venue of arbitration shall be Bangalore. The Courts at Bangalore alone shall have exclusive jurisdiction to the exclusion of all other Courts.

These terms have been read and understood by me. My confirmation on email to shall be considered as my express confirmation to this Undertaking

Read, Understood and Executed

Signature:

Name: Bhanu Prasad

Place: Bangalore

Date: 27-September-2023



24th OCT 2023

Sub: Offer of employment by Pin Click

Dear Sindhu K Reddy,

Congratulations and we are very pleased to extend an offer to you to join Pin Click as “ **Property Advisor**”, with effect from **1st Week of Jan 2024**.

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the PPO is confirmed 5.4LPA is applicable and attaching herewith Annexure B.
2. Your initial posting as Pin Click employee will be at **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all of its potential employees. Your job offers, therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any.
4. You will be in probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us for reasonable cause, at any time with 15 days notice period or 15 day's salary in lieu thereof. The Company will, however, decide on the treatment and can waive the notice period or accept/pay payment in lieu of notice period or mandate 15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as in effective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



The details of your annual earnings are as **Annexure A.**

ANNEXURE – A

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	Sindhu K Reddy	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	1st Week of Jan 2024	
	C & B CATEGORY	INR – Monthly	INR – Annual
A	Fixed Compensation		
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	3,340	40,080
	Sub-Total I / Gross Pay	23,265	2,79,180
Benefits			
B	PF Employee	882	10,584
	Gratuity	353	4,236
	Mobile Sim Provided by Company	500	6,000
	Sub Total II	1,735	20,820
Total A + B	Cost to the Company	25,000	3,00,000
C	Performance Enhanced Incentives	15,000*	1,80,000*
<p>Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement * The Offer/ Salary Is Subjective to Completion of Training *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable. 			



ANNEXURE – B

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	Sindhu K Reddy	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	1st Week of Jan 2024	
	C & B CATEGORY	INR – Monthly	INR – Annual
A	Fixed Compensation		
	Basic Salary	9000	108000
	House Rent Allowance	7500	90000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	5,538	66456
	Sub-Total I / Gross Pay	28,488	3,41,856
Benefits			
B	PF Employee	1080	12960
	Gratuity	432	5184
	Sub Total II	1512	18144
Total A + B	Cost to the Company	30000	3,60,000
C	Performance Enhanced Incentives	15,000*	1,80,000*
<p>Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement * The Offer/ Salary Is Subjective to Completion of Training *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable. 			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click. For

For Pin Click Property Management Pvt Ltd.,

Mr.Manik Kinra
Co Founder



Letter of Intent

- (a) The employee shall manage the day-to-day affairs of the Company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- (a) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: _____ Signature: _____

Date: _____ Anticipated Start Date: _____



24th OCT 2023

Sub: Offer of employment by Pin Click

Dear Bhavana k,

Congratulations and we are very pleased to extend an offer to you to join Pin Click as “ **Property Advisor**”, with effect from **1st Week of Jan 2024**.

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the PPO is confirmed 5.4LPA is applicable and attaching herewith Annexure B.
2. Your initial posting as Pin Click employee will be at **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all of its potential employees. Your job offers, therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any.
4. You will be in probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us for reasonable cause, at any time with 15 days notice period or 15 day's salary in lieu thereof. The Company will, however, decide on the treatment and can waive the notice period or accept/pay payment in lieu of notice period or mandate 15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as in effective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



The details of your annual earnings are as **Annexure A.**

ANNEXURE – A

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	Bhavana k	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	1st Week of Jan 2024	
	C & B CATEGORY	INR – Monthly	INR – Annual
A	Fixed Compensation		
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	3,340	40,080
	Sub-Total I / Gross Pay	23,265	2,79,180
Benefits			
B	PF Employee	882	10,584
	Gratuity	353	4,236
	Mobile Sim Provided by Company	500	6,000
	Sub Total II	1,735	20,820
Total A + B	Cost to the Company	25,000	3,00,000
C	Performance Enhanced Incentives	15,000*	1,80,000*
<p>Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement * The Offer/ Salary Is Subjective to Completion of Training *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable. 			



ANNEXURE – B

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	Bhavana k	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	1st Week of Jan 2024	
	C & B CATEGORY	INR – Monthly	INR – Annual
A	Fixed Compensation		
	Basic Salary	9000	108000
	House Rent Allowance	7500	90000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	5,538	66456
	Sub-Total I / Gross Pay	28,488	3,41,856
Benefits			
B	PF Employee	1080	12960
	Gratuity	432	5184
	Sub Total II	1512	18144
Total A + B	Cost to the Company	30000	3,60,000
C	Performance Enhanced Incentives	15,000*	1,80,000*
<p>Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement * The Offer/ Salary Is Subjective to Completion of Training *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable. 			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click. For

For Pin Click Property Management Pvt Ltd.,

Mr.Manik Kinra
Co Founder



Letter of Intent

- (a) The employee shall manage the day-to-day affairs of the Company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- (a) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: _____ Signature: _____

Date: _____ Anticipated Start Date: _____



24th OCT 2023

Sub: Offer of employment by Pin Click

Dear MS Prasanth,

Congratulations and we are very pleased to extend an offer to you to join Pin Click as “ **Property Advisor**”, with effect from **1st Week of Jan 2024**.

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the PPO is confirmed 5.4LPA is applicable and attaching herewith Annexure B.
2. Your initial posting as Pin Click employee will be at **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all of its potential employees. Your job offers, therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any.
4. You will be in probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us for reasonable cause, at any time with 15 days notice period or 15 day's salary in lieu thereof. The Company will, however, decide on the treatment and can waive the notice period or accept/pay payment in lieu of notice period or mandate 15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as in effective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



The details of your annual earnings are as **Annexure A.**

ANNEXURE – A

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	MS Prasanth	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	1st Week of Jan 2024	
	C & B CATEGORY	INR – Monthly	INR – Annual
A	Fixed Compensation		
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	3,340	40,080
	Sub-Total I / Gross Pay	23,265	2,79,180
Benefits			
B	PF Employee	882	10,584
	Gratuity	353	4,236
	Mobile Sim Provided by Company	500	6,000
	Sub Total II	1,735	20,820
Total A + B	Cost to the Company	25,000	3,00,000
C	Performance Enhanced Incentives	15,000*	1,80,000*
<p>Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement * The Offer/ Salary Is Subjective to Completion of Training *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable. 			



ANNEXURE – B

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	MS Prasanth	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	1st Week of Jan 2024	
	C & B CATEGORY	INR – Monthly	INR – Annual
A	Fixed Compensation		
	Basic Salary	9000	108000
	House Rent Allowance	7500	90000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	5,538	66456
	Sub-Total I / Gross Pay	28,488	3,41,856
Benefits			
B	PF Employee	1080	12960
	Gratuity	432	5184
	Sub Total II	1512	18144
Total A + B	Cost to the Company	30000	3,60,000
C	Performance Enhanced Incentives	15,000*	1,80,000*
<p>Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement * The Offer/ Salary Is Subjective to Completion of Training *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable. 			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click. For

For Pin Click Property Management Pvt Ltd.,

Mr.Manik Kinra
Co Founder



Letter of Intent

- (a) The employee shall manage the day-to-day affairs of the Company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- (a) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: _____ Signature: _____

Date: _____ Anticipated Start Date: _____



24th OCT 2023

Sub: Offer of employment by Pin Click

Dear Shreya N.U,

Congratulations and we are very pleased to extend an offer to you to join Pin Click as “ **Property Advisor**”, with effect from **1st Week of Jan 2024**.

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the PPO is confirmed 5.4LPA is applicable and attaching herewith Annexure B.
2. Your initial posting as Pin Click employee will be at **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all of its potential employees. Your job offers, therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any.
4. You will be in probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us for reasonable cause, at any time with 15 days notice period or 15 day's salary in lieu thereof. The Company will, however, decide on the treatment and can waive the notice period or accept/pay payment in lieu of notice period or mandate 15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as in effective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



The details of your annual earnings are as **Annexure A.**

ANNEXURE – A

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	Shreya N.U	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	1st Week of Jan 2024	
	C & B CATEGORY	INR – Monthly	INR – Annual
A	Fixed Compensation		
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	3,340	40,080
	Sub-Total I / Gross Pay	23,265	2,79,180
Benefits			
B	PF Employee	882	10,584
	Gratuity	353	4,236
	Mobile Sim Provided by Company	500	6,000
	Sub Total II	1,735	20,820
Total A + B	Cost to the Company	25,000	3,00,000
C	Performance Enhanced Incentives	15,000*	1,80,000*
<p>Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement * The Offer/ Salary Is Subjective to Completion of Training *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable. 			



ANNEXURE – B

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	Shreya N.U	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	1st Week of Jan 2024	
	C & B CATEGORY	INR – Monthly	INR – Annual
A	Fixed Compensation		
	Basic Salary	9000	108000
	House Rent Allowance	7500	90000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	5,538	66456
	Sub-Total I / Gross Pay	28,488	3,41,856
Benefits			
B	PF Employee	1080	12960
	Gratuity	432	5184
	Sub Total II	1512	18144
Total A + B	Cost to the Company	30000	3,60,000
C	Performance Enhanced Incentives	15,000*	1,80,000*
<p>Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement * The Offer/ Salary Is Subjective to Completion of Training *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable. 			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click. For

For Pin Click Property Management Pvt Ltd.,

Mr.Manik Kinra
Co Founder



Letter of Intent

- (a) The employee shall manage the day-to-day affairs of the Company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- (a) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: _____ Signature: _____

Date: _____ Anticipated Start Date: _____



24th OCT 2023

Sub: Offer of employment by Pin Click

Dear Shubha P,

Congratulations and we are very pleased to extend an offer to you to join Pin Click as “ **Property Advisor**”, with effect from **1st Week of Jan 2024**.

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the PPO is confirmed 5.4LPA is applicable and attaching herewith Annexure B.
2. Your initial posting as Pin Click employee will be at **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all of its potential employees. Your job offers, therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any.
4. You will be in probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us for reasonable cause, at any time with 15 days notice period or 15 day's salary in lieu thereof. The Company will, however, decide on the treatment and can waive the notice period or accept/pay payment in lieu of notice period or mandate 15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as in effective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



The details of your annual earnings are as **Annexure A.**

ANNEXURE – A

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	Shubha P	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	1st Week of Jan 2024	
	C & B CATEGORY	INR – Monthly	INR – Annual
A	Fixed Compensation		
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	3,340	40,080
	Sub-Total I / Gross Pay	23,265	2,79,180
Benefits			
B	PF Employee	882	10,584
	Gratuity	353	4,236
	Mobile Sim Provided by Company	500	6,000
	Sub Total II	1,735	20,820
Total A + B	Cost to the Company	25,000	3,00,000
C	Performance Enhanced Incentives	15,000*	1,80,000*
<p>Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement * The Offer/ Salary Is Subjective to Completion of Training *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable. 			



ANNEXURE – B

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	Shubha P	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	1st Week of Jan 2024	
	C & B CATEGORY	INR – Monthly	INR – Annual
A	Fixed Compensation		
	Basic Salary	9000	108000
	House Rent Allowance	7500	90000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	5,538	66456
	Sub-Total I / Gross Pay	28,488	3,41,856
Benefits			
B	PF Employee	1080	12960
	Gratuity	432	5184
	Sub Total II	1512	18144
Total A + B	Cost to the Company	30000	3,60,000
C	Performance Enhanced Incentives	15,000*	1,80,000*
<p>Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement * The Offer/ Salary Is Subjective to Completion of Training *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable. 			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click. For

For Pin Click Property Management Pvt Ltd.,

Mr.Manik Kinra
Co Founder



Letter of Intent

- (a) The employee shall manage the day-to-day affairs of the Company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- (a) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: _____ Signature: _____

Date: _____ Anticipated Start Date: _____



24th OCT 2023

Sub: Offer of employment by Pin Click

Dear Anuj,

Congratulations and we are very pleased to extend an offer to you to join Pin Click as “ **Property Advisor**”, with effect from **1st Week of Jan 2024**.

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the PPO is confirmed 5.4LPA is applicable and attaching herewith Annexure B.
2. Your initial posting as Pin Click employee will be at **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all of its potential employees. Your job offers, therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any.
4. You will be in probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us for reasonable cause, at any time with 15 days notice period or 15 day's salary in lieu thereof. The Company will, however, decide on the treatment and can waive the notice period or accept/pay payment in lieu of notice period or mandate 15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as in effective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



The details of your annual earnings are as **Annexure A.**

ANNEXURE – A

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	Anuj	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	1st Week of Jan 2024	
	C & B CATEGORY	INR – Monthly	INR – Annual
A	Fixed Compensation		
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	3,340	40,080
	Sub-Total I / Gross Pay	23,265	2,79,180
Benefits			
B	PF Employee	882	10,584
	Gratuity	353	4,236
	Mobile Sim Provided by Company	500	6,000
	Sub Total II	1,735	20,820
Total A + B	Cost to the Company	25,000	3,00,000
C	Performance Enhanced Incentives	15,000*	1,80,000*
<p>Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement * The Offer/ Salary Is Subjective to Completion of Training *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable. 			



ANNEXURE – B

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	Anuj	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	1st Week of Jan 2024	
	C & B CATEGORY	INR – Monthly	INR – Annual
A	Fixed Compensation		
	Basic Salary	9000	108000
	House Rent Allowance	7500	90000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	5,538	66456
	Sub-Total I / Gross Pay	28,488	3,41,856
Benefits			
B	PF Employee	1080	12960
	Gratuity	432	5184
	Sub Total II	1512	18144
Total A + B	Cost to the Company	30000	3,60,000
C	Performance Enhanced Incentives	15,000*	1,80,000*
<p>Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement * The Offer/ Salary Is Subjective to Completion of Training *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable. 			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click. For

For Pin Click Property Management Pvt Ltd.,

Mr.Manik Kinra
Co Founder



Letter of Intent

- (a) The employee shall manage the day-to-day affairs of the Company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- (a) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: _____ Signature: _____

Date: _____ Anticipated Start Date: _____



24th OCT 2023

Sub: Offer of employment by Pin Click

Dear Mahitha B Reddy,

Congratulations and we are very pleased to extend an offer to you to join Pin Click as “ **Property Advisor**”, with effect from **1st Week of Jan 2024**.

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the PPO is confirmed 5.4LPA is applicable and attaching herewith Annexure B.
2. Your initial posting as Pin Click employee will be at **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all of its potential employees. Your job offers, therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any.
4. You will be in probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us for reasonable cause, at any time with 15 days notice period or 15 day's salary in lieu thereof. The Company will, however, decide on the treatment and can waive the notice period or accept/pay payment in lieu of notice period or mandate 15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as in effective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



The details of your annual earnings are as **Annexure A.**

ANNEXURE – A

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	Mahitha B Reddy	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	1st Week of Jan 2024	
	C & B CATEGORY	INR – Monthly	INR – Annual
A	Fixed Compensation		
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	3,340	40,080
	Sub-Total I / Gross Pay	23,265	2,79,180
Benefits			
B	PF Employee	882	10,584
	Gratuity	353	4,236
	Mobile Sim Provided by Company	500	6,000
	Sub Total II	1,735	20,820
Total A + B	Cost to the Company	25,000	3,00,000
C	Performance Enhanced Incentives	15,000*	1,80,000*
<p>Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement * The Offer/ Salary Is Subjective to Completion of Training *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable. 			



ANNEXURE – B

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	Mahitha B Reddy	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	1st Week of Jan 2024	
	C & B CATEGORY	INR – Monthly	INR – Annual
A	Fixed Compensation		
	Basic Salary	9000	108000
	House Rent Allowance	7500	90000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	5,538	66456
	Sub-Total I / Gross Pay	28,488	3,41,856
Benefits			
B	PF Employee	1080	12960
	Gratuity	432	5184
	Sub Total II	1512	18144
Total A + B	Cost to the Company	30000	3,60,000
C	Performance Enhanced Incentives	15,000*	1,80,000*
<p>Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement * The Offer/ Salary Is Subjective to Completion of Training *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable. 			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click. For

For Pin Click Property Management Pvt Ltd.,

Mr.Manik Kinra
Co Founder



Letter of Intent

- (a) The employee shall manage the day-to-day affairs of the Company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- (a) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: _____ Signature: _____

Date: _____ Anticipated Start Date: _____



24th OCT 2023

Sub: Offer of employment by Pin Click

Dear Bhumika Jadhav R,

Congratulations and we are very pleased to extend an offer to you to join Pin Click as “ **Property Advisor**”, with effect from **1st Week of Jan 2024**.

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the PPO is confirmed 5.4LPA is applicable and attaching herewith Annexure B.
2. Your initial posting as Pin Click employee will be at **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all of its potential employees. Your job offers, therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any.
4. You will be in probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us for reasonable cause, at any time with 15 days notice period or 15 day's salary in lieu thereof. The Company will, however, decide on the treatment and can waive the notice period or accept/pay payment in lieu of notice period or mandate 15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as in effective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



The details of your annual earnings are as **Annexure A.**

ANNEXURE – A

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	Bhumika Jadhav R	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	1st Week of Jan 2024	
	C & B CATEGORY	INR – Monthly	INR – Annual
A	Fixed Compensation		
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	3,340	40,080
	Sub-Total I / Gross Pay	23,265	2,79,180
Benefits			
B	PF Employee	882	10,584
	Gratuity	353	4,236
	Mobile Sim Provided by Company	500	6,000
	Sub Total II	1,735	20,820
Total A + B	Cost to the Company	25,000	3,00,000
C	Performance Enhanced Incentives	15,000*	1,80,000*
<p>Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement * The Offer/ Salary Is Subjective to Completion of Training *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable. 			



ANNEXURE – B

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	Bhumika Jadhav R	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	1st Week of Jan 2024	
	C & B CATEGORY	INR – Monthly	INR – Annual
A	Fixed Compensation		
	Basic Salary	9000	108000
	House Rent Allowance	7500	90000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	5,538	66456
	Sub-Total I / Gross Pay	28,488	3,41,856
Benefits			
B	PF Employee	1080	12960
	Gratuity	432	5184
	Sub Total II	1512	18144
Total A + B	Cost to the Company	30000	3,60,000
C	Performance Enhanced Incentives	15,000*	1,80,000*
<p>Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement * The Offer/ Salary Is Subjective to Completion of Training *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable. 			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click. For

For Pin Click Property Management Pvt Ltd.,

Mr.Manik Kinra
Co Founder



Letter of Intent

- (a) The employee shall manage the day-to-day affairs of the Company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- (a) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: _____ Signature: _____

Date: _____ Anticipated Start Date: _____



24th OCT 2023

Sub: Offer of employment by Pin Click

Dear Vignesh G,

Congratulations and we are very pleased to extend an offer to you to join Pin Click as “ **Property Advisor**”, with effect from **1st Week of Jan 2024**.

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the PPO is confirmed 5.4LPA is applicable and attaching herewith Annexure B.
2. Your initial posting as Pin Click employee will be at **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all of its potential employees. Your job offers, therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any.
4. You will be in probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us for reasonable cause, at any time with 15 days notice period or 15 day's salary in lieu thereof. The Company will, however, decide on the treatment and can waive the notice period or accept/pay payment in lieu of notice period or mandate 15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as in effective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



The details of your annual earnings are as **Annexure A.**

ANNEXURE – A

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	Vignesh G	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	1st Week of Jan 2024	
	C & B CATEGORY	INR – Monthly	INR – Annual
A	Fixed Compensation		
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	3,340	40,080
	Sub-Total I / Gross Pay	23,265	2,79,180
Benefits			
B	PF Employee	882	10,584
	Gratuity	353	4,236
	Mobile Sim Provided by Company	500	6,000
	Sub Total II	1,735	20,820
Total A + B	Cost to the Company	25,000	3,00,000
C	Performance Enhanced Incentives	15,000*	1,80,000*
<p>Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement * The Offer/ Salary Is Subjective to Completion of Training *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable. 			



ANNEXURE – B

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	Vignesh G	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	1st Week of Jan 2024	
	C & B CATEGORY	INR – Monthly	INR – Annual
A	Fixed Compensation		
	Basic Salary	9000	108000
	House Rent Allowance	7500	90000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	5,538	66456
	Sub-Total I / Gross Pay	28,488	3,41,856
Benefits			
B	PF Employee	1080	12960
	Gratuity	432	5184
	Sub Total II	1512	18144
Total A + B	Cost to the Company	30000	3,60,000
C	Performance Enhanced Incentives	15,000*	1,80,000*
<p>Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement * The Offer/ Salary Is Subjective to Completion of Training *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable. 			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click. For

For Pin Click Property Management Pvt Ltd.,

Mr.Manik Kinra
Co Founder



Letter of Intent

- (a) The employee shall manage the day-to-day affairs of the Company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- (a) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: _____ Signature: _____

Date: _____ Anticipated Start Date: _____



PlanetSpark



- 99+
- Compose
- Mail
- Inbox 4,644
- Starred
- Snoozed
- Sent
- Drafts 160
- More

- Labels
- General Aeronautics - 2...
 - Training Proposals 2021 ...
 - More

Final Selection || PlanetSpark - Campus External Inbox x



Mahwish Khanam <mahwish.khanam@planetspark.in>
to me, disha, Sumit

Dear Sumeet kour ,

Greetings from the **PlanetSpark**

Congratulations for getting selected as a **Business development Counselor** at **Planetspark**.

• **Please note that you will have to report to the office from day one. Your training will also be d**

- **Designation:** - Business Development Counsellor
- **Working days:-** 5 Days working
- **Role:-** Sales
- **Office address:** Sector 39 - Tower-A, Unitech Cyber Park, Near Huda City Metro Station, G

• **Revert us back with below details**

- DOJ (Date of Joining)
- NAME (Name of the individual)
- Recruiter (Name of the person who recruited them)
- NUMBER (Contact number)
- EMAIL (Email address)
- ROLE (Job title or position)
- Business Region (Region or department within the business)
- Current State (State of current residence)
- Current City (City of current residence)
- Gender
- Age



PlanetSpark



- 99+
- Compose
- Mail
- Inbox 4,644
- Starred
- Snoozed
- Sent
- Drafts 160
- More

- Labels
- General Aeronautics - 2...
 - Training Proposals 2021 ...
 - More

Final Selection || PlanetSpark - Campus External Inbox x



Mahwish Khanam <mahwish.khanam@planetspark.in>
to me, disha, varshaarunkumarise2024

Dear Varsha Arun Kumar,

Greetings from the **PlanetSpark**

Congratulations for getting selected as a **Business development Counselor** at **Planetspark**.

• **Please note that you will have to report to the office from day one. Your training will also be d**

- **Designation:** - Business Development Counsellor
- **Working days:-** 5 Days working
- **Role:-** Sales
- **Office address:** Sector 39 - Tower-A, Unitech Cyber Park, Near Huda City Metro Station, G

• **Revert us back with below details**

- DOJ (Date of Joining)
- NAME (Name of the individual)
- Recruiter (Name of the person who recruited them)
- NUMBER (Contact number)
- EMAIL (Email address)
- ROLE (Job title or position)
- Business Region (Region or department within the business)
- Current State (State of current residence)
- Current City (City of current residence)
- Gender
- Age

Date: 17th March 2024

Dear Beri Jahnavi,

We have pleasure in appointing you as **Robotics Engineer Intern**, in our organization. You will be initially based at our **Corporate Office** in **Bangalore**. The terms and conditions of your employment are as follows:

1. Date of Joining:

Your appointment is subject to your submitting all documents as mentioned in the offer letter. Your appointment is with effect from the date of joining, which shall be as early as possible, but not later than **20-March-2024**.

2. Compensation:

You will initially be under an internship period during which you will receive a stipend of **15,000/- Per Month (Fifteen Thousand only)**. Your internship will be for a duration of **4 months**.

You might be offered a permanent employment opportunity after the internship based on your performance in the internship. In case you are given an opportunity for permanent employment, your revised pay after the internship period will be **4 LPA** CTC. Your full time employment decision will be made solely by the company and you will be given a letter stating the same when the decision is made.

Your compensation is strictly **confidential** and may not be shared with anyone.

3. Salary Review:

Your increment in the grade is discretionary and will be subject to and on the basis of effective performance and results during the years. The salary revision will happen every calendar year in April.

4. Leave:

You will be entitled to leave as per the rules as made applicable to your grade from time to time.

5. Employment & Internship Period:

Your date of commencement of internship will be from your date of joining. You will be on internship for the duration mentioned above from the date of commencement of your service, which period may be further extended based on appraisal.

6. Employment Terms:

Initially, you will be reporting to the Department Manager or any other person nominated by the company. You may also be assigned such other duties as may become at the discretion of the

Management in any Branch or Office of the Company and/or its subsidiaries or to any of its other Associate Companies.

All other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time at the discretion of the Company will be applicable to you and you will be expected to abide by the same.

7. **Working Hours:**

You will be governed by the company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

8. **Travel:**

You will be required to undertake travel on the company's work and your travel expenses will be reimbursed as per the travel policy and rules applicable to your grade.

9. **Confidential Information / Trade Secrets:**

- i. The Employee undertakes and agrees that in consideration of the employment with the Company and the remuneration that the Employee had and shall receive during the employment; he shall abide with the following:
- ii. He will not, either directly or indirectly, both during and after the term of this Agreement, without the Company's prior written permission, disclose, divulge, disseminate, publish, lecture upon, sell or transfer to any Person, or permit any Person to examine or make copies of, any documents, writings, drawings, materials or records that contain or are derived from any Confidential Information;
- iii. He will comply, and do all things necessary to permit the Company to comply, with all applicable laws and with the provisions of contracts executed by the Company relating to Intellectual Property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of his duties and function;
- iv. Confidential Information shall be solely and absolutely vested in and owned by the Company and the Employee shall not have or claim any right, title or interest therein;
- v. The Company shall not be required to designate the Employee as the author of any Developments, Know-how and Intellectual Property. The Employee undertakes to promptly disclose all Developments, Know-how and Intellectual Property to the Company and shall, at the Company's request, do all things that may be necessary and appropriate to establish perfect record or document the Company's ownership of the Developments, Know-how and Intellectual Property including, but not limited to, the execution of the appropriate copyright or patent applications or assignments the productions of documents and evidence to the appropriate authorities etc.
- vi. The Employee shall not misuse any facilities provided by the Company for his personal purposes.
- vii. The Employee shall not, except in the proper course of his duties, disclose or divulge to any person or persons whomsoever other than in connection with the Company's business, or on own accord make use of any information of a secret or confidential nature acquired by the employee during the period of such employment relating to the trade or business of the

Company, or to the methods, process, appliances, machinery or plant used by it or to any experiments or research carried out by it or by any person in its employment.

10. **Compliance:**

During the continuance of your employment you are expected to comply with the Company's policies, code of conduct, practices and procedures and, if required, sign any necessary documentation with respect to such policies, practices and procedures.

11. **Past Records:**

If any declaration given or information furnished to the company prove to be false or if you are to have wilfully suppressed any material information or if you violate any of the terms and conditions of appointment, in such case, you will be liable to be removed from services without any notice.

12. **Termination:**

Either party may terminate this employment at any time by giving 60 days' notice or salary in lieu thereof.

In case the company initiates the termination during internship, the company will decide the last working day of the employee not exceeding notice period duration and will pay salary only until the last working day.

In case the company initiates the termination after internship and after confirming the employment, the employee will be paid salary for the entire notice period and the company might or might not ask the employee to serve the entire notice period.

In case the employee initiates the termination (during internship or later), the company can choose not to utilize the notice period completely and might relieve the employee early. In such a case where an employee is relieved early, salary would be paid until the last working day and not for the unutilized notice period.

In case the employee initiates the termination and leaves without serving the notice period when the company asks him to serve the notice period, the employee will have to pay the company an amount equal to twice the salary for the pending notice period unserved by the employee.

If an employee leaves the company without completing the internship period as mentioned above, the employee will be considered as not completing the internship and hence will not be getting any Certificate for the internship.

The Company also reserves the right to terminate the services of employees without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, or any act of indiscipline or inefficiency or for loss of confidence.

13. **Retirement:**

The retirement age is 60 years. Your Date of birth as our records is _____.

14. **Governing Law**

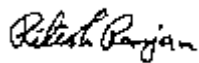
This Agreement shall be governed by and construed in accordance with the law of India.

Kindly sign a copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

Whilst welcoming you to Skyfi Education Labs Pvt Ltd, we wish you good luck and a very bright career with us.

Best Regards,

For SKYFI EDUCATION LABS PVT LTD,



Ritesh Ranjan
HR Manager

Date: 17th March 2024

Dear Manoj C,

We have pleasure in appointing you as **Robotics Engineer Intern**, in our organization. You will be initially based at our **Corporate Office** in **Bangalore**. The terms and conditions of your employment are as follows:

1. Date of Joining:

Your appointment is subject to your submitting all documents as mentioned in the offer letter. Your appointment is with effect from the date of joining, which shall be as early as possible, but not later than **20-March-2024**.

2. Compensation:

You will initially be under an internship period during which you will receive a stipend of **15,000/- Per Month (Fifteen Thousand only)**. Your internship will be for a duration of **4 months**.

You might be offered a permanent employment opportunity after the internship based on your performance in the internship. In case you are given an opportunity for permanent employment, your revised pay after the internship period will be **4 LPA** CTC. Your full time employment decision will be made solely by the company and you will be given a letter stating the same when the decision is made.

Your compensation is strictly **confidential** and may not be shared with anyone.

3. Salary Review:

Your increment in the grade is discretionary and will be subject to and on the basis of effective performance and results during the years. The salary revision will happen every calendar year in April.

4. Leave:

You will be entitled to leave as per the rules as made applicable to your grade from time to time.

5. Employment & Internship Period:

Your date of commencement of internship will be from your date of joining. You will be on internship for the duration mentioned above from the date of commencement of your service, which period may be further extended based on appraisal.

6. Employment Terms:

Initially, you will be reporting to the Department Manager or any other person nominated by the company. You may also be assigned such other duties as may become at the discretion of the

Management in any Branch or Office of the Company and/or its subsidiaries or to any of its other Associate Companies.

All other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time at the discretion of the Company will be applicable to you and you will be expected to abide by the same.

7. **Working Hours:**

You will be governed by the company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

8. **Travel:**

You will be required to undertake travel on the company's work and your travel expenses will be reimbursed as per the travel policy and rules applicable to your grade.

9. **Confidential Information / Trade Secrets:**

- i. The Employee undertakes and agrees that in consideration of the employment with the Company and the remuneration that the Employee had and shall receive during the employment; he shall abide with the following:
- ii. He will not, either directly or indirectly, both during and after the term of this Agreement, without the Company's prior written permission, disclose, divulge, disseminate, publish, lecture upon, sell or transfer to any Person, or permit any Person to examine or make copies of, any documents, writings, drawings, materials or records that contain or are derived from any Confidential Information;
- iii. He will comply, and do all things necessary to permit the Company to comply, with all applicable laws and with the provisions of contracts executed by the Company relating to Intellectual Property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of his duties and function;
- iv. Confidential Information shall be solely and absolutely vested in and owned by the Company and the Employee shall not have or claim any right, title or interest therein;
- v. The Company shall not be required to designate the Employee as the author of any Developments, Know-how and Intellectual Property. The Employee undertakes to promptly disclose all Developments, Know-how and Intellectual Property to the Company and shall, at the Company's request, do all things that may be necessary and appropriate to establish perfect record or document the Company's ownership of the Developments, Know-how and Intellectual Property including, but not limited to, the execution of the appropriate copyright or patent applications or assignments the productions of documents and evidence to the appropriate authorities etc.
- vi. The Employee shall not misuse any facilities provided by the Company for his personal purposes.
- vii. The Employee shall not, except in the proper course of his duties, disclose or divulge to any person or persons whomsoever other than in connection with the Company's business, or on own accord make use of any information of a secret or confidential nature acquired by the employee during the period of such employment relating to the trade or business of the

Company, or to the methods, process, appliances, machinery or plant used by it or to any experiments or research carried out by it or by any person in its employment.

10. Compliance:

During the continuance of your employment you are expected to comply with the Company's policies, code of conduct, practices and procedures and, if required, sign any necessary documentation with respect to such policies, practices and procedures.

11. Past Records:

If any declaration given or information furnished to the company prove to be false or if you are to have wilfully suppressed any material information or if you violate any of the terms and conditions of appointment, in such case, you will be liable to be removed from services without any notice.

12. Termination:

Either party may terminate this employment at any time by giving 60 days' notice or salary in lieu thereof.

In case the company initiates the termination during internship, the company will decide the last working day of the employee not exceeding notice period duration and will pay salary only until the last working day.

In case the company initiates the termination after internship and after confirming the employment, the employee will be paid salary for the entire notice period and the company might or might not ask the employee to serve the entire notice period.

In case the employee initiates the termination (during internship or later), the company can choose not to utilize the notice period completely and might relieve the employee early. In such a case where an employee is relieved early, salary would be paid until the last working day and not for the unutilized notice period.

In case the employee initiates the termination and leaves without serving the notice period when the company asks him to serve the notice period, the employee will have to pay the company an amount equal to twice the salary for the pending notice period unserved by the employee.

If an employee leaves the company without completing the internship period as mentioned above, the employee will be considered as not completing the internship and hence will not be getting any Certificate for the internship.

The Company also reserves the right to terminate the services of employees without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, or any act of indiscipline or inefficiency or for loss of confidence.

13. Retirement:

The retirement age is 60 years. Your Date of birth as our records is _____.

14. **Governing Law**

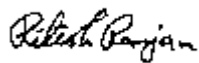
This Agreement shall be governed by and construed in accordance with the law of India.

Kindly sign a copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

Whilst welcoming you to Skyfi Education Labs Pvt Ltd, we wish you good luck and a very bright career with us.

Best Regards,

For SKYFI EDUCATION LABS PVT LTD,



Ritesh Ranjan
HR Manager

Date: 18th March 2024

Dear Rashmi M,

We have pleasure in appointing you as **Robotics Engineer Intern**, in our organization. You will be initially based at our **Corporate Office in Bangalore**. The terms and conditions of your employment are as follows:

1. Date of Joining:

Your appointment is subject to your submitting all documents as mentioned in the offer letter. Your appointment is with effect from the date of joining, which shall be as early as possible, but not later than **20-March-2024**.

2. Compensation:

You will initially be under an internship period during which you will receive a stipend of **15,000/- Per Month (Fifteen Thousand only)**. Your internship will be for a duration of **4 months**.

You might be offered a permanent employment opportunity after the internship based on your performance in the internship. In case you are given an opportunity for permanent employment, your revised pay after the internship period will be **4 LPA** CTC. Your full time employment decision will be made solely by the company and you will be given a letter stating the same when the decision is made.

Your compensation is strictly **confidential** and may not be shared with anyone.

3. Salary Review:

Your increment in the grade is discretionary and will be subject to and on the basis of effective performance and results during the years. The salary revision will happen every calendar year in April.

4. Leave:

You will be entitled to leave as per the rules as made applicable to your grade from time to time.

5. Employment & Internship Period:

Your date of commencement of internship will be from your date of joining. You will be on internship for the duration mentioned above from the date of commencement of your service, which period may be further extended based on appraisal.

6. Employment Terms:

Initially, you will be reporting to the Department Manager or any other person nominated by the company. You may also be assigned such other duties as may become at the discretion of the

Management in any Branch or Office of the Company and/or its subsidiaries or to any of its other Associate Companies.

All other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time at the discretion of the Company will be applicable to you and you will be expected to abide by the same.

7. **Working Hours:**

You will be governed by the company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

8. **Travel:**

You will be required to undertake travel on the company's work and your travel expenses will be reimbursed as per the travel policy and rules applicable to your grade.

9. **Confidential Information / Trade Secrets:**

- i. The Employee undertakes and agrees that in consideration of the employment with the Company and the remuneration that the Employee had and shall receive during the employment; he shall abide with the following:
- ii. He will not, either directly or indirectly, both during and after the term of this Agreement, without the Company's prior written permission, disclose, divulge, disseminate, publish, lecture upon, sell or transfer to any Person, or permit any Person to examine or make copies of, any documents, writings, drawings, materials or records that contain or are derived from any Confidential Information;
- iii. He will comply, and do all things necessary to permit the Company to comply, with all applicable laws and with the provisions of contracts executed by the Company relating to Intellectual Property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of his duties and function;
- iv. Confidential Information shall be solely and absolutely vested in and owned by the Company and the Employee shall not have or claim any right, title or interest therein;
- v. The Company shall not be required to designate the Employee as the author of any Developments, Know-how and Intellectual Property. The Employee undertakes to promptly disclose all Developments, Know-how and Intellectual Property to the Company and shall, at the Company's request, do all things that may be necessary and appropriate to establish perfect record or document the Company's ownership of the Developments, Know-how and Intellectual Property including, but not limited to, the execution of the appropriate copyright or patent applications or assignments the productions of documents and evidence to the appropriate authorities etc.
- vi. The Employee shall not misuse any facilities provided by the Company for his personal purposes.
- vii. The Employee shall not, except in the proper course of his duties, disclose or divulge to any person or persons whomsoever other than in connection with the Company's business, or on own accord make use of any information of a secret or confidential nature acquired by the employee during the period of such employment relating to the trade or business of the

Company, or to the methods, process, appliances, machinery or plant used by it or to any experiments or research carried out by it or by any person in its employment.

10. **Compliance:**

During the continuance of your employment you are expected to comply with the Company's policies, code of conduct, practices and procedures and, if required, sign any necessary documentation with respect to such policies, practices and procedures.

11. **Past Records:**

If any declaration given or information furnished to the company prove to be false or if you are to have wilfully suppressed any material information or if you violate any of the terms and conditions of appointment, in such case, you will be liable to be removed from services without any notice.

12. **Termination:**

Either party may terminate this employment at any time by giving 60 days' notice or salary in lieu thereof.

In case the company initiates the termination during internship, the company will decide the last working day of the employee not exceeding notice period duration and will pay salary only until the last working day.

In case the company initiates the termination after internship and after confirming the employment, the employee will be paid salary for the entire notice period and the company might or might not ask the employee to serve the entire notice period.

In case the employee initiates the termination (during internship or later), the company can choose not to utilize the notice period completely and might relieve the employee early. In such a case where an employee is relieved early, salary would be paid until the last working day and not for the unutilized notice period.

In case the employee initiates the termination and leaves without serving the notice period when the company asks him to serve the notice period, the employee will have to pay the company an amount equal to twice the salary for the pending notice period unserved by the employee.

If an employee leaves the company without completing the internship period as mentioned above, the employee will be considered as not completing the internship and hence will not be getting any Certificate for the internship.

The Company also reserves the right to terminate the services of employees without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, or any act of indiscipline or inefficiency or for loss of confidence.

13. **Retirement:**

The retirement age is 60 years. Your Date of birth as our records is _____.

14. **Governing Law**

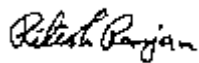
This Agreement shall be governed by and construed in accordance with the law of India.

Kindly sign a copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

Whilst welcoming you to Skyfi Education Labs Pvt Ltd, we wish you good luck and a very bright career with us.

Best Regards,

For SKYFI EDUCATION LABS PVT LTD,



Ritesh Ranjan
HR Manager

Date: 18th March 2024

Dear Manjunath C Ammannavar,

We have pleasure in appointing you as **Robotics Engineer Intern**, in our organization. You will be initially based at our **Corporate Office** in **Bangalore**. The terms and conditions of your employment are as follows:

1. Date of Joining:

Your appointment is subject to your submitting all documents as mentioned in the offer letter. Your appointment is with effect from the date of joining, which shall be as early as possible, but not later than **20-March-2024**.

2. Compensation:

You will initially be under an internship period during which you will receive a stipend of **15,000/- Per Month (Fifteen Thousand only)**. Your internship will be for a duration of **4 months**.

You might be offered a permanent employment opportunity after the internship based on your performance in the internship. In case you are given an opportunity for permanent employment, your revised pay after the internship period will be **4 LPA** CTC. Your full time employment decision will be made solely by the company and you will be given a letter stating the same when the decision is made.

Your compensation is strictly **confidential** and may not be shared with anyone.

3. Salary Review:

Your increment in the grade is discretionary and will be subject to and on the basis of effective performance and results during the years. The salary revision will happen every calendar year in April.

4. Leave:

You will be entitled to leave as per the rules as made applicable to your grade from time to time.

5. Employment & Internship Period:

Your date of commencement of internship will be from your date of joining. You will be on internship for the duration mentioned above from the date of commencement of your service, which period may be further extended based on appraisal.

6. Employment Terms:

Initially, you will be reporting to the Department Manager or any other person nominated by the company. You may also be assigned such other duties as may become at the discretion of the

Management in any Branch or Office of the Company and/or its subsidiaries or to any of its other Associate Companies.

All other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time at the discretion of the Company will be applicable to you and you will be expected to abide by the same.

7. **Working Hours:**

You will be governed by the company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

8. **Travel:**

You will be required to undertake travel on the company's work and your travel expenses will be reimbursed as per the travel policy and rules applicable to your grade.

9. **Confidential Information / Trade Secrets:**

- i. The Employee undertakes and agrees that in consideration of the employment with the Company and the remuneration that the Employee had and shall receive during the employment; he shall abide with the following:
- ii. He will not, either directly or indirectly, both during and after the term of this Agreement, without the Company's prior written permission, disclose, divulge, disseminate, publish, lecture upon, sell or transfer to any Person, or permit any Person to examine or make copies of, any documents, writings, drawings, materials or records that contain or are derived from any Confidential Information;
- iii. He will comply, and do all things necessary to permit the Company to comply, with all applicable laws and with the provisions of contracts executed by the Company relating to Intellectual Property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of his duties and function;
- iv. Confidential Information shall be solely and absolutely vested in and owned by the Company and the Employee shall not have or claim any right, title or interest therein;
- v. The Company shall not be required to designate the Employee as the author of any Developments, Know-how and Intellectual Property. The Employee undertakes to promptly disclose all Developments, Know-how and Intellectual Property to the Company and shall, at the Company's request, do all things that may be necessary and appropriate to establish perfect record or document the Company's ownership of the Developments, Know-how and Intellectual Property including, but not limited to, the execution of the appropriate copyright or patent applications or assignments the productions of documents and evidence to the appropriate authorities etc.
- vi. The Employee shall not misuse any facilities provided by the Company for his personal purposes.
- vii. The Employee shall not, except in the proper course of his duties, disclose or divulge to any person or persons whomsoever other than in connection with the Company's business, or on own accord make use of any information of a secret or confidential nature acquired by the employee during the period of such employment relating to the trade or business of the

Company, or to the methods, process, appliances, machinery or plant used by it or to any experiments or research carried out by it or by any person in its employment.

10. **Compliance:**

During the continuance of your employment you are expected to comply with the Company's policies, code of conduct, practices and procedures and, if required, sign any necessary documentation with respect to such policies, practices and procedures.

11. **Past Records:**

If any declaration given or information furnished to the company prove to be false or if you are to have wilfully suppressed any material information or if you violate any of the terms and conditions of appointment, in such case, you will be liable to be removed from services without any notice.

12. **Termination:**

Either party may terminate this employment at any time by giving 60 days' notice or salary in lieu thereof.

In case the company initiates the termination during internship, the company will decide the last working day of the employee not exceeding notice period duration and will pay salary only until the last working day.

In case the company initiates the termination after internship and after confirming the employment, the employee will be paid salary for the entire notice period and the company might or might not ask the employee to serve the entire notice period.

In case the employee initiates the termination (during internship or later), the company can choose not to utilize the notice period completely and might relieve the employee early. In such a case where an employee is relieved early, salary would be paid until the last working day and not for the unutilized notice period.

In case the employee initiates the termination and leaves without serving the notice period when the company asks him to serve the notice period, the employee will have to pay the company an amount equal to twice the salary for the pending notice period unserved by the employee.

If an employee leaves the company without completing the internship period as mentioned above, the employee will be considered as not completing the internship and hence will not be getting any Certificate for the internship.

The Company also reserves the right to terminate the services of employees without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, or any act of indiscipline or inefficiency or for loss of confidence.

13. **Retirement:**

The retirement age is 60 years. Your Date of birth as our records is _____.

14. **Governing Law**

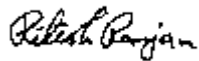
This Agreement shall be governed by and construed in accordance with the law of India.

Kindly sign a copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

Whilst welcoming you to Skyfi Education Labs Pvt Ltd, we wish you good luck and a very bright career with us.

Best Regards,

For SKYFI EDUCATION LABS PVT LTD,



Ritesh Ranjan
HR Manager

Date: 18th March 2024

Dear Devati Swarup,

We have pleasure in appointing you as **Robotics Engineer Intern**, in our organization. You will be initially based at our **Corporate Office** in **Bangalore**. The terms and conditions of your employment are as follows:

1. Date of Joining:

Your appointment is subject to your submitting all documents as mentioned in the offer letter. Your appointment is with effect from the date of joining, which shall be as early as possible, but not later than **20-March-2024**.

2. Compensation:

You will initially be under an internship period during which you will receive a stipend of **15,000/- Per Month (Fifteen Thousand only)**. Your internship will be for a duration of **4 months**.

You might be offered a permanent employment opportunity after the internship based on your performance in the internship. In case you are given an opportunity for permanent employment, your revised pay after the internship period will be **4 LPA** CTC. Your full time employment decision will be made solely by the company and you will be given a letter stating the same when the decision is made.

Your compensation is strictly **confidential** and may not be shared with anyone.

3. Salary Review:

Your increment in the grade is discretionary and will be subject to and on the basis of effective performance and results during the years. The salary revision will happen every calendar year in April.

4. Leave:

You will be entitled to leave as per the rules as made applicable to your grade from time to time.

5. Employment & Internship Period:

Your date of commencement of internship will be from your date of joining. You will be on internship for the duration mentioned above from the date of commencement of your service, which period may be further extended based on appraisal.

6. Employment Terms:

Initially, you will be reporting to the Department Manager or any other person nominated by the company. You may also be assigned such other duties as may become at the discretion of the

Management in any Branch or Office of the Company and/or its subsidiaries or to any of its other Associate Companies.

All other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time at the discretion of the Company will be applicable to you and you will be expected to abide by the same.

7. **Working Hours:**

You will be governed by the company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

8. **Travel:**

You will be required to undertake travel on the company's work and your travel expenses will be reimbursed as per the travel policy and rules applicable to your grade.

9. **Confidential Information / Trade Secrets:**

- i. The Employee undertakes and agrees that in consideration of the employment with the Company and the remuneration that the Employee had and shall receive during the employment; he shall abide with the following:
- ii. He will not, either directly or indirectly, both during and after the term of this Agreement, without the Company's prior written permission, disclose, divulge, disseminate, publish, lecture upon, sell or transfer to any Person, or permit any Person to examine or make copies of, any documents, writings, drawings, materials or records that contain or are derived from any Confidential Information;
- iii. He will comply, and do all things necessary to permit the Company to comply, with all applicable laws and with the provisions of contracts executed by the Company relating to Intellectual Property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of his duties and function;
- iv. Confidential Information shall be solely and absolutely vested in and owned by the Company and the Employee shall not have or claim any right, title or interest therein;
- v. The Company shall not be required to designate the Employee as the author of any Developments, Know-how and Intellectual Property. The Employee undertakes to promptly disclose all Developments, Know-how and Intellectual Property to the Company and shall, at the Company's request, do all things that may be necessary and appropriate to establish perfect record or document the Company's ownership of the Developments, Know-how and Intellectual Property including, but not limited to, the execution of the appropriate copyright or patent applications or assignments the productions of documents and evidence to the appropriate authorities etc.
- vi. The Employee shall not misuse any facilities provided by the Company for his personal purposes.
- vii. The Employee shall not, except in the proper course of his duties, disclose or divulge to any person or persons whomsoever other than in connection with the Company's business, or on own accord make use of any information of a secret or confidential nature acquired by the employee during the period of such employment relating to the trade or business of the

Company, or to the methods, process, appliances, machinery or plant used by it or to any experiments or research carried out by it or by any person in its employment.

10. **Compliance:**

During the continuance of your employment you are expected to comply with the Company's policies, code of conduct, practices and procedures and, if required, sign any necessary documentation with respect to such policies, practices and procedures.

11. **Past Records:**

If any declaration given or information furnished to the company prove to be false or if you are to have wilfully suppressed any material information or if you violate any of the terms and conditions of appointment, in such case, you will be liable to be removed from services without any notice.

12. **Termination:**

Either party may terminate this employment at any time by giving 60 days' notice or salary in lieu thereof.

In case the company initiates the termination during internship, the company will decide the last working day of the employee not exceeding notice period duration and will pay salary only until the last working day.

In case the company initiates the termination after internship and after confirming the employment, the employee will be paid salary for the entire notice period and the company might or might not ask the employee to serve the entire notice period.

In case the employee initiates the termination (during internship or later), the company can choose not to utilize the notice period completely and might relieve the employee early. In such a case where an employee is relieved early, salary would be paid until the last working day and not for the unutilized notice period.

In case the employee initiates the termination and leaves without serving the notice period when the company asks him to serve the notice period, the employee will have to pay the company an amount equal to twice the salary for the pending notice period unserved by the employee.

If an employee leaves the company without completing the internship period as mentioned above, the employee will be considered as not completing the internship and hence will not be getting any Certificate for the internship.

The Company also reserves the right to terminate the services of employees without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, or any act of indiscipline or inefficiency or for loss of confidence.

13. **Retirement:**

The retirement age is 60 years. Your Date of birth as our records is _____.

14. **Governing Law**

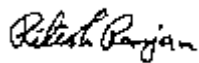
This Agreement shall be governed by and construed in accordance with the law of India.

Kindly sign a copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

Whilst welcoming you to Skyfi Education Labs Pvt Ltd, we wish you good luck and a very bright career with us.

Best Regards,

For SKYFI EDUCATION LABS PVT LTD,



Ritesh Ranjan
HR Manager

Date: 17th March 2024

Dear Raghav Agarwal,

We have pleasure in appointing you as **Robotics Engineer Intern**, in our organization. You will be initially based at our **Corporate Office** in **Bangalore**. The terms and conditions of your employment are as follows:

1. Date of Joining:

Your appointment is subject to your submitting all documents as mentioned in the offer letter. Your appointment is with effect from the date of joining, which shall be as early as possible, but not later than **20-March-2024**.

2. Compensation:

You will initially be under an internship period during which you will receive a stipend of **15,000/- Per Month (Fifteen Thousand only)**. Your internship will be for a duration of **4 months**.

You might be offered a permanent employment opportunity after the internship based on your performance in the internship. In case you are given an opportunity for permanent employment, your revised pay after the internship period will be **4 LPA** CTC. Your full time employment decision will be made solely by the company and you will be given a letter stating the same when the decision is made.

Your compensation is strictly **confidential** and may not be shared with anyone.

3. Salary Review:

Your increment in the grade is discretionary and will be subject to and on the basis of effective performance and results during the years. The salary revision will happen every calendar year in April.

4. Leave:

You will be entitled to leave as per the rules as made applicable to your grade from time to time.

5. Employment & Internship Period:

Your date of commencement of internship will be from your date of joining. You will be on internship for the duration mentioned above from the date of commencement of your service, which period may be further extended based on appraisal.

6. Employment Terms:

Initially, you will be reporting to the Department Manager or any other person nominated by the company. You may also be assigned such other duties as may become at the discretion of the

Management in any Branch or Office of the Company and/or its subsidiaries or to any of its other Associate Companies.

All other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time at the discretion of the Company will be applicable to you and you will be expected to abide by the same.

7. **Working Hours:**

You will be governed by the company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

8. **Travel:**

You will be required to undertake travel on the company's work and your travel expenses will be reimbursed as per the travel policy and rules applicable to your grade.

9. **Confidential Information / Trade Secrets:**

- i. The Employee undertakes and agrees that in consideration of the employment with the Company and the remuneration that the Employee had and shall receive during the employment; he shall abide with the following:
- ii. He will not, either directly or indirectly, both during and after the term of this Agreement, without the Company's prior written permission, disclose, divulge, disseminate, publish, lecture upon, sell or transfer to any Person, or permit any Person to examine or make copies of, any documents, writings, drawings, materials or records that contain or are derived from any Confidential Information;
- iii. He will comply, and do all things necessary to permit the Company to comply, with all applicable laws and with the provisions of contracts executed by the Company relating to Intellectual Property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of his duties and function;
- iv. Confidential Information shall be solely and absolutely vested in and owned by the Company and the Employee shall not have or claim any right, title or interest therein;
- v. The Company shall not be required to designate the Employee as the author of any Developments, Know-how and Intellectual Property. The Employee undertakes to promptly disclose all Developments, Know-how and Intellectual Property to the Company and shall, at the Company's request, do all things that may be necessary and appropriate to establish perfect record or document the Company's ownership of the Developments, Know-how and Intellectual Property including, but not limited to, the execution of the appropriate copyright or patent applications or assignments the productions of documents and evidence to the appropriate authorities etc.
- vi. The Employee shall not misuse any facilities provided by the Company for his personal purposes.
- vii. The Employee shall not, except in the proper course of his duties, disclose or divulge to any person or persons whomsoever other than in connection with the Company's business, or on own accord make use of any information of a secret or confidential nature acquired by the employee during the period of such employment relating to the trade or business of the

Company, or to the methods, process, appliances, machinery or plant used by it or to any experiments or research carried out by it or by any person in its employment.

10. **Compliance:**

During the continuance of your employment you are expected to comply with the Company's policies, code of conduct, practices and procedures and, if required, sign any necessary documentation with respect to such policies, practices and procedures.

11. **Past Records:**

If any declaration given or information furnished to the company prove to be false or if you are to have wilfully suppressed any material information or if you violate any of the terms and conditions of appointment, in such case, you will be liable to be removed from services without any notice.

12. **Termination:**

Either party may terminate this employment at any time by giving 60 days' notice or salary in lieu thereof.

In case the company initiates the termination during internship, the company will decide the last working day of the employee not exceeding notice period duration and will pay salary only until the last working day.

In case the company initiates the termination after internship and after confirming the employment, the employee will be paid salary for the entire notice period and the company might or might not ask the employee to serve the entire notice period.

In case the employee initiates the termination (during internship or later), the company can choose not to utilize the notice period completely and might relieve the employee early. In such a case where an employee is relieved early, salary would be paid until the last working day and not for the unutilized notice period.

In case the employee initiates the termination and leaves without serving the notice period when the company asks him to serve the notice period, the employee will have to pay the company an amount equal to twice the salary for the pending notice period unserved by the employee.

If an employee leaves the company without completing the internship period as mentioned above, the employee will be considered as not completing the internship and hence will not be getting any Certificate for the internship.

The Company also reserves the right to terminate the services of employees without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, or any act of indiscipline or inefficiency or for loss of confidence.

13. **Retirement:**

The retirement age is 60 years. Your Date of birth as our records is _____.

14. **Governing Law**

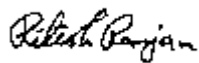
This Agreement shall be governed by and construed in accordance with the law of India.

Kindly sign a copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

Whilst welcoming you to Skyfi Education Labs Pvt Ltd, we wish you good luck and a very bright career with us.

Best Regards,

For SKYFI EDUCATION LABS PVT LTD,



Ritesh Ranjan
HR Manager

Date: 18th March 2024

Dear Rashmi M,

We have pleasure in appointing you as **Robotics Engineer Intern**, in our organization. You will be initially based at our **Corporate Office in Bangalore**. The terms and conditions of your employment are as follows:

1. Date of Joining:

Your appointment is subject to your submitting all documents as mentioned in the offer letter. Your appointment is with effect from the date of joining, which shall be as early as possible, but not later than **20-March-2024**.

2. Compensation:

You will initially be under an internship period during which you will receive a stipend of **15,000/- Per Month (Fifteen Thousand only)**. Your internship will be for a duration of **4 months**.

You might be offered a permanent employment opportunity after the internship based on your performance in the internship. In case you are given an opportunity for permanent employment, your revised pay after the internship period will be **4 LPA** CTC. Your full time employment decision will be made solely by the company and you will be given a letter stating the same when the decision is made.

Your compensation is strictly **confidential** and may not be shared with anyone.

3. Salary Review:

Your increment in the grade is discretionary and will be subject to and on the basis of effective performance and results during the years. The salary revision will happen every calendar year in April.

4. Leave:

You will be entitled to leave as per the rules as made applicable to your grade from time to time.

5. Employment & Internship Period:

Your date of commencement of internship will be from your date of joining. You will be on internship for the duration mentioned above from the date of commencement of your service, which period may be further extended based on appraisal.

6. Employment Terms:

Initially, you will be reporting to the Department Manager or any other person nominated by the company. You may also be assigned such other duties as may become at the discretion of the

Management in any Branch or Office of the Company and/or its subsidiaries or to any of its other Associate Companies.

All other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time at the discretion of the Company will be applicable to you and you will be expected to abide by the same.

7. **Working Hours:**

You will be governed by the company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

8. **Travel:**

You will be required to undertake travel on the company's work and your travel expenses will be reimbursed as per the travel policy and rules applicable to your grade.

9. **Confidential Information / Trade Secrets:**

- i. The Employee undertakes and agrees that in consideration of the employment with the Company and the remuneration that the Employee had and shall receive during the employment; he shall abide with the following:
- ii. He will not, either directly or indirectly, both during and after the term of this Agreement, without the Company's prior written permission, disclose, divulge, disseminate, publish, lecture upon, sell or transfer to any Person, or permit any Person to examine or make copies of, any documents, writings, drawings, materials or records that contain or are derived from any Confidential Information;
- iii. He will comply, and do all things necessary to permit the Company to comply, with all applicable laws and with the provisions of contracts executed by the Company relating to Intellectual Property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of his duties and function;
- iv. Confidential Information shall be solely and absolutely vested in and owned by the Company and the Employee shall not have or claim any right, title or interest therein;
- v. The Company shall not be required to designate the Employee as the author of any Developments, Know-how and Intellectual Property. The Employee undertakes to promptly disclose all Developments, Know-how and Intellectual Property to the Company and shall, at the Company's request, do all things that may be necessary and appropriate to establish perfect record or document the Company's ownership of the Developments, Know-how and Intellectual Property including, but not limited to, the execution of the appropriate copyright or patent applications or assignments the productions of documents and evidence to the appropriate authorities etc.
- vi. The Employee shall not misuse any facilities provided by the Company for his personal purposes.
- vii. The Employee shall not, except in the proper course of his duties, disclose or divulge to any person or persons whomsoever other than in connection with the Company's business, or on own accord make use of any information of a secret or confidential nature acquired by the employee during the period of such employment relating to the trade or business of the

Company, or to the methods, process, appliances, machinery or plant used by it or to any experiments or research carried out by it or by any person in its employment.

10. **Compliance:**

During the continuance of your employment you are expected to comply with the Company's policies, code of conduct, practices and procedures and, if required, sign any necessary documentation with respect to such policies, practices and procedures.

11. **Past Records:**

If any declaration given or information furnished to the company prove to be false or if you are to have wilfully suppressed any material information or if you violate any of the terms and conditions of appointment, in such case, you will be liable to be removed from services without any notice.

12. **Termination:**

Either party may terminate this employment at any time by giving 60 days' notice or salary in lieu thereof.

In case the company initiates the termination during internship, the company will decide the last working day of the employee not exceeding notice period duration and will pay salary only until the last working day.

In case the company initiates the termination after internship and after confirming the employment, the employee will be paid salary for the entire notice period and the company might or might not ask the employee to serve the entire notice period.

In case the employee initiates the termination (during internship or later), the company can choose not to utilize the notice period completely and might relieve the employee early. In such a case where an employee is relieved early, salary would be paid until the last working day and not for the unutilized notice period.

In case the employee initiates the termination and leaves without serving the notice period when the company asks him to serve the notice period, the employee will have to pay the company an amount equal to twice the salary for the pending notice period unserved by the employee.

If an employee leaves the company without completing the internship period as mentioned above, the employee will be considered as not completing the internship and hence will not be getting any Certificate for the internship.

The Company also reserves the right to terminate the services of employees without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, or any act of indiscipline or inefficiency or for loss of confidence.

13. **Retirement:**

The retirement age is 60 years. Your Date of birth as our records is _____.

14. **Governing Law**

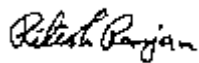
This Agreement shall be governed by and construed in accordance with the law of India.

Kindly sign a copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

Whilst welcoming you to Skyfi Education Labs Pvt Ltd, we wish you good luck and a very bright career with us.

Best Regards,

For SKYFI EDUCATION LABS PVT LTD,



Ritesh Ranjan
HR Manager

Date: 17th March 2024

Dear Chandana A R,

We have pleasure in appointing you as **Robotics Engineer Intern**, in our organization. You will be initially based at our **Corporate Office in Bangalore**. The terms and conditions of your employment are as follows:

1. Date of Joining:

Your appointment is subject to your submitting all documents as mentioned in the offer letter. Your appointment is with effect from the date of joining, which shall be as early as possible, but not later than **20-March-2024**.

2. Compensation:

You will initially be under an internship period during which you will receive a stipend of **15,000/- Per Month (Fifteen Thousand only)**. Your internship will be for a duration of **4 months**.

You might be offered a permanent employment opportunity after the internship based on your performance in the internship. In case you are given an opportunity for permanent employment, your revised pay after the internship period will be **4 LPA** CTC. Your full time employment decision will be made solely by the company and you will be given a letter stating the same when the decision is made.

Your compensation is strictly **confidential** and may not be shared with anyone.

3. Salary Review:

Your increment in the grade is discretionary and will be subject to and on the basis of effective performance and results during the years. The salary revision will happen every calendar year in April.

4. Leave:

You will be entitled to leave as per the rules as made applicable to your grade from time to time.

5. Employment & Internship Period:

Your date of commencement of internship will be from your date of joining. You will be on internship for the duration mentioned above from the date of commencement of your service, which period may be further extended based on appraisal.

6. Employment Terms:

Initially, you will be reporting to the Department Manager or any other person nominated by the company. You may also be assigned such other duties as may become at the discretion of the

Management in any Branch or Office of the Company and/or its subsidiaries or to any of its other Associate Companies.

All other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time at the discretion of the Company will be applicable to you and you will be expected to abide by the same.

7. **Working Hours:**

You will be governed by the company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

8. **Travel:**

You will be required to undertake travel on the company's work and your travel expenses will be reimbursed as per the travel policy and rules applicable to your grade.

9. **Confidential Information / Trade Secrets:**

- i. The Employee undertakes and agrees that in consideration of the employment with the Company and the remuneration that the Employee had and shall receive during the employment; he shall abide with the following:
- ii. He will not, either directly or indirectly, both during and after the term of this Agreement, without the Company's prior written permission, disclose, divulge, disseminate, publish, lecture upon, sell or transfer to any Person, or permit any Person to examine or make copies of, any documents, writings, drawings, materials or records that contain or are derived from any Confidential Information;
- iii. He will comply, and do all things necessary to permit the Company to comply, with all applicable laws and with the provisions of contracts executed by the Company relating to Intellectual Property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of his duties and function;
- iv. Confidential Information shall be solely and absolutely vested in and owned by the Company and the Employee shall not have or claim any right, title or interest therein;
- v. The Company shall not be required to designate the Employee as the author of any Developments, Know-how and Intellectual Property. The Employee undertakes to promptly disclose all Developments, Know-how and Intellectual Property to the Company and shall, at the Company's request, do all things that may be necessary and appropriate to establish perfect record or document the Company's ownership of the Developments, Know-how and Intellectual Property including, but not limited to, the execution of the appropriate copyright or patent applications or assignments the productions of documents and evidence to the appropriate authorities etc.
- vi. The Employee shall not misuse any facilities provided by the Company for his personal purposes.
- vii. The Employee shall not, except in the proper course of his duties, disclose or divulge to any person or persons whomsoever other than in connection with the Company's business, or on own accord make use of any information of a secret or confidential nature acquired by the employee during the period of such employment relating to the trade or business of the

Company, or to the methods, process, appliances, machinery or plant used by it or to any experiments or research carried out by it or by any person in its employment.

10. **Compliance:**

During the continuance of your employment you are expected to comply with the Company's policies, code of conduct, practices and procedures and, if required, sign any necessary documentation with respect to such policies, practices and procedures.

11. **Past Records:**

If any declaration given or information furnished to the company prove to be false or if you are to have wilfully suppressed any material information or if you violate any of the terms and conditions of appointment, in such case, you will be liable to be removed from services without any notice.

12. **Termination:**

Either party may terminate this employment at any time by giving 60 days' notice or salary in lieu thereof.

In case the company initiates the termination during internship, the company will decide the last working day of the employee not exceeding notice period duration and will pay salary only until the last working day.

In case the company initiates the termination after internship and after confirming the employment, the employee will be paid salary for the entire notice period and the company might or might not ask the employee to serve the entire notice period.

In case the employee initiates the termination (during internship or later), the company can choose not to utilize the notice period completely and might relieve the employee early. In such a case where an employee is relieved early, salary would be paid until the last working day and not for the unutilized notice period.

In case the employee initiates the termination and leaves without serving the notice period when the company asks him to serve the notice period, the employee will have to pay the company an amount equal to twice the salary for the pending notice period unserved by the employee.

If an employee leaves the company without completing the internship period as mentioned above, the employee will be considered as not completing the internship and hence will not be getting any Certificate for the internship.

The Company also reserves the right to terminate the services of employees without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, or any act of indiscipline or inefficiency or for loss of confidence.

13. **Retirement:**

The retirement age is 60 years. Your Date of birth as our records is _____.

14. **Governing Law**

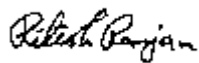
This Agreement shall be governed by and construed in accordance with the law of India.

Kindly sign a copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

Whilst welcoming you to Skyfi Education Labs Pvt Ltd, we wish you good luck and a very bright career with us.

Best Regards,

For SKYFI EDUCATION LABS PVT LTD,



Ritesh Ranjan
HR Manager

Date: 17th March 2024

Dear K N Bindu,

We have pleasure in appointing you as **Robotics Engineer Intern**, in our organization. You will be initially based at our **Corporate Office** in **Bangalore**. The terms and conditions of your employment are as follows:

1. Date of Joining:

Your appointment is subject to your submitting all documents as mentioned in the offer letter. Your appointment is with effect from the date of joining, which shall be as early as possible, but not later than **20-March-2024**.

2. Compensation:

You will initially be under an internship period during which you will receive a stipend of **15,000/- Per Month (Fifteen Thousand only)**. Your internship will be for a duration of **4 months**.

You might be offered a permanent employment opportunity after the internship based on your performance in the internship. In case you are given an opportunity for permanent employment, your revised pay after the internship period will be **4 LPA** CTC. Your full time employment decision will be made solely by the company and you will be given a letter stating the same when the decision is made.

Your compensation is strictly **confidential** and may not be shared with anyone.

3. Salary Review:

Your increment in the grade is discretionary and will be subject to and on the basis of effective performance and results during the years. The salary revision will happen every calendar year in April.

4. Leave:

You will be entitled to leave as per the rules as made applicable to your grade from time to time.

5. Employment & Internship Period:

Your date of commencement of internship will be from your date of joining. You will be on internship for the duration mentioned above from the date of commencement of your service, which period may be further extended based on appraisal.

6. Employment Terms:

Initially, you will be reporting to the Department Manager or any other person nominated by the company. You may also be assigned such other duties as may become at the discretion of the

Management in any Branch or Office of the Company and/or its subsidiaries or to any of its other Associate Companies.

All other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time at the discretion of the Company will be applicable to you and you will be expected to abide by the same.

7. **Working Hours:**

You will be governed by the company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

8. **Travel:**

You will be required to undertake travel on the company's work and your travel expenses will be reimbursed as per the travel policy and rules applicable to your grade.

9. **Confidential Information / Trade Secrets:**

- i. The Employee undertakes and agrees that in consideration of the employment with the Company and the remuneration that the Employee had and shall receive during the employment; he shall abide with the following:
- ii. He will not, either directly or indirectly, both during and after the term of this Agreement, without the Company's prior written permission, disclose, divulge, disseminate, publish, lecture upon, sell or transfer to any Person, or permit any Person to examine or make copies of, any documents, writings, drawings, materials or records that contain or are derived from any Confidential Information;
- iii. He will comply, and do all things necessary to permit the Company to comply, with all applicable laws and with the provisions of contracts executed by the Company relating to Intellectual Property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of his duties and function;
- iv. Confidential Information shall be solely and absolutely vested in and owned by the Company and the Employee shall not have or claim any right, title or interest therein;
- v. The Company shall not be required to designate the Employee as the author of any Developments, Know-how and Intellectual Property. The Employee undertakes to promptly disclose all Developments, Know-how and Intellectual Property to the Company and shall, at the Company's request, do all things that may be necessary and appropriate to establish perfect record or document the Company's ownership of the Developments, Know-how and Intellectual Property including, but not limited to, the execution of the appropriate copyright or patent applications or assignments the productions of documents and evidence to the appropriate authorities etc.
- vi. The Employee shall not misuse any facilities provided by the Company for his personal purposes.
- vii. The Employee shall not, except in the proper course of his duties, disclose or divulge to any person or persons whomsoever other than in connection with the Company's business, or on own accord make use of any information of a secret or confidential nature acquired by the employee during the period of such employment relating to the trade or business of the

Company, or to the methods, process, appliances, machinery or plant used by it or to any experiments or research carried out by it or by any person in its employment.

10. **Compliance:**

During the continuance of your employment you are expected to comply with the Company's policies, code of conduct, practices and procedures and, if required, sign any necessary documentation with respect to such policies, practices and procedures.

11. **Past Records:**

If any declaration given or information furnished to the company prove to be false or if you are to have wilfully suppressed any material information or if you violate any of the terms and conditions of appointment, in such case, you will be liable to be removed from services without any notice.

12. **Termination:**

Either party may terminate this employment at any time by giving 60 days' notice or salary in lieu thereof.

In case the company initiates the termination during internship, the company will decide the last working day of the employee not exceeding notice period duration and will pay salary only until the last working day.

In case the company initiates the termination after internship and after confirming the employment, the employee will be paid salary for the entire notice period and the company might or might not ask the employee to serve the entire notice period.

In case the employee initiates the termination (during internship or later), the company can choose not to utilize the notice period completely and might relieve the employee early. In such a case where an employee is relieved early, salary would be paid until the last working day and not for the unutilized notice period.

In case the employee initiates the termination and leaves without serving the notice period when the company asks him to serve the notice period, the employee will have to pay the company an amount equal to twice the salary for the pending notice period unserved by the employee.

If an employee leaves the company without completing the internship period as mentioned above, the employee will be considered as not completing the internship and hence will not be getting any Certificate for the internship.

The Company also reserves the right to terminate the services of employees without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, or any act of indiscipline or inefficiency or for loss of confidence.

13. **Retirement:**

The retirement age is 60 years. Your Date of birth as our records is _____.

14. **Governing Law**

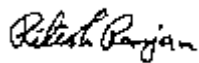
This Agreement shall be governed by and construed in accordance with the law of India.

Kindly sign a copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

Whilst welcoming you to Skyfi Education Labs Pvt Ltd, we wish you good luck and a very bright career with us.

Best Regards,

For SKYFI EDUCATION LABS PVT LTD,



Ritesh Ranjan
HR Manager



Date: 11 July 2023

To

Ruchi Bharti

Bangalore (SDC) - Eagle Ridge at Embassy Golf Links Business Park

Dear Ruchi Bharti,

As per the PwC AC Bangalore offer terms and conditions that were discussed with you at the time of offer, we are pleased to offer you a joining bonus of INR. **150,000/-**(taxes applicable as per the Indian Income tax norms) **One Lakh Fifty Thousand Only**. This is a onetime payment which is offered in exceptional circumstances only and offered with the sole discretion of the company. This amount will be paid out to you along with your first salary.

As explained to you earlier, this payment is being made with the condition that you will agree to complete a minimum 1 year of employment service with PwC AC Bangalore. If you voluntarily decide to leave the company before 1 year of service, you will be required to payback this amount in full and will be recovered from you at the time of final settlement.

Please note that this communication is personal and strictly confidential. You are expected not to share this with others.

Welcome once again and we are pleased to have you on board!

Acknowledgement

Yours sincerely,

**For PricewaterhouseCoopers
Service Delivery Center (Bangalore) Pvt. Ltd**

Director – Human Capital

Ruchi Bharti

Date:



11 July 2023

Ruchi Bharti

Bangalore (SDC) - Eagle Ridge at Embassy Golf Links Business Park

**PRIVATE AND CONFIDENTIAL
Employment Offer Letter and Terms and Conditions of Employment**

Dear Ruchi Bharti,

We are pleased to offer you employment with **PricewaterhouseCoopers Service Delivery Center – Bangalore Private Limited (“Company” or “PwC AC Bangalore”)** in the position of **Associate** in our Bangalore office. Your work location will be **Bangalore (SDC) - Eagle Ridge at Embassy Golf Links Business Park**. Reporting lines and location are subject to change depending on business requirements. The title, roles and responsibilities may also be varied from time to time as may be evaluated and considered appropriate by the Company and in accordance with the policy of the Company.

If you accept this offer, your commencement date with us will be on or before **13 September, 2023**, or such other date as may be communicated by us to you in writing. .

Remuneration Package:

1. Annual Compensation: You are being offered a Gross Salary of
Rs. **450,000/- Four Lakh Fifty Thousand Only.**

The details of gross salary are specified in Annexure 1 to this offer letter (“Offer Letter”).

2. Bonus program: In addition to the Total Annual Compensation as mentioned above, you also may be eligible for bonuses from time to time, as may be set forth in incentive compensation programs applicable to your position.

3. Benefits: You will be eligible for Company sponsored India specific benefit programs such as gratuity, provident fund, group medical insurance for the employee and his/her family, life insurance and accident insurance for the employee. You are also eligible for the executive health check-up plan, for a free annual health check-up which contains a series of tests. The details of the benefit programs are specified in Annexure 1 to this offer letter (“Offer Letter”).



Other Terms:

Please read the following terms and contact us with any questions that you may have.

1. Employment Agreement: Once you accept this offer, you will be required to sign an employment agreement (“**Employment Agreement**”), the format of which is attached to this Offer Letter. Your employment with the Company will be on the terms of this Offer Letter and the Employment Agreement until the end of your employment with the Company until the end of your employment with the Company.

2. Working Hours: You will be required to work, for such hours as are reasonably necessary to meet the Company’s requirements, in a variety of locations and for proper discharge of your duties. The working hours will be consistent with Company’s policies and will include such reasonable working hours as might be required for performing your duties competently and to meet the Company’s requirements. You hereby agree and volunteer to work during the night shift, as and when the Company feels that your services are required. You confirm that you have no objection whatsoever to work during the night shift, as per the Company’s policies.

3. Promotion and Salary Review: You will be eligible to participate in the promotion and salary review process as per the policy of the Company.

4. Visa: If you do not have the right of abode, the right to land or the status of unconditional stay in India, an employment visa is required for your employment. The Company will assist you with obtaining the necessary documents for you and your family. Any continued employment is contingent upon the immigration authorities approving any renewal of the employment visa and will automatically be deemed to be terminated should such approval not be granted.

5. Taxation: Your remuneration and benefits have been stated gross of tax. You will be responsible for all Indian salaries tax on your remuneration, allowance and benefits, where applicable. In the event that you have sources of income or expense outside of your employment with the Company, you are responsible for ensuring adherence to the tax laws on those matters as well.

6. Travel, Assignments or Secondment:

a. **Within India:** You are required to work on any project to which you are assigned, unless there is good reason not to do so.

b. **Outside India:** While based in India you may be required to travel and stay to work on projects outside India, within and/or outside the Asia Pacific region.

7. Termination Notice:

(a) Your employment in the Company is subject to satisfactory verification of your certificates, testimonials and personal particulars/credentials. The Company reserves the right to obtain a background check (including criminal history record search, education and employment; and personal details verification) conducted on you directly or through nominated third party agencies. In the event that such



verification or background check reveals any discrepancy in the statement(s) made in your application or in the bio-data with the Company or in the declarations made by you in this Offer Letter and/or the Employment Agreement, your services are liable to be terminated forthwith without any notice or any further compensation from the day such discrepancies are identified.

(b) The Company may terminate your employment for any of the following conduct on your behalf effective immediately upon written notice to your address on the Company's records:

- (i) acts of fraud, dishonesty or misconduct involving moral turpitude;
- (ii) commission or conviction of any criminal offence;
- (iii) engagement in any activity that you know or should know could harm the business or reputation of the Company;
- (iv) material failure to adhere to the Company's corporate codes, policies or procedures;
- (v) continued failure to meet performance standards as determined by the Company over two consecutive performance review periods;
- (vi) a breach or threatened breach of any material provision of this Offer Letter or the Employment Agreement if it is not cured to the Company's satisfaction within a reasonable period after the Company provides you with notice to your address on the Company's records of the breach; provided that no notice and cure period will be required if the breach cannot be cured;
- (vii) violation of any statutory, contractual, or common law duty or obligation to the Company, including without limitation the duty of loyalty. In case of termination on account of any of the above reasons you will only be entitled to earned and unpaid gross salary and accrued leave (if any) through the effective termination date.

(c) The Company may also terminate your employment for reasons other than those specified above or for no reason, effective upon a prior written notice of at least sixty (60) days. In the event that the effective date of your termination is less than sixty (60) days, you will receive payment of the net amount of gross salary you are entitled to in lieu for the remaining notice period less any deductions or withholdings, as required by law.

(d) You agree to provide the Company with a prior written notice of at least sixty (60) days of your resignation, which shall be effective at the end of the notice period unless agreed otherwise.

8. Return of Property: Upon termination of employment, you will be required to return all property (including but not limited to keys, records, notes, data, computer discs or tapes, memoranda, business cards, security passes and equipment) which is held in your possession, custody or under your control, belonging to or relating to business affairs of the Company.

9. Acknowledgement: You acknowledge that your joining the Company will not breach any agreement relating to employment or the provision of services to which you are or have been a party.

The Company may amend or discontinue any of its plans, programs, policies and procedures at any time for any or no reason with or without notice to the extent permitted by law.

We are excited about having you join us. On behalf of the PwC AC Bangalore team, we hope you find these terms and conditions suitable. If you have any questions about the contents of this letter, please do not hesitate to contact us on us_advisory_ac_india_hc_operations@pwc.com



Yours truly,
For PricewaterhouseCoopers Service Delivery Center (Bangalore) Pvt. Ltd

Director – Human Capital

I, Ruchi Bharti (C000002243164), accept the offer and terms of employment as detailed in this letter and the attached Employment Agreement.

Signature:
Date



Annexure 1

Private and confidential

Date: 11 July 2021

Name: Ruchi Bharti

Designation: Associate

Salary Components - Annual (All figures in INR)

Basic Salary : 180,000

Flexible Benefit Package (FBP) : 248,400

Employer contribution of PF: 21,600

Gross Salary: 450,000/-

Note: **FBP** can be used for the following components:

1. Food Coupons
2. Leave Travel Allowance (LTA)
3. House Rent allowance (HRA)

The above are subject to applicable taxes as per the Indian Income tax guidelines.



Your Gross Salary consists of the following components:

- **Basic: 40% of Gross Salary (A)**
- **HRA: 40% of Basic for Bangalore, 50% of Basic for Mumbai (B)**
- **LTA: Part of FBP (You can allocate desired sum for LTA up to a maximum of FBP amount available for allocation) (C)**
- **Sodexo: INR 24000 (i.e.2000 per month) – Part of FBP (D)**
- **Provident Fund (PF): 12% of Basic (E)**
- **Special Allowance: Balancing Figure (Gross Salary minus all above components) (F)**
- **Gross Salary: A+B+C+D+E+F**

Benefits:

Specialist/Associate/Sr Associate:

- **Medical Insurance:** Coverage of Rs.7 lacs per employee family covering employee, spouse/live-in partner, 3 children & dependent Parents or in-laws (Up to 7 Members Only)
- **Term Life Insurance Coverage:** Basic Life Cover= 3 times of Gross Salary, Accidental Death= 20% of BLC, Accidental Disability = 20% of BLC
- **Accident Insurance Coverage:** Maximum of Rs. 20,00,000/-

Manager/Sr Manager:

- **Medical Insurance:** Coverage of Rs.7 lacs per employee family covering employee, spouse/live-in partner, 3 children & dependent Parents or in-laws (Up to 7 Members Only)
- **Term Life Insurance Coverage:** Basic Life Cover= 3 times of Gross Salary, Accidental Death= 20% of BLC, Accidental Disability = 20% of BLC
- **Accident Insurance Coverage:** Maximum of Rs. 50,00,000/-

Director & above:

- **Medical Insurance:** Coverage of Rs.10 lacs per employee. family covering employee, spouse/live-in partner, 3 children & dependent Parents or in-laws (Up to 7 Members Only)
- **Term Life Insurance Coverage:** Basic Life Cover= 3 times of Gross Salary, Accidental Death= 20% of BLC, Accidental Disability = 20% of BLC
- **Accident Insurance Coverage:** Maximum of Rs. 50,00,000/-

Relocation Benefits: Applicable to employees relocating from other cities.



EMPLOYEE AGREEMENT/ASSOCIATE

This Agreement (“**Agreement**”) is between **PricewaterhouseCoopers Service Delivery Center – Bangalore Private Limited (“Company” or “PwC AC Bangalore”)** and Ruchi Bharti (“**You**” and all similar references).

1. Definitions

- (a) “**Cessation Date**” means the effective date of cessation of your employment with PwC AC Bangalore.
- (b) “**Cause**” means any of the following conduct by you:
- (i) Acts of fraud, dishonesty or misconduct involving moral turpitude;
 - (ii) Commission or conviction of any criminal offence;
 - (iii) Engagement in any activity that you know or should know could harm the business or reputation of PwC AC Bangalore;
 - (iv) Material failure to adhere to PwC AC Bangalore’s corporate codes, policies or procedures;
 - (v) Continued failure to meet the performance standards as determined by PwC AC Bangalore;
 - (vi) A breach of any provision or threatened breach of any material provision of this Agreement if the breach is not cured to PwC AC Bangalore’s satisfaction within a reasonable period after PwC AC Bangalore provides you with notice to your address on PwC AC Bangalore’s record of the breach provided that no notice and cure period will be required if the breach cannot be cured; and
 - (vii) Violation of any statutory, contractual, or common law duty or obligation to PwC AC Bangalore, including without limitation the duty of loyalty.
- (c) “**Offer Letter**” means the employment offer letter dated **11 July 2023** by which you were offered employment with PwC AC Bangalore and accepted by on **13 September, 2023**.

2. **Employment**

2.1 You accept employment on the terms of the Offer Letter and this Agreement along with its exhibits hereto until the end of your employment with PwC AC Bangalore in accordance with clause 6 of this Agreement.

2.2 Probation: Your first six (6) months of employment are on a trial basis and are considered a continuation of the employment selection process. During this probationary period, PwC AC Bangalore may terminate employment with 15 days’ notice in writing, with or without cause. Likewise, you may also terminate your employment with PwC AC Bangalore giving 15 days’ notice in writing, with or without cause. PwC AC Bangalore may decide to confirm your employment earlier than the 6 months’ period based on performance and the notice period will change to sixty (60) days as soon as the employment is



confirmed.

2.3 By signing this Agreement, you agree to:

(a) devote your professional time and effort to PwC AC Bangalore's business and to refrain from professional practice outside of the interests of PwC AC Bangalore or any of its subsidiaries;

(b) abide by all policies of PwC AC Bangalore, current and future, including the Equal Employment Opportunity policy attached as Exhibit A and the Anti-Harassment policy attached as Exhibit B to this Agreement;

(c) abide by the Confidentiality and Intellectual Property Agreement attached as Exhibit C to this Agreement; and

(d) abide by the terms of the Consent Form concerning personal data attached as Exhibit D to this Agreement.

2.4 You also confirm that you are not currently bound by any agreement that could prohibit or restrict you from being employed by PwC AC Bangalore or from performing any of your duties under this Agreement.

3. Compensation and Benefits

As of the commencement of your employment, PwC AC Bangalore will pay you a salary as specified in the Offer Letter, less required and authorized withholdings and deductions, payable in 12 equal monthly installments in accordance with PwC AC Bangalore's normal payroll practices.

4. Leave Entitlement

Your annual leave entitlement will be as provided in the Leave Policy of the Company as amended from time to time.

5. Covenants

While employed with PwC AC Bangalore, and for 6 months after your Cessation Date you shall not directly or through anyone else solicit, employ or retain any current employee of PwC AC Bangalore to perform Consulting Services. You agree that these obligations protect PwC AC Bangalore's legitimate interests without unreasonably restricting your ability to earn a living after leaving PwC AC Bangalore.

6. Termination and Resignation

(a) PwC AC Bangalore may terminate your employment on account of Cause effective immediately upon written notice to your address on PwC AC Bangalore's records.

You will only be entitled to earned and unpaid salary and salary for accrued leave (if any) until the effective termination date.

(b) PwC AC Bangalore may also terminate your employment for reasons other than Cause or for no reason, effective upon at least sixty (60) days written notice or payment of the salary you are entitled to in lieu less any required deductions or withholdings as required by law. In the event that the effective date of your termination is less than sixty (60) days, you will receive payment of the salary you are entitled to in lieu for the remaining notice period less any required deductions or withholdings, as required by law.

(c) You agree to provide PwC AC Bangalore with prior notice of at least sixty (60) days of your



resignation, which shall be effective at the end of the notice period unless agreed otherwise. The company management has the discretion for any notice period waive-off based on the work obligations.

(d) In case of failure to serve the notice period, you will agree to pay equivalent gross salary in lieu of the notice period not served. The company has the discretion to adjust any unused vacation against notice period.

(e) PwC AC Bangalore may require you to utilize any accrued leave during the notice period.

7. Arbitration

(a) All disputes between you and PwC AC Bangalore shall be resolved by arbitration in Bangalore or any other mutually agreeable location in India. Arbitral disputes include without limitation employment, employment termination claims and claims by you for employment discrimination, harassment, retaliation and wrongful termination.

(b) Arbitration shall be conducted under the auspices of the Indian Council of Arbitration before a panel of three arbitrators, which shall consist of one person selected by each of the two sides to the dispute and the third person jointly selected by the other two arbitrators.

(c) The arbitration panel shall have no authority to modify this Agreement (except pursuant to clause 8 of this Agreement) or to award punitive or exemplary damages. PwC AC Bangalore may, without waiving its right to compel arbitration, seek injunctive or other provisional relief from a court of competent jurisdiction, to prevent any arbitration award from being rendered ineffectual, to protect PwC AC Bangalore's confidential information or intellectual property or for any other purpose in the interests of PwC AC Bangalore.

The courts at Bangalore or any court of competent jurisdiction in any other state will have jurisdiction over any proceeding relating to arbitration, and may enter judgment on any arbitration award rendered or grant judicial recognition of the award or an order of enforcement.

8. Entire Agreement

This Agreement and the Offer Letter forms the entire agreement between you and PwC AC regarding these matters and supersede any verbal and written agreements on such matters. In the event of a conflict between the main body of this Agreement or the Offer Letter and the Exhibits, the main body of the Agreement or the Offer Letter shall take precedence. This Agreement may be modified only by written agreement signed by you and the General Manager of PwC AC Bangalore or their designee, provided that the policies of the Company may be amended at any time for any or no reason with or without notice to the extent permitted by law.

Severability

(a) If any provision of this Agreement is held invalid or unenforceable for any reason, the invalidity shall not nullify the validity of the remaining provisions of this Agreement.

(b) If any provision of this Agreement is determined by a court or arbitration panel to be unenforceable by reason of being overly broad in duration, geographical coverage or scope or unenforceable for any other reason, such provision will be narrowed so that it will be enforced as much as permitted by law.



9. Waiver

Any party's waiver of the other party's breach of any provision of this Agreement shall not waive any other right or any future breaches of the same or any other provision.

10. Choice of Law

The Offer Letter and this Agreement shall be governed by laws of India. You and PwC AC Bangalore consent to the non-exclusive jurisdiction and venue of the courts in New Delhi and agree that any permitted lawsuit may be brought to such courts or any other court of competent jurisdiction as provided in clause 7 of this Agreement.

11. Assignment and Beneficiaries

This Agreement only benefits and is binding on the parties and their permitted assigns provided that you may not assign your rights or duties under this Agreement without the express prior written consent of the other parties. PwC AC Bangalore may assign any rights or duties that it has, in whole or in part, to its affiliates and subsidiaries without your consent.

12. Counterparts

For convenience of the parties, this Agreement may be executed in one or more counterparts, each of which shall be deemed an original for all purposes.

13. Survival

Clauses: 2, 5, 7 through 13 and Exhibits C and D shall survive any termination of this Agreement or your employment (including your resignation).

The parties to this Agreement state that they have read, understood and agree to be bound by this Agreement:

**For PricewaterhouseCoopers
Service Delivery Center (Bangalore) Pvt. Ltd**

Employee

Director – Human Capital

Ruchi Bharti

Dated:

Dated



EXHIBIT A

Equal Employment Opportunity

It is the policy of PwC AC Bangalore and its group of companies to provide equal employment opportunity for all applicants and employees. PwC AC Bangalore does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other legally protected classification. PwC AC Bangalore also makes reasonable accommodations for disabled employees. An employee who believes he or she has a disability and requires an accommodation should inform their Human Resources Manager so that the employee's request can be evaluated. PwC AC Bangalore prohibits the harassment of any individual and further prohibits the harassment of any individual based on any of the aforementioned legally protected classifications. Unlawful discrimination or harassment shall not be tolerated by PwC AC Bangalore.

This policy applies to all areas of employment including, but not limited to, recruitment, recruitment advertising and/or other communications media, hiring, rates of pay and other compensation, benefits, overtime, promotions, transfers, demotions, training, layoffs, or terminations, recalls, disciplinary actions and all other terms, conditions, or privileges of employment.

PwC AC Bangalore, as required by law, will establish a written affirmative program to strive for best utilization of minorities, the disabled and women throughout our workforce. The results will be reviewed no less than annually and adjusted appropriately to meet stated goals. The coordinator of this program is the Director - HC at PwC AC Bangalore.

The coordinator will be responsible for ensuring the creation of the program with the inclusion of its multiple requirements, the development of an audit procedure to measure the effectiveness of the program and the facilitation of the annual status presentation to the executive management group.

Each employee is required to abide by this policy and assist with its enforcement. Violation of this policy will result in disciplinary action, up to and including termination of employment. If an employee believes that he/she has been the unlawfully discriminated against in an employment matter, please direct your concerns to the Director - HC the Equal Employment Opportunity coordinator for PwC AC Bangalore. A prompt and thorough investigation shall be conducted and a determination made as to the appropriate management response. Full cooperation by each employee asked to assist during an investigation is required and no reprisals shall result from the reporting or assisting in the investigation of, concerns related to this policy. Concerns or complaints of any retaliation should be directed to the Director - HC immediately.



EXHIBIT B

Anti-Harassment Policy

PwC AC Bangalore and its group of companies prohibits sexual or other unlawful harassment of its employees, vendors, clients or applicants, whether engaged in by company personnel, clients, customers, vendors, or others. This policy also prohibits employment actions that are based on an employee's submission to or rejection of unwelcome sexual advances or other behavior prohibited by this policy. This policy applies at PwC AC Bangalore facilities and at other locations where our employees conduct business or socialize, such as client sites or at company or client sponsored business and social functions including homes of the employees during a work from home setup and all employees are to adhere to this policy even in the course of online meetings, virtual socialization activities and/ or engaging in informal conversations during a work from home setup.

Sexual harassment is viewed as a form of employee conduct that undermines the integrity of the employment relationship. For the purposes of this policy, sexual harassment is defined as sexual behavior that is unwelcome, is personally offensive, and/or creates a hostile, intimidating or offensive work environment. PwC AC Bangalore will not tolerate sexual harassment by anyone — supervisors, employees, vendors, or clients.

Some examples of sexual harassment are:

- Unwelcome or unwanted sexual advances. This includes patting, pinching, brushing up against, hugging, cornering, kissing, or any other similar physical contact considered unwelcome by another individual.
- Requests or demands of sexual favors. This includes subtle or blatant expectations, pressures, or requests of any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequences concerning one's employment.
- Verbal abuse or kidding that is sex-oriented and considered unwelcome by another person. This includes comments about an individual's body or appearance (where such comments go beyond a mere compliment); off-color jokes that are clearly unwanted or considered offensive by others; or any other tasteless, sex-oriented comments, innuendoes, or offensive actions.
- Any sexually oriented conduct that would unreasonably interfere with another's work performance. This includes extending unwanted sexual attention to someone, which reduces personal productivity.
- Participation in fostering a work environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversation, suggestions, requests, demands, physical contacts, or attention.
- Possession in the workplace or display of sexually suggestive objects or pictures; emails, internet sites, or other correspondence with sexually suggestive content.



- Tangible employment decisions made because of or influenced by an individual's compliance with or refusal to comply with sexual demands.
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

This policy also expressly prohibits behavior that harasses an employee or applicant on the basis of his or her race, color, creed, religion, age, gender, national origin, citizenship status, marital status, sexual orientation, disability, or other category protected by Central, State, or local law. Forms of such harassment can include physical, verbal and nonverbal behavior that harasses, disrupts, or interferes with an employee's work performance or in any way creates or contributes to an intimidating, hostile or offensive work environment. This behavior includes, by way of example only, epithets, slurs, off-color jokes, threats, or posters, cartoons, emails, or drawings that are insulting, degrading, derogatory or ridiculing of one based on his or her protected status.

Behavior prohibited by this policy often can occur without the knowledge of others and what one may regard as offensive, another may not. For the company to effectively implement this policy, all persons must respond to and report behavior that violates this policy. Cooperation in preventing this type of conduct is essential.

If you believe that you have been subjected to inappropriate sexual or other behavior, you should immediately tell the offender that his or her behavior is offensive and must cease. If such a direct approach is ineffective or impractical under the circumstances, you must report such behavior to one of the persons identified below. If you have reason to believe that another employee of the company has been subjected to or has engaged in behavior that violates this policy, you should also immediately inform one of the individuals identified below.

PwC AC Bangalore will investigate, promptly and thoroughly, any such complaint or report of inappropriate behavior. Complaints and investigations will be handled in a confidential manner consistent with the need to investigate and take corrective action.

Complaints should be directed to the following person:

Director – Human Capital - PwC AC Bangalore

In response to a meritorious complaint, PwC AC Bangalore will as necessary or appropriate, take disciplinary action against anyone found in violation of this policy, up to and including termination of employment.

Overall responsibility for PwC AC Bangalore's Equal Employment Opportunity and Sexual Harassment policy has been assigned to the Director - HC who is responsible for the implementation and enforcement of this policy.

Every employee may access this confidential system without fear of reprisal. This policy also prohibits retaliation against anyone who in good faith complains under this policy or participates in an investigation. Full cooperation by each employee asked to assist during any investigation pursuant to this



policy is required. Complaints of retaliation (actual, threatened or feared) also should be directed to one of the individuals identified above.

EXHIBIT C

Confidentiality and Intellectual Property Agreement

As a material part of the consideration for my employment by PwC Service Delivery Center – Bangalore Private Limited and the salary and other compensation that I shall receive during my employment, I acknowledge and agree that, by my signature on the document to which this Confidentiality and Intellectual Property Agreement (“CIPA”) is attached as an exhibit, I also agree to this CIPA’s terms:

1.

(a) I will, both during my work for PwC AC Bangalore and thereafter, hold in confidence and not directly or indirectly reveal, report, publish, disclose, transfer or otherwise share or make any Proprietary Information (as defined below) accessible, to any person or entity, or utilize any Proprietary Information for any purpose, except in the course of my work for PwC AC Bangalore’s sole benefit. In addition, I will not remove, reproduce, transmit, summarize or copy any Proprietary Information except as expressly required by PwC AC Bangalore to enable me to perform my duties. I understand that this Section 1 is effective as of the commencement of my employment with PwC AC Bangalore or the date I acquired knowledge of any Proprietary Information, whichever is earlier.

(b) I will not knowingly use for the benefit of, or disclose to any person employed by, PwC AC Bangalore confidential information of any of my former employers or of any other third party or otherwise knowingly infringe or misappropriate any proprietary right of any third party. I represent and warrant that no contract, agreement or other obligation between or among me and any third party will interfere in any manner with my complete performance of my duties to PwC AC Bangalore or with my compliance with the terms and conditions of this CIPA. Without limiting the foregoing, I (have / have not) signed an agreement with [•], a previous employer or other entity, relating to inventions and confidential information. I (can/cannot) furnish PwC AC Bangalore with a copy of said agreement.

(c) “**Proprietary Information**” as used in this CIPA means all information or material disclosed to or known to me as a consequence of my employment with PwC AC Bangalore or any affiliate of PwC AC Bangalore (“**affiliate**” includes without limitation, for purposes of this CIPA, subsidiaries and other related entities of PwC AC Bangalore), including, without limitation, third party information that PwC AC Bangalore treats as confidential and any information disclosed to or developed by me or embodied in or relating to works for hire. Proprietary Information includes, but is not limited to discoveries, ideas, inventions, concepts, software in various states of development and related documentation, designs, drawings, specifications, techniques, methodologies, models, data, source code, object code, documentation, diagrams, flow charts, research, development, processes, training materials, templates, procedures, “know-how,” tools, client identities, client accounts, web design needs, client advertising needs and history, client reports, client proposals, product information and reports, accounts, billing methods, pricing, data, sources of supply, business methods, production or merchandising systems or plans, marketing, sales and business strategies and plans, finances, operations, and information regarding employees and other similar information (whether or not reduced to writing). Notwithstanding the foregoing, information that is publicly known and is generally employed by the trade at or after the



time I first learn of such information (other than as a result of my breach of the CIPA), shall not be deemed part of the Proprietary Information.

2.

(a) All Works (as defined below) shall belong exclusively to PwC AC Bangalore and/or its affiliates, as the context may require whether or not fixed in a tangible medium of expression. Without limiting the foregoing, to the maximum extent permitted under applicable law, all Works shall be deemed to be “works made in the course of your employment with the PwC AC Bangalore” or “works made for hire”, under Section 17 of the Indian Copyright Act, 1957 (as amended from time to time) and PwC AC Bangalore shall be deemed to be the author thereof. If and to the extent any Works are determined not to constitute “works made for hire,” or if any rights in the Works do not accrue to PwC AC Bangalore as a work made for hire, I hereby irrevocably assign and transfer to PwC AC Bangalore to the maximum extent permitted by law all right, title and interest in the Works, including all copyrights (including moral rights), patents, trade secret rights, and other proprietary rights in or relating to the Works. To the extent my moral rights cannot be assigned, I hereby irrevocably and expressly waive them and agree not to assert any claims based on such rights against PwC AC Bangalore or its affiliates. Without limiting the foregoing, I hereby irrevocably assign and transfer to PwC AC Bangalore all economic rights to the Works, including the rights to reproduce, manufacture, use, adapt, modify, publish, distribute, sublicense, publicly perform and communicate, translate, lease, sell, offer for sale, import, export and otherwise exploit the Works. I shall have no right to exercise any rights to the Works. Without limiting the foregoing, I will not have the right to and will not reproduce, adapt, modify, publish, distribute, sublicense, publicly perform or communicate, translate, lease, import or otherwise exploit the Works, except as expressly authorized by PwC AC Bangalore in the scope of my employment. I expressly acknowledge and agree that I wish to remain anonymous and not to have my name or any pseudonym used in connection with the Works. I hereby approve any and all modifications, uses, publications and other exploitation of the Works that PwC AC Bangalore or any successor or transferee thereof may elect to make, and I expressly agree that no such modifications, uses, publications or exploitations will or may cause harm to my honor or reputation. I agree that no modification, use or publication of the Works by PwC AC Bangalore or any successor or transferee thereof will be deemed to constitute a distortion or mutilation of the Works. PwC AC Bangalore shall have the unrestricted right to transfer and convey any or all of PwC AC Bangalore’s rights in or relating to the Works to any person or entity.

(b) I understand that the CIPA is not intended and shall not be interpreted to assign to or invest in PwC AC Bangalore any of my rights in any inventions developed entirely on my own time without using PwC AC Bangalore’s equipment, supplies, facilities, resources, or trade secret information, except for those inventions that either relate at the time of conception or reduction to practice of the inventions to the business of PwC AC Bangalore or the actual or demonstrably anticipated research or development of PwC AC Bangalore, or result from any work that I performed for PwC AC Bangalore.

(c) I will keep and maintain adequate and current written records of all inventions, original works of authorship, trade secrets or other Works in which rights vest in or are assigned to PwC AC Bangalore hereunder. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by PwC AC Bangalore. The records will be available to and remain the sole property of PwC AC Bangalore at all times.



(d) I will provide any assistance reasonably requested by PwC AC Bangalore to protect its proprietary and intellectual property rights, including, to obtain Indian or foreign letters patent and copyright registrations covering inventions, original works of authorship and other Works belonging or assigned hereunder to PwC AC Bangalore. I will execute any transfers of ownership of letters patent or assignments of copyrights or other proprietary rights transferred or assigned hereunder (including short form assignments intended for recording with the Indian, U.S. or any other foreign copyright and patent authorities, or any other entity). I understand that my obligations under this Section shall survive any termination of this CIPA or of my employment in perpetuity, provided that PwC AC Bangalore will compensate me at a reasonable rate for time actually spent performing such obligations at PwC AC Bangalore's request after such termination. If PwC AC Bangalore is unable for any reason whatsoever, including my mental or physical incapacity, to secure my signature to apply for or to pursue any application for any United States or foreign letters patent or copyright registrations or on any document transferring or assigning any patent, copyright or other proprietary right that I am obligated hereunder to transfer or assign, I hereby irrevocably designate and appoint PwC AC Bangalore and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf and in my stead to execute and file any such applications and documents and to do all other lawfully permitted acts to further the application, registration, prosecution and issuance of letters patent or copyright registrations or transfers or assignments thereof or of any other proprietary rights with the same legal force and effect as if executed by me. This appointment is coupled with an interest in and to the inventions, works of authorship, trade secrets and other Works to which any proprietary rights may apply and shall survive my death or disability.

(e) **"Works"** means:

(i) any inventions, trade secrets, ideas or original works of authorship that I conceive, develop, discover or make in whole or in part during my employment with PwC AC Bangalore (which term includes, for purposes of this entire definition, any affiliate of PwC AC Bangalore), or which I conceived, developed, discovered, or made in whole or in part during my employment or relationship with PwC AC Bangalore, and that relate to the business of PwC AC Bangalore or its actual or demonstrably anticipated research or development,

(ii) any inventions, trade secrets, ideas or original works of authorship that I conceive, develop, discover or make in whole or in part during or after my employment with PwC AC Bangalore, or which I conceived, developed, discovered, or made in whole or in part during my employment or relationship with PwC AC Bangalore, and which are made through the use of any of PwC AC Bangalore's or any PwC AC Bangalore's predecessors' equipment, facilities, supplies, trade secrets or time, or which result from any work that I perform or performed for PwC AC Bangalore, and

(iii) any part or aspect of any of the foregoing.

(f) For purposes of Sections 2(a), (b), (c) and (d) of this CIPA, the term PwC AC Bangalore shall mean (i) PwC AC Bangalore for any period of time during which I am employed by PwC AC Bangalore and (ii) any affiliate of PwC AC Bangalore for any period of time during which I am employed by such affiliate.

3. I will return immediately to PwC AC Bangalore all property of PwC AC Bangalore and its affiliates (including without limitation all Proprietary Information, documents, notes and other work product) in my possession or control, including duplicates, when I leave my employment or whenever PwC AC Bangalore may otherwise require that such Proprietary Information and other property be returned.



4. I will comply, and do all things necessary to assist PwC AC Bangalore to comply, with the laws and regulations of all governments under which PwC AC Bangalore does business, and with the provisions of contracts between PwC AC Bangalore and any such government or its contractors, or between PwC AC Bangalore and any private contractors, that relate to intellectual property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of duties during my employment with PwC AC Bangalore.

5. I understand and agree that the provisions of this CIPA shall remain in full force and effect in accordance with their terms notwithstanding any termination of my employment with PwC AC Bangalore for any or no reason.

6. The CIPA constitutes the entire agreement between PwC AC Bangalore and me with respect to the subject matter hereof and supersedes all prior and/or contemporaneous understandings, agreements or communications, whether oral or written, on such subject matter, provided that the provisions of any other written agreement between PwC AC Bangalore and me shall remain in full force and effect in accordance with its terms.

7. The CIPA shall be governed by and construed and enforced in accordance with the laws of India.

8. The CIPA may not be amended or modified except by a written document signed by me and a duly authorized representative of PwC AC Bangalore. The waiver of any right hereunder shall not be binding unless set forth in writing signed by the waiving party, and shall not bar the exercise of any other right or of the same right on any other occasion.

9. The CIPA shall be binding upon and inure to the benefit of me, PwC AC Bangalore and its affiliates, successors and assigns, provided, however, that I understand that I may not assign my rights or delegate my obligations under this CIPA without the express prior written consent of PwC AC Bangalore. Without limiting the foregoing, the rights of PwC AC Bangalore hereunder may be assigned in whole or in part without my consent to any of PwC AC Bangalore's affiliates or to any other entity that, whether by merger or otherwise, acquires all or substantially all of the assets, business or stock of the office or branch in which I work.

10. If any provision of this CIPA is held invalid or unenforceable for any reason, the invalidity shall not affect the validity of the remaining provisions of this CIPA, and the parties shall substitute for the invalid provision a valid provision which most closely approximates the intent and economic effect of the invalid provision.

11. I acknowledge and understand that any breach by me of any of Sections 1, 2, 3 or 4 of this CIPA will cause PwC AC Bangalore and its affiliates to suffer irreparable harm for which damages are an inadequate remedy and are difficult to calculate. Accordingly, I agree that PwC AC Bangalore and its



affiliates will be entitled, without limiting any other available legal or equitable remedies, to injunctive relief (without the need to post any bond or other security) to enforce the terms of the CIPA in whole or in part and to prevent any breach or threatened breach of any of those Sections.

EXHIBIT D

Consent Form

I acknowledge and agree that PricewaterhouseCoopers Service Delivery Center – Bangalore Private Limited and its affiliates or related bodies corporate want to develop a global human resources database in support of PwC AC Bangalore’s legitimate business purposes.

These legitimate business purposes include, without limitation:

- (a) The submission of proposals to clients and potential clients of PwC AC Bangalore;
- (b) The compilation of directories;
- (c) The organization of security procedures;
- (d) The processing of worker compensation and insurance claim and the management of human resources.

I therefore understand and agree that PwC AC Bangalore hold, collect, receive, store, record, have access to, process and transfer personal information about myself (“**Personal Data**”), including, without limitation:

- (a) Identification data such as my name, home address, telephone and fax number, personal email address, date of birth, social security number, citizenship, ID and passport number and/or other employee identification number, marital status;
- (b) Employment data such as my salary, job title, resumes, applications, copies of school, college and university diplomas, background verification information, entitlement to stock options, employment references;
- (c) Financial information such as bank account numbers and tax related information; and
- (d) Other information necessary to PwC AC Bangalore’s legitimate business purposes, which I may voluntarily disclose in the course of my application and subsequent employment with PwC AC Bangalore.

I understand that, unless allowed or required by laws and/or regulations, PwC AC Bangalore does not, as a general rule, collect sensitive data, such as information about racial and ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, sexual orientation, health information, etc. However, if I have voluntarily in any way disclosed information of that nature to PwC AC Bangalore, I understand that PwC AC Bangalore may not be able or may be able only with disproportionate effort to delete this information from its database and I agree to the use, disclosure, processing and transfer, including cross-border transfer, of these information, even though it is possible that the recipient of such information may not be bound by similar obligations to protect such information.



I understand and agree that Personal Data are transferred:

- (a) Among PwC AC Bangalore affiliates for the purposes of, and in connection with, personnel administration, planning and management of my employment relationship with PwC AC Bangalore; and
- (b) To third parties assisting PwC AC Bangalore in the administration and management of my employment relationship with PwC AC Bangalore, including without limitation, payroll management companies, pension plan companies, health insurance companies or agencies, credit card companies, background verification providers and others that have entered into vendor program agreements with PwC AC Bangalore for the provision of their services to PwC AC Bangalore and its employees.

I also understand and agree that PwC AC Bangalore hold, collect, receive, store, have access to, use, disclose, process, and transfer Personal Data for purposes of its legitimate business interests and may do so even after my departure from PwC AC Bangalore either for a reasonable period of time to allow me to join the PwC AC Bangalore Alumni Network or for the applicable statutory period.

I understand that the companies transferring my Personal Data and the recipients of my Personal Data, both PwC AC Bangalore affiliates and third parties, may be located in any country including any country outside of the India or my country of origin and/or residence.

I hereby consent to the collection, reception, possession, use, processing and transfer by PwC AC Bangalore of my Personal Data, in electronic or any other form, including transborder transfer of Personal Data, for the purposes and to parties described above.

I understand that I am responsible to, and may, at any time, review certain of my Personal Data, by accessing PwC AC Bangalore's web page and make any necessary amendments to it to ensure that my Personal Data is up to date, and that PwC AC Bangalore may not be held liable for any damages incurred by me as a result of PwC AC Bangalore's use, processing and transfer of inaccurate Personal Data provided by me.

I hereby consent to having modifications to my Personal Data done in electronic format rather than in writing. If, however, wherever this option is available to me, I choose to send any requests for modifications of my Personal Data to PwC AC Bangalore other than in the electronic format, I acknowledge and agree that delays can occur in the processing by PwC AC Bangalore of this written request for modification and that additional PwC AC Bangalore employees and/or agents may have to access certain of my Personal Data for that purpose.

I agree to promptly notify PwC AC Bangalore in writing of any change in my Personal Data or any unauthorized use or unauthorized disclosure of my Personal Data.

I understand that I may, at any time, withdraw the consents hereby given to the processing by PwC AC Bangalore and/or its agents of my Personal Data by notifying PwC AC Bangalore in writing of such withdrawal. As a result of my consent withdrawal, in certain cases, I may no longer be eligible for certain benefits, including employment and/or employment benefits and services currently provided to me by PwC AC Bangalore and/or the third parties selected by PwC AC Bangalore to render such services to the extent the Personal Data affected by my consent withdrawal was necessary to process my benefits.



I agree to abide by all policies of PwC AC Bangalore, including the Protection of Personal Data Policy as this Policy can be modified from time to time at PwC AC Bangalore's sole discretion.



Date: 11 July 2023

To
Anjali K V
Bangalore (SDC) - Eagle Ridge at Embassy Golf Links Business Park

Dear Anjali K V,

As per the PwC AC Bangalore offer terms and conditions that were discussed with you at the time of offer, we are pleased to offer you a joining bonus of INR. **150,000/-**(taxes applicable as per the Indian Income tax norms) **One Lakh Fifty Thousand Only**. This is a onetime payment which is offered in exceptional circumstances only and offered with the sole discretion of the company. This amount will be paid out to you along with your first salary.

As explained to you earlier, this payment is being made with the condition that you will agree to complete a minimum 1 year of employment service with PwC AC Bangalore. If you voluntarily decide to leave the company before 1 year of service, you will be required to payback this amount in full and will be recovered from you at the time of final settlement.

Please note that this communication is personal and strictly confidential. You are expected not to share this with others.

Welcome once again and we are pleased to have you on board!

Acknowledgement

Yours sincerely,

**For PricewaterhouseCoopers
Service Delivery Center (Bangalore) Pvt. Ltd**

Anjali K V

Director – Human Capital

Date:



11 July 2023

Anjali K V

Bangalore (SDC) - Eagle Ridge at Embassy Golf Links Business Park

**PRIVATE AND CONFIDENTIAL
Employment Offer Letter and Terms and Conditions of Employment**

Dear Anjali K V,

We are pleased to offer you employment with **PricewaterhouseCoopers Service Delivery Center – Bangalore Private Limited (“Company” or “PwC AC Bangalore”)** in the position of **Associate** in our Bangalore office. Your work location will be **Bangalore (SDC) - Eagle Ridge at Embassy Golf Links Business Park**. Reporting lines and location are subject to change depending on business requirements. The title, roles and responsibilities may also be varied from time to time as may be evaluated and considered appropriate by the Company and in accordance with the policy of the Company.

If you accept this offer, your commencement date with us will be on or before **13 September, 2023**, or such other date as may be communicated by us to you in writing. .

Remuneration Package:

1. Annual Compensation: You are being offered a Gross Salary of **Rs. 450,000/- Four Lakh Fifty Thousand Only.**

The details of gross salary are specified in Annexure 1 to this offer letter (“Offer Letter”).

2. Bonus program: In addition to the Total Annual Compensation as mentioned above, you also may be eligible for bonuses from time to time, as may be set forth in incentive compensation programs applicable to your position.

3. Benefits: You will be eligible for Company sponsored India specific benefit programs such as gratuity, provident fund, group medical insurance for the employee and his/her family, life insurance and accident insurance for the employee. You are also eligible for the executive health check-up plan, for a free annual health check-up which contains a series of tests. The details of the benefit programs are specified in Annexure 1 to this offer letter (“Offer Letter”).



Other Terms:

Please read the following terms and contact us with any questions that you may have.

1. Employment Agreement: Once you accept this offer, you will be required to sign an employment agreement (“**Employment Agreement**”), the format of which is attached to this Offer Letter. Your employment with the Company will be on the terms of this Offer Letter and the Employment Agreement until the end of your employment with the Company until the end of your employment with the Company.

2. Working Hours: You will be required to work, for such hours as are reasonably necessary to meet the Company’s requirements, in a variety of locations and for proper discharge of your duties. The working hours will be consistent with Company’s policies and will include such reasonable working hours as might be required for performing your duties competently and to meet the Company’s requirements. You hereby agree and volunteer to work during the night shift, as and when the Company feels that your services are required. You confirm that you have no objection whatsoever to work during the night shift, as per the Company’s policies.

3. Promotion and Salary Review: You will be eligible to participate in the promotion and salary review process as per the policy of the Company.

4. Visa: If you do not have the right of abode, the right to land or the status of unconditional stay in India, an employment visa is required for your employment. The Company will assist you with obtaining the necessary documents for you and your family. Any continued employment is contingent upon the immigration authorities approving any renewal of the employment visa and will automatically be deemed to be terminated should such approval not be granted.

5. Taxation: Your remuneration and benefits have been stated gross of tax. You will be responsible for all Indian salaries tax on your remuneration, allowance and benefits, where applicable. In the event that you have sources of income or expense outside of your employment with the Company, you are responsible for ensuring adherence to the tax laws on those matters as well.

6. Travel, Assignments or Secondment:

a. **Within India:** You are required to work on any project to which you are assigned, unless there is good reason not to do so.

b. **Outside India:** While based in India you may be required to travel and stay to work on projects outside India, within and/or outside the Asia Pacific region.

7. Termination Notice:

(a) Your employment in the Company is subject to satisfactory verification of your certificates, testimonials and personal particulars/credentials. The Company reserves the right to obtain a background check (including criminal history record search, education and employment; and personal details verification) conducted on you directly or through nominated third party agencies. In the event that such



verification or background check reveals any discrepancy in the statement(s) made in your application or in the bio-data with the Company or in the declarations made by you in this Offer Letter and/or the Employment Agreement, your services are liable to be terminated forthwith without any notice or any further compensation from the day such discrepancies are identified.

(b) The Company may terminate your employment for any of the following conduct on your behalf effective immediately upon written notice to your address on the Company's records:

- (i) acts of fraud, dishonesty or misconduct involving moral turpitude;
- (ii) commission or conviction of any criminal offence;
- (iii) engagement in any activity that you know or should know could harm the business or reputation of the Company;
- (iv) material failure to adhere to the Company's corporate codes, policies or procedures;
- (v) continued failure to meet performance standards as determined by the Company over two consecutive performance review periods;
- (vi) a breach or threatened breach of any material provision of this Offer Letter or the Employment Agreement if it is not cured to the Company's satisfaction within a reasonable period after the Company provides you with notice to your address on the Company's records of the breach; provided that no notice and cure period will be required if the breach cannot be cured;
- (vii) violation of any statutory, contractual, or common law duty or obligation to the Company, including without limitation the duty of loyalty. In case of termination on account of any of the above reasons you will only be entitled to earned and unpaid gross salary and accrued leave (if any) through the effective termination date.

(c) The Company may also terminate your employment for reasons other than those specified above or for no reason, effective upon a prior written notice of at least sixty (60) days. In the event that the effective date of your termination is less than sixty (60) days, you will receive payment of the net amount of gross salary you are entitled to in lieu for the remaining notice period less any deductions or withholdings, as required by law.

(d) You agree to provide the Company with a prior written notice of at least sixty (60) days of your resignation, which shall be effective at the end of the notice period unless agreed otherwise.

8. Return of Property: Upon termination of employment, you will be required to return all property (including but not limited to keys, records, notes, data, computer discs or tapes, memoranda, business cards, security passes and equipment) which is held in your possession, custody or under your control, belonging to or relating to business affairs of the Company.

9. Acknowledgement: You acknowledge that your joining the Company will not breach any agreement relating to employment or the provision of services to which you are or have been a party.

The Company may amend or discontinue any of its plans, programs, policies and procedures at any time for any or no reason with or without notice to the extent permitted by law.

We are excited about having you join us. On behalf of the PwC AC Bangalore team, we hope you find these terms and conditions suitable. If you have any questions about the contents of this letter, please do not hesitate to contact us on us_advisory_ac_india_hc_operations@pwc.com



Yours truly,
For PricewaterhouseCoopers Service Delivery Center (Bangalore) Pvt. Ltd

Director – Human Capital

Anjali K V (C000002243164), accept the offer and terms of employment as detailed in this letter and the attached Employment Agreement.

Signature:
Date



Annexure 1

Private and confidential

Date: 11 July 2021

Name: Ruchi Bharti

Designation: Associate

Salary Components - Annual (All figures in INR)

Basic Salary : 180,000

Flexible Benefit Package (FBP) : 248,400

Employer contribution of PF: 21,600

Gross Salary: 450,000/-

Note: **FBP** can be used for the following components:

1. Food Coupons
2. Leave Travel Allowance (LTA)
3. House Rent allowance (HRA)

The above are subject to applicable taxes as per the Indian Income tax guidelines.



Your Gross Salary consists of the following components:

- **Basic: 40% of Gross Salary (A)**
- **HRA: 40% of Basic for Bangalore, 50% of Basic for Mumbai (B)**
- **LTA: Part of FBP (You can allocate desired sum for LTA up to a maximum of FBP amount available for allocation) (C)**
- **Sodexo: INR 24000 (i.e.2000 per month) – Part of FBP (D)**
- **Provident Fund (PF): 12% of Basic (E)**
- **Special Allowance: Balancing Figure (Gross Salary minus all above components) (F)**
- **Gross Salary: A+B+C+D+E+F**

Benefits:

Specialist/Associate/Sr Associate:

- **Medical Insurance:** Coverage of Rs.7 lacs per employee family covering employee, spouse/live-in partner, 3 children & dependent Parents or in-laws (Up to 7 Members Only)
- **Term Life Insurance Coverage:** Basic Life Cover= 3 times of Gross Salary, Accidental Death= 20% of BLC, Accidental Disability = 20% of BLC
- **Accident Insurance Coverage:** Maximum of Rs. 20,00,000/-

Manager/Sr Manager:

- **Medical Insurance:** Coverage of Rs.7 lacs per employee family covering employee, spouse/live-in partner, 3 children & dependent Parents or in-laws (Up to 7 Members Only)
- **Term Life Insurance Coverage:** Basic Life Cover= 3 times of Gross Salary, Accidental Death= 20% of BLC, Accidental Disability = 20% of BLC
- **Accident Insurance Coverage:** Maximum of Rs. 50,00,000/-

Director & above:

- **Medical Insurance:** Coverage of Rs.10 lacs per employee. family covering employee, spouse/live-in partner, 3 children & dependent Parents or in-laws (Up to 7 Members Only)
- **Term Life Insurance Coverage:** Basic Life Cover= 3 times of Gross Salary, Accidental Death= 20% of BLC, Accidental Disability = 20% of BLC
- **Accident Insurance Coverage:** Maximum of Rs. 50,00,000/-

Relocation Benefits: Applicable to employees relocating from other cities.



EMPLOYEE AGREEMENT/ASSOCIATE

This Agreement (“**Agreement**”) is between **PricewaterhouseCoopers Service Delivery Center – Bangalore Private Limited (“Company” or “PwC AC Bangalore”)** and Ruchi Bharti (“**You**” and all similar references).

1. Definitions

- (a) “**Cessation Date**” means the effective date of cessation of your employment with PwC AC Bangalore.
- (b) “**Cause**” means any of the following conduct by you:
- (i) Acts of fraud, dishonesty or misconduct involving moral turpitude;
 - (ii) Commission or conviction of any criminal offence;
 - (iii) Engagement in any activity that you know or should know could harm the business or reputation of PwC AC Bangalore;
 - (iv) Material failure to adhere to PwC AC Bangalore’s corporate codes, policies or procedures;
 - (v) Continued failure to meet the performance standards as determined by PwC AC Bangalore;
 - (vi) A breach of any provision or threatened breach of any material provision of this Agreement if the breach is not cured to PwC AC Bangalore’s satisfaction within a reasonable period after PwC AC Bangalore provides you with notice to your address on PwC AC Bangalore’s record of the breach provided that no notice and cure period will be required if the breach cannot be cured; and
 - (vii) Violation of any statutory, contractual, or common law duty or obligation to PwC AC Bangalore, including without limitation the duty of loyalty.
- (c) “**Offer Letter**” means the employment offer letter dated **11 July 2023** by which you were offered employment with PwC AC Bangalore and accepted by on **13 September, 2023**.

2. **Employment**

2.1 You accept employment on the terms of the Offer Letter and this Agreement along with its exhibits hereto until the end of your employment with PwC AC Bangalore in accordance with clause 6 of this Agreement.

2.2 Probation: Your first six (6) months of employment are on a trial basis and are considered a continuation of the employment selection process. During this probationary period, PwC AC Bangalore may terminate employment with 15 days’ notice in writing, with or without cause. Likewise, you may also terminate your employment with PwC AC Bangalore giving 15 days’ notice in writing, with or without cause. PwC AC Bangalore may decide to confirm your employment earlier than the 6 months’ period based on performance and the notice period will change to sixty (60) days as soon as the employment is



confirmed.

2.3 By signing this Agreement, you agree to:

(a) devote your professional time and effort to PwC AC Bangalore's business and to refrain from professional practice outside of the interests of PwC AC Bangalore or any of its subsidiaries;

(b) abide by all policies of PwC AC Bangalore, current and future, including the Equal Employment Opportunity policy attached as Exhibit A and the Anti-Harassment policy attached as Exhibit B to this Agreement;

(c) abide by the Confidentiality and Intellectual Property Agreement attached as Exhibit C to this Agreement; and

(d) abide by the terms of the Consent Form concerning personal data attached as Exhibit D to this Agreement.

2.4 You also confirm that you are not currently bound by any agreement that could prohibit or restrict you from being employed by PwC AC Bangalore or from performing any of your duties under this Agreement.

3. Compensation and Benefits

As of the commencement of your employment, PwC AC Bangalore will pay you a salary as specified in the Offer Letter, less required and authorized withholdings and deductions, payable in 12 equal monthly installments in accordance with PwC AC Bangalore's normal payroll practices.

4. Leave Entitlement

Your annual leave entitlement will be as provided in the Leave Policy of the Company as amended from time to time.

5. Covenants

While employed with PwC AC Bangalore, and for 6 months after your Cessation Date you shall not directly or through anyone else solicit, employ or retain any current employee of PwC AC Bangalore to perform Consulting Services. You agree that these obligations protect PwC AC Bangalore's legitimate interests without unreasonably restricting your ability to earn a living after leaving PwC AC Bangalore.

6. Termination and Resignation

(a) PwC AC Bangalore may terminate your employment on account of Cause effective immediately upon written notice to your address on PwC AC Bangalore's records.

You will only be entitled to earned and unpaid salary and salary for accrued leave (if any) until the effective termination date.

(b) PwC AC Bangalore may also terminate your employment for reasons other than Cause or for no reason, effective upon at least sixty (60) days written notice or payment of the salary you are entitled to in lieu less any required deductions or withholdings as required by law. In the event that the effective date of your termination is less than sixty (60) days, you will receive payment of the salary you are entitled to in lieu for the remaining notice period less any required deductions or withholdings, as required by law.

(c) You agree to provide PwC AC Bangalore with prior notice of at least sixty (60) days of your



resignation, which shall be effective at the end of the notice period unless agreed otherwise. The company management has the discretion for any notice period waive-off based on the work obligations.

(d) In case of failure to serve the notice period, you will agree to pay equivalent gross salary in lieu of the notice period not served. The company has the discretion to adjust any unused vacation against notice period.

(e) PwC AC Bangalore may require you to utilize any accrued leave during the notice period.

7. Arbitration

(a) All disputes between you and PwC AC Bangalore shall be resolved by arbitration in Bangalore or any other mutually agreeable location in India. Arbitral disputes include without limitation employment, employment termination claims and claims by you for employment discrimination, harassment, retaliation and wrongful termination.

(b) Arbitration shall be conducted under the auspices of the Indian Council of Arbitration before a panel of three arbitrators, which shall consist of one person selected by each of the two sides to the dispute and the third person jointly selected by the other two arbitrators.

(c) The arbitration panel shall have no authority to modify this Agreement (except pursuant to clause 8 of this Agreement) or to award punitive or exemplary damages. PwC AC Bangalore may, without waiving its right to compel arbitration, seek injunctive or other provisional relief from a court of competent jurisdiction, to prevent any arbitration award from being rendered ineffectual, to protect PwC AC Bangalore's confidential information or intellectual property or for any other purpose in the interests of PwC AC Bangalore.

The courts at Bangalore or any court of competent jurisdiction in any other state will have jurisdiction over any proceeding relating to arbitration, and may enter judgment on any arbitration award rendered or grant judicial recognition of the award or an order of enforcement.

8. Entire Agreement

This Agreement and the Offer Letter forms the entire agreement between you and PwC AC regarding these matters and supersede any verbal and written agreements on such matters. In the event of a conflict between the main body of this Agreement or the Offer Letter and the Exhibits, the main body of the Agreement or the Offer Letter shall take precedence. This Agreement may be modified only by written agreement signed by you and the General Manager of PwC AC Bangalore or their designee, provided that the policies of the Company may be amended at any time for any or no reason with or without notice to the extent permitted by law.

Severability

(a) If any provision of this Agreement is held invalid or unenforceable for any reason, the invalidity shall not nullify the validity of the remaining provisions of this Agreement.

(b) If any provision of this Agreement is determined by a court or arbitration panel to be unenforceable by reason of being overly broad in duration, geographical coverage or scope or unenforceable for any other reason, such provision will be narrowed so that it will be enforced as much as permitted by law.



9. Waiver

Any party's waiver of the other party's breach of any provision of this Agreement shall not waive any other right or any future breaches of the same or any other provision.

10. Choice of Law

The Offer Letter and this Agreement shall be governed by laws of India. You and PwC AC Bangalore consent to the non-exclusive jurisdiction and venue of the courts in New Delhi and agree that any permitted lawsuit may be brought to such courts or any other court of competent jurisdiction as provided in clause 7 of this Agreement.

11. Assignment and Beneficiaries

This Agreement only benefits and is binding on the parties and their permitted assigns provided that you may not assign your rights or duties under this Agreement without the express prior written consent of the other parties. PwC AC Bangalore may assign any rights or duties that it has, in whole or in part, to its affiliates and subsidiaries without your consent.

12. Counterparts

For convenience of the parties, this Agreement may be executed in one or more counterparts, each of which shall be deemed an original for all purposes.

13. Survival

Clauses: 2, 5, 7 through 13 and Exhibits C and D shall survive any termination of this Agreement or your employment (including your resignation).

The parties to this Agreement state that they have read, understood and agree to be bound by this Agreement:

**For PricewaterhouseCoopers
Service Delivery Center (Bangalore) Pvt. Ltd**

Employee

Director – Human Capital

Ruchi Bharti

Dated:

Dated



EXHIBIT A

Equal Employment Opportunity

It is the policy of PwC AC Bangalore and its group of companies to provide equal employment opportunity for all applicants and employees. PwC AC Bangalore does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other legally protected classification. PwC AC Bangalore also makes reasonable accommodations for disabled employees. An employee who believes he or she has a disability and requires an accommodation should inform their Human Resources Manager so that the employee's request can be evaluated. PwC AC Bangalore prohibits the harassment of any individual and further prohibits the harassment of any individual based on any of the aforementioned legally protected classifications. Unlawful discrimination or harassment shall not be tolerated by PwC AC Bangalore.

This policy applies to all areas of employment including, but not limited to, recruitment, recruitment advertising and/or other communications media, hiring, rates of pay and other compensation, benefits, overtime, promotions, transfers, demotions, training, layoffs, or terminations, recalls, disciplinary actions and all other terms, conditions, or privileges of employment.

PwC AC Bangalore, as required by law, will establish a written affirmative program to strive for best utilization of minorities, the disabled and women throughout our workforce. The results will be reviewed no less than annually and adjusted appropriately to meet stated goals. The coordinator of this program is the Director - HC at PwC AC Bangalore.

The coordinator will be responsible for ensuring the creation of the program with the inclusion of its multiple requirements, the development of an audit procedure to measure the effectiveness of the program and the facilitation of the annual status presentation to the executive management group.

Each employee is required to abide by this policy and assist with its enforcement. Violation of this policy will result in disciplinary action, up to and including termination of employment. If an employee believes that he/she has been the unlawfully discriminated against in an employment matter, please direct your concerns to the Director - HC the Equal Employment Opportunity coordinator for PwC AC Bangalore. A prompt and thorough investigation shall be conducted and a determination made as to the appropriate management response. Full cooperation by each employee asked to assist during an investigation is required and no reprisals shall result from the reporting or assisting in the investigation of, concerns related to this policy. Concerns or complaints of any retaliation should be directed to the Director - HC immediately.



EXHIBIT B

Anti-Harassment Policy

PwC AC Bangalore and its group of companies prohibits sexual or other unlawful harassment of its employees, vendors, clients or applicants, whether engaged in by company personnel, clients, customers, vendors, or others. This policy also prohibits employment actions that are based on an employee's submission to or rejection of unwelcome sexual advances or other behavior prohibited by this policy. This policy applies at PwC AC Bangalore facilities and at other locations where our employees conduct business or socialize, such as client sites or at company or client sponsored business and social functions including homes of the employees during a work from home setup and all employees are to adhere to this policy even in the course of online meetings, virtual socialization activities and/ or engaging in informal conversations during a work from home setup.

Sexual harassment is viewed as a form of employee conduct that undermines the integrity of the employment relationship. For the purposes of this policy, sexual harassment is defined as sexual behavior that is unwelcome, is personally offensive, and/or creates a hostile, intimidating or offensive work environment. PwC AC Bangalore will not tolerate sexual harassment by anyone — supervisors, employees, vendors, or clients.

Some examples of sexual harassment are:

- Unwelcome or unwanted sexual advances. This includes patting, pinching, brushing up against, hugging, cornering, kissing, or any other similar physical contact considered unwelcome by another individual.
- Requests or demands of sexual favors. This includes subtle or blatant expectations, pressures, or requests of any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequences concerning one's employment.
- Verbal abuse or kidding that is sex-oriented and considered unwelcome by another person. This includes comments about an individual's body or appearance (where such comments go beyond a mere compliment); off-color jokes that are clearly unwanted or considered offensive by others; or any other tasteless, sex-oriented comments, innuendoes, or offensive actions.
- Any sexually oriented conduct that would unreasonably interfere with another's work performance. This includes extending unwanted sexual attention to someone, which reduces personal productivity.
- Participation in fostering a work environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversation, suggestions, requests, demands, physical contacts, or attention.
- Possession in the workplace or display of sexually suggestive objects or pictures; emails, internet sites, or other correspondence with sexually suggestive content.



- Tangible employment decisions made because of or influenced by an individual's compliance with or refusal to comply with sexual demands.
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

This policy also expressly prohibits behavior that harasses an employee or applicant on the basis of his or her race, color, creed, religion, age, gender, national origin, citizenship status, marital status, sexual orientation, disability, or other category protected by Central, State, or local law. Forms of such harassment can include physical, verbal and nonverbal behavior that harasses, disrupts, or interferes with an employee's work performance or in any way creates or contributes to an intimidating, hostile or offensive work environment. This behavior includes, by way of example only, epithets, slurs, off-color jokes, threats, or posters, cartoons, emails, or drawings that are insulting, degrading, derogatory or ridiculing of one based on his or her protected status.

Behavior prohibited by this policy often can occur without the knowledge of others and what one may regard as offensive, another may not. For the company to effectively implement this policy, all persons must respond to and report behavior that violates this policy. Cooperation in preventing this type of conduct is essential.

If you believe that you have been subjected to inappropriate sexual or other behavior, you should immediately tell the offender that his or her behavior is offensive and must cease. If such a direct approach is ineffective or impractical under the circumstances, you must report such behavior to one of the persons identified below. If you have reason to believe that another employee of the company has been subjected to or has engaged in behavior that violates this policy, you should also immediately inform one of the individuals identified below.

PwC AC Bangalore will investigate, promptly and thoroughly, any such complaint or report of inappropriate behavior. Complaints and investigations will be handled in a confidential manner consistent with the need to investigate and take corrective action.

Complaints should be directed to the following person:

Director – Human Capital - PwC AC Bangalore

In response to a meritorious complaint, PwC AC Bangalore will as necessary or appropriate, take disciplinary action against anyone found in violation of this policy, up to and including termination of employment.

Overall responsibility for PwC AC Bangalore's Equal Employment Opportunity and Sexual Harassment policy has been assigned to the Director - HC who is responsible for the implementation and enforcement of this policy.

Every employee may access this confidential system without fear of reprisal. This policy also prohibits retaliation against anyone who in good faith complains under this policy or participates in an investigation. Full cooperation by each employee asked to assist during any investigation pursuant to this



policy is required. Complaints of retaliation (actual, threatened or feared) also should be directed to one of the individuals identified above.

EXHIBIT C

Confidentiality and Intellectual Property Agreement

As a material part of the consideration for my employment by PwC Service Delivery Center – Bangalore Private Limited and the salary and other compensation that I shall receive during my employment, I acknowledge and agree that, by my signature on the document to which this Confidentiality and Intellectual Property Agreement (“CIPA”) is attached as an exhibit, I also agree to this CIPA’s terms:

1.

(a) I will, both during my work for PwC AC Bangalore and thereafter, hold in confidence and not directly or indirectly reveal, report, publish, disclose, transfer or otherwise share or make any Proprietary Information (as defined below) accessible, to any person or entity, or utilize any Proprietary Information for any purpose, except in the course of my work for PwC AC Bangalore’s sole benefit. In addition, I will not remove, reproduce, transmit, summarize or copy any Proprietary Information except as expressly required by PwC AC Bangalore to enable me to perform my duties. I understand that this Section 1 is effective as of the commencement of my employment with PwC AC Bangalore or the date I acquired knowledge of any Proprietary Information, whichever is earlier.

(b) I will not knowingly use for the benefit of, or disclose to any person employed by, PwC AC Bangalore confidential information of any of my former employers or of any other third party or otherwise knowingly infringe or misappropriate any proprietary right of any third party. I represent and warrant that no contract, agreement or other obligation between or among me and any third party will interfere in any manner with my complete performance of my duties to PwC AC Bangalore or with my compliance with the terms and conditions of this CIPA. Without limiting the foregoing, I (have / have not) signed an agreement with [•], a previous employer or other entity, relating to inventions and confidential information. I (can/cannot) furnish PwC AC Bangalore with a copy of said agreement.

(c) “**Proprietary Information**” as used in this CIPA means all information or material disclosed to or known to me as a consequence of my employment with PwC AC Bangalore or any affiliate of PwC AC Bangalore (“**affiliate**” includes without limitation, for purposes of this CIPA, subsidiaries and other related entities of PwC AC Bangalore), including, without limitation, third party information that PwC AC Bangalore treats as confidential and any information disclosed to or developed by me or embodied in or relating to works for hire. Proprietary Information includes, but is not limited to discoveries, ideas, inventions, concepts, software in various states of development and related documentation, designs, drawings, specifications, techniques, methodologies, models, data, source code, object code, documentation, diagrams, flow charts, research, development, processes, training materials, templates, procedures, “know-how,” tools, client identities, client accounts, web design needs, client advertising needs and history, client reports, client proposals, product information and reports, accounts, billing methods, pricing, data, sources of supply, business methods, production or merchandising systems or plans, marketing, sales and business strategies and plans, finances, operations, and information regarding employees and other similar information (whether or not reduced to writing). Notwithstanding the foregoing, information that is publicly known and is generally employed by the trade at or after the



time I first learn of such information (other than as a result of my breach of the CIPA), shall not be deemed part of the Proprietary Information.

2.

(a) All Works (as defined below) shall belong exclusively to PwC AC Bangalore and/or its affiliates, as the context may require whether or not fixed in a tangible medium of expression. Without limiting the foregoing, to the maximum extent permitted under applicable law, all Works shall be deemed to be “works made in the course of your employment with the PwC AC Bangalore” or “works made for hire”, under Section 17 of the Indian Copyright Act, 1957 (as amended from time to time) and PwC AC Bangalore shall be deemed to be the author thereof. If and to the extent any Works are determined not to constitute “works made for hire,” or if any rights in the Works do not accrue to PwC AC Bangalore as a work made for hire, I hereby irrevocably assign and transfer to PwC AC Bangalore to the maximum extent permitted by law all right, title and interest in the Works, including all copyrights (including moral rights), patents, trade secret rights, and other proprietary rights in or relating to the Works. To the extent my moral rights cannot be assigned, I hereby irrevocably and expressly waive them and agree not to assert any claims based on such rights against PwC AC Bangalore or its affiliates. Without limiting the foregoing, I hereby irrevocably assign and transfer to PwC AC Bangalore all economic rights to the Works, including the rights to reproduce, manufacture, use, adapt, modify, publish, distribute, sublicense, publicly perform and communicate, translate, lease, sell, offer for sale, import, export and otherwise exploit the Works. I shall have no right to exercise any rights to the Works. Without limiting the foregoing, I will not have the right to and will not reproduce, adapt, modify, publish, distribute, sublicense, publicly perform or communicate, translate, lease, import or otherwise exploit the Works, except as expressly authorized by PwC AC Bangalore in the scope of my employment. I expressly acknowledge and agree that I wish to remain anonymous and not to have my name or any pseudonym used in connection with the Works. I hereby approve any and all modifications, uses, publications and other exploitation of the Works that PwC AC Bangalore or any successor or transferee thereof may elect to make, and I expressly agree that no such modifications, uses, publications or exploitations will or may cause harm to my honor or reputation. I agree that no modification, use or publication of the Works by PwC AC Bangalore or any successor or transferee thereof will be deemed to constitute a distortion or mutilation of the Works. PwC AC Bangalore shall have the unrestricted right to transfer and convey any or all of PwC AC Bangalore’s rights in or relating to the Works to any person or entity.

(b) I understand that the CIPA is not intended and shall not be interpreted to assign to or invest in PwC AC Bangalore any of my rights in any inventions developed entirely on my own time without using PwC AC Bangalore’s equipment, supplies, facilities, resources, or trade secret information, except for those inventions that either relate at the time of conception or reduction to practice of the inventions to the business of PwC AC Bangalore or the actual or demonstrably anticipated research or development of PwC AC Bangalore, or result from any work that I performed for PwC AC Bangalore.

(c) I will keep and maintain adequate and current written records of all inventions, original works of authorship, trade secrets or other Works in which rights vest in or are assigned to PwC AC Bangalore hereunder. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by PwC AC Bangalore. The records will be available to and remain the sole property of PwC AC Bangalore at all times.



(d) I will provide any assistance reasonably requested by PwC AC Bangalore to protect its proprietary and intellectual property rights, including, to obtain Indian or foreign letters patent and copyright registrations covering inventions, original works of authorship and other Works belonging or assigned hereunder to PwC AC Bangalore. I will execute any transfers of ownership of letters patent or assignments of copyrights or other proprietary rights transferred or assigned hereunder (including short form assignments intended for recording with the Indian, U.S. or any other foreign copyright and patent authorities, or any other entity). I understand that my obligations under this Section shall survive any termination of this CIPA or of my employment in perpetuity, provided that PwC AC Bangalore will compensate me at a reasonable rate for time actually spent performing such obligations at PwC AC Bangalore's request after such termination. If PwC AC Bangalore is unable for any reason whatsoever, including my mental or physical incapacity, to secure my signature to apply for or to pursue any application for any United States or foreign letters patent or copyright registrations or on any document transferring or assigning any patent, copyright or other proprietary right that I am obligated hereunder to transfer or assign, I hereby irrevocably designate and appoint PwC AC Bangalore and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf and in my stead to execute and file any such applications and documents and to do all other lawfully permitted acts to further the application, registration, prosecution and issuance of letters patent or copyright registrations or transfers or assignments thereof or of any other proprietary rights with the same legal force and effect as if executed by me. This appointment is coupled with an interest in and to the inventions, works of authorship, trade secrets and other Works to which any proprietary rights may apply and shall survive my death or disability.

(e) **"Works"** means:

(i) any inventions, trade secrets, ideas or original works of authorship that I conceive, develop, discover or make in whole or in part during my employment with PwC AC Bangalore (which term includes, for purposes of this entire definition, any affiliate of PwC AC Bangalore), or which I conceived, developed, discovered, or made in whole or in part during my employment or relationship with PwC AC Bangalore, and that relate to the business of PwC AC Bangalore or its actual or demonstrably anticipated research or development,

(ii) any inventions, trade secrets, ideas or original works of authorship that I conceive, develop, discover or make in whole or in part during or after my employment with PwC AC Bangalore, or which I conceived, developed, discovered, or made in whole or in part during my employment or relationship with PwC AC Bangalore, and which are made through the use of any of PwC AC Bangalore's or any PwC AC Bangalore's predecessors' equipment, facilities, supplies, trade secrets or time, or which result from any work that I perform or performed for PwC AC Bangalore, and

(iii) any part or aspect of any of the foregoing.

(f) For purposes of Sections 2(a), (b), (c) and (d) of this CIPA, the term PwC AC Bangalore shall mean (i) PwC AC Bangalore for any period of time during which I am employed by PwC AC Bangalore and (ii) any affiliate of PwC AC Bangalore for any period of time during which I am employed by such affiliate.

3. I will return immediately to PwC AC Bangalore all property of PwC AC Bangalore and its affiliates (including without limitation all Proprietary Information, documents, notes and other work product) in my possession or control, including duplicates, when I leave my employment or whenever PwC AC Bangalore may otherwise require that such Proprietary Information and other property be returned.



4. I will comply, and do all things necessary to assist PwC AC Bangalore to comply, with the laws and regulations of all governments under which PwC AC Bangalore does business, and with the provisions of contracts between PwC AC Bangalore and any such government or its contractors, or between PwC AC Bangalore and any private contractors, that relate to intellectual property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of duties during my employment with PwC AC Bangalore.

5. I understand and agree that the provisions of this CIPA shall remain in full force and effect in accordance with their terms notwithstanding any termination of my employment with PwC AC Bangalore for any or no reason.

6. The CIPA constitutes the entire agreement between PwC AC Bangalore and me with respect to the subject matter hereof and supersedes all prior and/or contemporaneous understandings, agreements or communications, whether oral or written, on such subject matter, provided that the provisions of any other written agreement between PwC AC Bangalore and me shall remain in full force and effect in accordance with its terms.

7. The CIPA shall be governed by and construed and enforced in accordance with the laws of India.

8. The CIPA may not be amended or modified except by a written document signed by me and a duly authorized representative of PwC AC Bangalore. The waiver of any right hereunder shall not be binding unless set forth in writing signed by the waiving party, and shall not bar the exercise of any other right or of the same right on any other occasion.

9. The CIPA shall be binding upon and inure to the benefit of me, PwC AC Bangalore and its affiliates, successors and assigns, provided, however, that I understand that I may not assign my rights or delegate my obligations under this CIPA without the express prior written consent of PwC AC Bangalore. Without limiting the foregoing, the rights of PwC AC Bangalore hereunder may be assigned in whole or in part without my consent to any of PwC AC Bangalore's affiliates or to any other entity that, whether by merger or otherwise, acquires all or substantially all of the assets, business or stock of the office or branch in which I work.

10. If any provision of this CIPA is held invalid or unenforceable for any reason, the invalidity shall not affect the validity of the remaining provisions of this CIPA, and the parties shall substitute for the invalid provision a valid provision which most closely approximates the intent and economic effect of the invalid provision.

11. I acknowledge and understand that any breach by me of any of Sections 1, 2, 3 or 4 of this CIPA will cause PwC AC Bangalore and its affiliates to suffer irreparable harm for which damages are an inadequate remedy and are difficult to calculate. Accordingly, I agree that PwC AC Bangalore and its



affiliates will be entitled, without limiting any other available legal or equitable remedies, to injunctive relief (without the need to post any bond or other security) to enforce the terms of the CIPA in whole or in part and to prevent any breach or threatened breach of any of those Sections.

EXHIBIT D

Consent Form

I acknowledge and agree that PricewaterhouseCoopers Service Delivery Center – Bangalore Private Limited and its affiliates or related bodies corporate want to develop a global human resources database in support of PwC AC Bangalore’s legitimate business purposes.

These legitimate business purposes include, without limitation:

- (a) The submission of proposals to clients and potential clients of PwC AC Bangalore;
- (b) The compilation of directories;
- (c) The organization of security procedures;
- (d) The processing of worker compensation and insurance claim and the management of human resources.

I therefore understand and agree that PwC AC Bangalore hold, collect, receive, store, record, have access to, process and transfer personal information about myself (“**Personal Data**”), including, without limitation:

- (a) Identification data such as my name, home address, telephone and fax number, personal email address, date of birth, social security number, citizenship, ID and passport number and/or other employee identification number, marital status;
- (b) Employment data such as my salary, job title, resumes, applications, copies of school, college and university diplomas, background verification information, entitlement to stock options, employment references;
- (c) Financial information such as bank account numbers and tax related information; and
- (d) Other information necessary to PwC AC Bangalore’s legitimate business purposes, which I may voluntarily disclose in the course of my application and subsequent employment with PwC AC Bangalore.

I understand that, unless allowed or required by laws and/or regulations, PwC AC Bangalore does not, as a general rule, collect sensitive data, such as information about racial and ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, sexual orientation, health information, etc. However, if I have voluntarily in any way disclosed information of that nature to PwC AC Bangalore, I understand that PwC AC Bangalore may not be able or may be able only with disproportionate effort to delete this information from its database and I agree to the use, disclosure, processing and transfer, including cross-border transfer, of these information, even though it is possible that the recipient of such information may not be bound by similar obligations to protect such information.



I understand and agree that Personal Data are transferred:

- (a) Among PwC AC Bangalore affiliates for the purposes of, and in connection with, personnel administration, planning and management of my employment relationship with PwC AC Bangalore; and
- (b) To third parties assisting PwC AC Bangalore in the administration and management of my employment relationship with PwC AC Bangalore, including without limitation, payroll management companies, pension plan companies, health insurance companies or agencies, credit card companies, background verification providers and others that have entered into vendor program agreements with PwC AC Bangalore for the provision of their services to PwC AC Bangalore and its employees.

I also understand and agree that PwC AC Bangalore hold, collect, receive, store, have access to, use, disclose, process, and transfer Personal Data for purposes of its legitimate business interests and may do so even after my departure from PwC AC Bangalore either for a reasonable period of time to allow me to join the PwC AC Bangalore Alumni Network or for the applicable statutory period.

I understand that the companies transferring my Personal Data and the recipients of my Personal Data, both PwC AC Bangalore affiliates and third parties, may be located in any country including any country outside of the India or my country of origin and/or residence.

I hereby consent to the collection, reception, possession, use, processing and transfer by PwC AC Bangalore of my Personal Data, in electronic or any other form, including transborder transfer of Personal Data, for the purposes and to parties described above.

I understand that I am responsible to, and may, at any time, review certain of my Personal Data, by accessing PwC AC Bangalore's web page and make any necessary amendments to it to ensure that my Personal Data is up to date, and that PwC AC Bangalore may not be held liable for any damages incurred by me as a result of PwC AC Bangalore's use, processing and transfer of inaccurate Personal Data provided by me.

I hereby consent to having modifications to my Personal Data done in electronic format rather than in writing. If, however, wherever this option is available to me, I choose to send any requests for modifications of my Personal Data to PwC AC Bangalore other than in the electronic format, I acknowledge and agree that delays can occur in the processing by PwC AC Bangalore of this written request for modification and that additional PwC AC Bangalore employees and/or agents may have to access certain of my Personal Data for that purpose.

I agree to promptly notify PwC AC Bangalore in writing of any change in my Personal Data or any unauthorized use or unauthorized disclosure of my Personal Data.

I understand that I may, at any time, withdraw the consents hereby given to the processing by PwC AC Bangalore and/or its agents of my Personal Data by notifying PwC AC Bangalore in writing of such withdrawal. As a result of my consent withdrawal, in certain cases, I may no longer be eligible for certain benefits, including employment and/or employment benefits and services currently provided to me by PwC AC Bangalore and/or the third parties selected by PwC AC Bangalore to render such services to the extent the Personal Data affected by my consent withdrawal was necessary to process my benefits.



I agree to abide by all policies of PwC AC Bangalore, including the Protection of Personal Data Policy as this Policy can be modified from time to time at PwC AC Bangalore's sole discretion.



Date: 11 July 2023

To
LIKHITHA L D

Bangalore (SDC) - Eagle Ridge at Embassy Golf Links Business Park

Dear LIKHITHA L D,

As per the PwC AC Bangalore offer terms and conditions that were discussed with you at the time of offer, we are pleased to offer you a joining bonus of INR. **150,000/-**(taxes applicable as per the Indian Income tax norms) **One Lakh Fifty Thousand Only**. This is a onetime payment which is offered in exceptional circumstances only and offered with the sole discretion of the company. This amount will be paid out to you along with your first salary.

As explained to you earlier, this payment is being made with the condition that you will agree to complete a minimum 1 year of employment service with PwC AC Bangalore. If you voluntarily decide to leave the company before 1 year of service, you will be required to payback this amount in full and will be recovered from you at the time of final settlement.

Please note that this communication is personal and strictly confidential. You are expected not to share this with others.

Welcome once again and we are pleased to have you on board!

Acknowledgement

Yours sincerely,

**For PricewaterhouseCoopers
Service Delivery Center (Bangalore) Pvt. Ltd**

LIKHITHA L D

Director – Human Capital

Date:



11 July 2023

LIKHITHA L D

Bangalore (SDC) - Eagle Ridge at Embassy Golf Links Business Park

PRIVATE AND CONFIDENTIAL
Employment Offer Letter and Terms and Conditions of Employment

Dear LIKHITHA L D,

We are pleased to offer you employment with **PricewaterhouseCoopers Service Delivery Center – Bangalore Private Limited (“Company” or "PwC AC Bangalore")** in the position of **Associate** in our Bangalore office. Your work location will be **Bangalore (SDC) - Eagle Ridge at Embassy Golf Links Business Park**. Reporting lines and location are subject to change depending on business requirements. The title, roles and responsibilities may also be varied from time to time as may be evaluated and considered appropriate by the Company and in accordance with the policy of the Company.

If you accept this offer, your commencement date with us will be on or before **13 September, 2023**, or such other date as may be communicated by us to you in writing. .

Remuneration Package:

1. Annual Compensation: You are being offered a Gross Salary of
Rs. 450,000/- Four Lakh Fifty Thousand Only.

The details of gross salary are specified in Annexure 1 to this offer letter (“Offer Letter”).

2. Bonus program: In addition to the Total Annual Compensation as mentioned above, you also may be eligible for bonuses from time to time, as may be set forth in incentive compensation programs applicable to your position.

3. Benefits: You will be eligible for Company sponsored India specific benefit programs such as gratuity, provident fund, group medical insurance for the employee and his/her family, life insurance and accident insurance for the employee. You are also eligible for the executive health check-up plan, for a free annual health check-up which contains a series of tests. The details of the benefit programs are specified in Annexure 1 to this offer letter (“Offer Letter”).



Other Terms:

Please read the following terms and contact us with any questions that you may have.

1. Employment Agreement: Once you accept this offer, you will be required to sign an employment agreement (“**Employment Agreement**”), the format of which is attached to this Offer Letter. Your employment with the Company will be on the terms of this Offer Letter and the Employment Agreement until the end of your employment with the Company until the end of your employment with the Company.

2. Working Hours: You will be required to work, for such hours as are reasonably necessary to meet the Company’s requirements, in a variety of locations and for proper discharge of your duties. The working hours will be consistent with Company’s policies and will include such reasonable working hours as might be required for performing your duties competently and to meet the Company’s requirements. You hereby agree and volunteer to work during the night shift, as and when the Company feels that your services are required. You confirm that you have no objection whatsoever to work during the night shift, as per the Company’s policies.

3. Promotion and Salary Review: You will be eligible to participate in the promotion and salary review process as per the policy of the Company.

4. Visa: If you do not have the right of abode, the right to land or the status of unconditional stay in India, an employment visa is required for your employment. The Company will assist you with obtaining the necessary documents for you and your family. Any continued employment is contingent upon the immigration authorities approving any renewal of the employment visa and will automatically be deemed to be terminated should such approval not be granted.

5. Taxation: Your remuneration and benefits have been stated gross of tax. You will be responsible for all Indian salaries tax on your remuneration, allowance and benefits, where applicable. In the event that you have sources of income or expense outside of your employment with the Company, you are responsible for ensuring adherence to the tax laws on those matters as well.

6. Travel, Assignments or Secondment:

a. **Within India:** You are required to work on any project to which you are assigned, unless there is good reason not to do so.

b. **Outside India:** While based in India you may be required to travel and stay to work on projects outside India, within and/or outside the Asia Pacific region.

7. Termination Notice:

(a) Your employment in the Company is subject to satisfactory verification of your certificates, testimonials and personal particulars/credentials. The Company reserves the right to obtain a background check (including criminal history record search, education and employment; and personal details verification) conducted on you directly or through nominated third party agencies. In the event that such



verification or background check reveals any discrepancy in the statement(s) made in your application or in the bio-data with the Company or in the declarations made by you in this Offer Letter and/or the Employment Agreement, your services are liable to be terminated forthwith without any notice or any further compensation from the day such discrepancies are identified.

(b) The Company may terminate your employment for any of the following conduct on your behalf effective immediately upon written notice to your address on the Company's records:

- (i) acts of fraud, dishonesty or misconduct involving moral turpitude;
- (ii) commission or conviction of any criminal offence;
- (iii) engagement in any activity that you know or should know could harm the business or reputation of the Company;
- (iv) material failure to adhere to the Company's corporate codes, policies or procedures;
- (v) continued failure to meet performance standards as determined by the Company over two consecutive performance review periods;
- (vi) a breach or threatened breach of any material provision of this Offer Letter or the Employment Agreement if it is not cured to the Company's satisfaction within a reasonable period after the Company provides you with notice to your address on the Company's records of the breach; provided that no notice and cure period will be required if the breach cannot be cured;
- (vii) violation of any statutory, contractual, or common law duty or obligation to the Company, including without limitation the duty of loyalty. In case of termination on account of any of the above reasons you will only be entitled to earned and unpaid gross salary and accrued leave (if any) through the effective termination date.

(c) The Company may also terminate your employment for reasons other than those specified above or for no reason, effective upon a prior written notice of at least sixty (60) days. In the event that the effective date of your termination is less than sixty (60) days, you will receive payment of the net amount of gross salary you are entitled to in lieu for the remaining notice period less any deductions or withholdings, as required by law.

(d) You agree to provide the Company with a prior written notice of at least sixty (60) days of your resignation, which shall be effective at the end of the notice period unless agreed otherwise.

8. Return of Property: Upon termination of employment, you will be required to return all property (including but not limited to keys, records, notes, data, computer discs or tapes, memoranda, business cards, security passes and equipment) which is held in your possession, custody or under your control, belonging to or relating to business affairs of the Company.

9. Acknowledgement: You acknowledge that your joining the Company will not breach any agreement relating to employment or the provision of services to which you are or have been a party.

The Company may amend or discontinue any of its plans, programs, policies and procedures at any time for any or no reason with or without notice to the extent permitted by law.

We are excited about having you join us. On behalf of the PwC AC Bangalore team, we hope you find these terms and conditions suitable. If you have any questions about the contents of this letter, please do not hesitate to contact us on us_advisory_ac_india_hc_operations@pwc.com



Yours truly,
For PricewaterhouseCoopers Service Delivery Center (Bangalore) Pvt. Ltd

Director – Human Capital

LIKHITHA L D (C000002243164), accept the offer and terms of employment as detailed in this letter and the attached Employment Agreement.

Signature:
Date



Annexure 1

Private and confidential

Date: 11 July 2021

Name: Ruchi Bharti

Designation: Associate

Salary Components - Annual (All figures in INR)

Basic Salary : 180,000

Flexible Benefit Package (FBP) : 248,400

Employer contribution of PF: 21,600

Gross Salary: 450,000/-

Note: **FBP** can be used for the following components:

1. Food Coupons
2. Leave Travel Allowance (LTA)
3. House Rent allowance (HRA)

The above are subject to applicable taxes as per the Indian Income tax guidelines.



Your Gross Salary consists of the following components:

- **Basic: 40% of Gross Salary (A)**
- **HRA: 40% of Basic for Bangalore, 50% of Basic for Mumbai (B)**
- **LTA: Part of FBP (You can allocate desired sum for LTA up to a maximum of FBP amount available for allocation) (C)**
- **Sodexo: INR 24000 (i.e.2000 per month) – Part of FBP (D)**
- **Provident Fund (PF): 12% of Basic (E)**
- **Special Allowance: Balancing Figure (Gross Salary minus all above components) (F)**
- **Gross Salary: A+B+C+D+E+F**

Benefits:

Specialist/Associate/Sr Associate:

- **Medical Insurance:** Coverage of Rs.7 lacs per employee family covering employee, spouse/live-in partner, 3 children & dependent Parents or in-laws (Up to 7 Members Only)
- **Term Life Insurance Coverage:** Basic Life Cover= 3 times of Gross Salary, Accidental Death= 20% of BLC, Accidental Disability = 20% of BLC
- **Accident Insurance Coverage:** Maximum of Rs. 20,00,000/-

Manager/Sr Manager:

- **Medical Insurance:** Coverage of Rs.7 lacs per employee family covering employee, spouse/live-in partner, 3 children & dependent Parents or in-laws (Up to 7 Members Only)
- **Term Life Insurance Coverage:** Basic Life Cover= 3 times of Gross Salary, Accidental Death= 20% of BLC, Accidental Disability = 20% of BLC
- **Accident Insurance Coverage:** Maximum of Rs. 50,00,000/-

Director & above:

- **Medical Insurance:** Coverage of Rs.10 lacs per employee. family covering employee, spouse/live-in partner, 3 children & dependent Parents or in-laws (Up to 7 Members Only)
- **Term Life Insurance Coverage:** Basic Life Cover= 3 times of Gross Salary, Accidental Death= 20% of BLC, Accidental Disability = 20% of BLC
- **Accident Insurance Coverage:** Maximum of Rs. 50,00,000/-

Relocation Benefits: Applicable to employees relocating from other cities.



EMPLOYEE AGREEMENT/ASSOCIATE

This Agreement (“**Agreement**”) is between **PricewaterhouseCoopers Service Delivery Center – Bangalore Private Limited (“Company” or “PwC AC Bangalore”)** and Ruchi Bharti (“**You**” and all similar references).

1. Definitions

- (a) “**Cessation Date**” means the effective date of cessation of your employment with PwC AC Bangalore.
- (b) “**Cause**” means any of the following conduct by you:
 - (i) Acts of fraud, dishonesty or misconduct involving moral turpitude;
 - (ii) Commission or conviction of any criminal offence;
 - (iii) Engagement in any activity that you know or should know could harm the business or reputation of PwC AC Bangalore;
 - (iv) Material failure to adhere to PwC AC Bangalore’s corporate codes, policies or procedures;
 - (v) Continued failure to meet the performance standards as determined by PwC AC Bangalore;
 - (vi) A breach of any provision or threatened breach of any material provision of this Agreement if the breach is not cured to PwC AC Bangalore’s satisfaction within a reasonable period after PwC AC Bangalore provides you with notice to your address on PwC AC Bangalore’s record of the breach provided that no notice and cure period will be required if the breach cannot be cured; and
 - (vii) Violation of any statutory, contractual, or common law duty or obligation to PwC AC Bangalore, including without limitation the duty of loyalty.
- (c) “**Offer Letter**” means the employment offer letter dated **11 July 2023** by which you were offered employment with PwC AC Bangalore and accepted by on **13 September, 2023**.

2. **Employment**

2.1 You accept employment on the terms of the Offer Letter and this Agreement along with its exhibits hereto until the end of your employment with PwC AC Bangalore in accordance with clause 6 of this Agreement.

2.2 Probation: Your first six (6) months of employment are on a trial basis and are considered a continuation of the employment selection process. During this probationary period, PwC AC Bangalore may terminate employment with 15 days’ notice in writing, with or without cause. Likewise, you may also terminate your employment with PwC AC Bangalore giving 15 days’ notice in writing, with or without cause. PwC AC Bangalore may decide to confirm your employment earlier than the 6 months’ period based on performance and the notice period will change to sixty (60) days as soon as the employment is



confirmed.

2.3 By signing this Agreement, you agree to:

(a) devote your professional time and effort to PwC AC Bangalore's business and to refrain from professional practice outside of the interests of PwC AC Bangalore or any of its subsidiaries;

(b) abide by all policies of PwC AC Bangalore, current and future, including the Equal Employment Opportunity policy attached as Exhibit A and the Anti-Harassment policy attached as Exhibit B to this Agreement;

(c) abide by the Confidentiality and Intellectual Property Agreement attached as Exhibit C to this Agreement; and

(d) abide by the terms of the Consent Form concerning personal data attached as Exhibit D to this Agreement.

2.4 You also confirm that you are not currently bound by any agreement that could prohibit or restrict you from being employed by PwC AC Bangalore or from performing any of your duties under this Agreement.

3. Compensation and Benefits

As of the commencement of your employment, PwC AC Bangalore will pay you a salary as specified in the Offer Letter, less required and authorized withholdings and deductions, payable in 12 equal monthly installments in accordance with PwC AC Bangalore's normal payroll practices.

4. Leave Entitlement

Your annual leave entitlement will be as provided in the Leave Policy of the Company as amended from time to time.

5. Covenants

While employed with PwC AC Bangalore, and for 6 months after your Cessation Date you shall not directly or through anyone else solicit, employ or retain any current employee of PwC AC Bangalore to perform Consulting Services. You agree that these obligations protect PwC AC Bangalore's legitimate interests without unreasonably restricting your ability to earn a living after leaving PwC AC Bangalore.

6. Termination and Resignation

(a) PwC AC Bangalore may terminate your employment on account of Cause effective immediately upon written notice to your address on PwC AC Bangalore's records.

You will only be entitled to earned and unpaid salary and salary for accrued leave (if any) until the effective termination date.

(b) PwC AC Bangalore may also terminate your employment for reasons other than Cause or for no reason, effective upon at least sixty (60) days written notice or payment of the salary you are entitled to in lieu less any required deductions or withholdings as required by law. In the event that the effective date of your termination is less than sixty (60) days, you will receive payment of the salary you are entitled to in lieu for the remaining notice period less any required deductions or withholdings, as required by law.

(c) You agree to provide PwC AC Bangalore with prior notice of at least sixty (60) days of your



resignation, which shall be effective at the end of the notice period unless agreed otherwise. The company management has the discretion for any notice period waive-off based on the work obligations.

(d) In case of failure to serve the notice period, you will agree to pay equivalent gross salary in lieu of the notice period not served. The company has the discretion to adjust any unused vacation against notice period.

(e) PwC AC Bangalore may require you to utilize any accrued leave during the notice period.

7. Arbitration

(a) All disputes between you and PwC AC Bangalore shall be resolved by arbitration in Bangalore or any other mutually agreeable location in India. Arbitral disputes include without limitation employment, employment termination claims and claims by you for employment discrimination, harassment, retaliation and wrongful termination.

(b) Arbitration shall be conducted under the auspices of the Indian Council of Arbitration before a panel of three arbitrators, which shall consist of one person selected by each of the two sides to the dispute and the third person jointly selected by the other two arbitrators.

(c) The arbitration panel shall have no authority to modify this Agreement (except pursuant to clause 8 of this Agreement) or to award punitive or exemplary damages. PwC AC Bangalore may, without waiving its right to compel arbitration, seek injunctive or other provisional relief from a court of competent jurisdiction, to prevent any arbitration award from being rendered ineffectual, to protect PwC AC Bangalore's confidential information or intellectual property or for any other purpose in the interests of PwC AC Bangalore.

The courts at Bangalore or any court of competent jurisdiction in any other state will have jurisdiction over any proceeding relating to arbitration, and may enter judgment on any arbitration award rendered or grant judicial recognition of the award or an order of enforcement.

8. Entire Agreement

This Agreement and the Offer Letter forms the entire agreement between you and PwC AC regarding these matters and supersede any verbal and written agreements on such matters. In the event of a conflict between the main body of this Agreement or the Offer Letter and the Exhibits, the main body of the Agreement or the Offer Letter shall take precedence. This Agreement may be modified only by written agreement signed by you and the General Manager of PwC AC Bangalore or their designee, provided that the policies of the Company may be amended at any time for any or no reason with or without notice to the extent permitted by law.

Severability

(a) If any provision of this Agreement is held invalid or unenforceable for any reason, the invalidity shall not nullify the validity of the remaining provisions of this Agreement.

(b) If any provision of this Agreement is determined by a court or arbitration panel to be unenforceable by reason of being overly broad in duration, geographical coverage or scope or unenforceable for any other reason, such provision will be narrowed so that it will be enforced as much as permitted by law.



9. Waiver

Any party's waiver of the other party's breach of any provision of this Agreement shall not waive any other right or any future breaches of the same or any other provision.

10. Choice of Law

The Offer Letter and this Agreement shall be governed by laws of India. You and PwC AC Bangalore consent to the non-exclusive jurisdiction and venue of the courts in New Delhi and agree that any permitted lawsuit may be brought to such courts or any other court of competent jurisdiction as provided in clause 7 of this Agreement.

11. Assignment and Beneficiaries

This Agreement only benefits and is binding on the parties and their permitted assigns provided that you may not assign your rights or duties under this Agreement without the express prior written consent of the other parties. PwC AC Bangalore may assign any rights or duties that it has, in whole or in part, to its affiliates and subsidiaries without your consent.

12. Counterparts

For convenience of the parties, this Agreement may be executed in one or more counterparts, each of which shall be deemed an original for all purposes.

13. Survival

Clauses: 2, 5, 7 through 13 and Exhibits C and D shall survive any termination of this Agreement or your employment (including your resignation).

The parties to this Agreement state that they have read, understood and agree to be bound by this Agreement:

**For PricewaterhouseCoopers
Service Delivery Center (Bangalore) Pvt. Ltd**

Employee

Director – Human Capital

Ruchi Bharti

Dated:

Dated



EXHIBIT A

Equal Employment Opportunity

It is the policy of PwC AC Bangalore and its group of companies to provide equal employment opportunity for all applicants and employees. PwC AC Bangalore does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other legally protected classification. PwC AC Bangalore also makes reasonable accommodations for disabled employees. An employee who believes he or she has a disability and requires an accommodation should inform their Human Resources Manager so that the employee's request can be evaluated. PwC AC Bangalore prohibits the harassment of any individual and further prohibits the harassment of any individual based on any of the aforementioned legally protected classifications. Unlawful discrimination or harassment shall not be tolerated by PwC AC Bangalore.

This policy applies to all areas of employment including, but not limited to, recruitment, recruitment advertising and/or other communications media, hiring, rates of pay and other compensation, benefits, overtime, promotions, transfers, demotions, training, layoffs, or terminations, recalls, disciplinary actions and all other terms, conditions, or privileges of employment.

PwC AC Bangalore, as required by law, will establish a written affirmative program to strive for best utilization of minorities, the disabled and women throughout our workforce. The results will be reviewed no less than annually and adjusted appropriately to meet stated goals. The coordinator of this program is the Director - HC at PwC AC Bangalore.

The coordinator will be responsible for ensuring the creation of the program with the inclusion of its multiple requirements, the development of an audit procedure to measure the effectiveness of the program and the facilitation of the annual status presentation to the executive management group.

Each employee is required to abide by this policy and assist with its enforcement. Violation of this policy will result in disciplinary action, up to and including termination of employment. If an employee believes that he/she has been the unlawfully discriminated against in an employment matter, please direct your concerns to the Director - HC the Equal Employment Opportunity coordinator for PwC AC Bangalore. A prompt and thorough investigation shall be conducted and a determination made as to the appropriate management response. Full cooperation by each employee asked to assist during an investigation is required and no reprisals shall result from the reporting or assisting in the investigation of, concerns related to this policy. Concerns or complaints of any retaliation should be directed to the Director - HC immediately.



EXHIBIT B

Anti-Harassment Policy

PwC AC Bangalore and its group of companies prohibits sexual or other unlawful harassment of its employees, vendors, clients or applicants, whether engaged in by company personnel, clients, customers, vendors, or others. This policy also prohibits employment actions that are based on an employee's submission to or rejection of unwelcome sexual advances or other behavior prohibited by this policy. This policy applies at PwC AC Bangalore facilities and at other locations where our employees conduct business or socialize, such as client sites or at company or client sponsored business and social functions including homes of the employees during a work from home setup and all employees are to adhere to this policy even in the course of online meetings, virtual socialization activities and/ or engaging in informal conversations during a work from home setup.

Sexual harassment is viewed as a form of employee conduct that undermines the integrity of the employment relationship. For the purposes of this policy, sexual harassment is defined as sexual behavior that is unwelcome, is personally offensive, and/or creates a hostile, intimidating or offensive work environment. PwC AC Bangalore will not tolerate sexual harassment by anyone — supervisors, employees, vendors, or clients.

Some examples of sexual harassment are:

- Unwelcome or unwanted sexual advances. This includes patting, pinching, brushing up against, hugging, cornering, kissing, or any other similar physical contact considered unwelcome by another individual.
- Requests or demands of sexual favors. This includes subtle or blatant expectations, pressures, or requests of any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequences concerning one's employment.
- Verbal abuse or kidding that is sex-oriented and considered unwelcome by another person. This includes comments about an individual's body or appearance (where such comments go beyond a mere compliment); off-color jokes that are clearly unwanted or considered offensive by others; or any other tasteless, sex-oriented comments, innuendoes, or offensive actions.
- Any sexually oriented conduct that would unreasonably interfere with another's work performance. This includes extending unwanted sexual attention to someone, which reduces personal productivity.
- Participation in fostering a work environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversation, suggestions, requests, demands, physical contacts, or attention.
- Possession in the workplace or display of sexually suggestive objects or pictures; emails, internet sites, or other correspondence with sexually suggestive content.



- Tangible employment decisions made because of or influenced by an individual's compliance with or refusal to comply with sexual demands.
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

This policy also expressly prohibits behavior that harasses an employee or applicant on the basis of his or her race, color, creed, religion, age, gender, national origin, citizenship status, marital status, sexual orientation, disability, or other category protected by Central, State, or local law. Forms of such harassment can include physical, verbal and nonverbal behavior that harasses, disrupts, or interferes with an employee's work performance or in any way creates or contributes to an intimidating, hostile or offensive work environment. This behavior includes, by way of example only, epithets, slurs, off-color jokes, threats, or posters, cartoons, emails, or drawings that are insulting, degrading, derogatory or ridiculing of one based on his or her protected status.

Behavior prohibited by this policy often can occur without the knowledge of others and what one may regard as offensive, another may not. For the company to effectively implement this policy, all persons must respond to and report behavior that violates this policy. Cooperation in preventing this type of conduct is essential.

If you believe that you have been subjected to inappropriate sexual or other behavior, you should immediately tell the offender that his or her behavior is offensive and must cease. If such a direct approach is ineffective or impractical under the circumstances, you must report such behavior to one of the persons identified below. If you have reason to believe that another employee of the company has been subjected to or has engaged in behavior that violates this policy, you should also immediately inform one of the individuals identified below.

PwC AC Bangalore will investigate, promptly and thoroughly, any such complaint or report of inappropriate behavior. Complaints and investigations will be handled in a confidential manner consistent with the need to investigate and take corrective action.

Complaints should be directed to the following person:

Director – Human Capital - PwC AC Bangalore

In response to a meritorious complaint, PwC AC Bangalore will as necessary or appropriate, take disciplinary action against anyone found in violation of this policy, up to and including termination of employment.

Overall responsibility for PwC AC Bangalore's Equal Employment Opportunity and Sexual Harassment policy has been assigned to the Director - HC who is responsible for the implementation and enforcement of this policy.

Every employee may access this confidential system without fear of reprisal. This policy also prohibits retaliation against anyone who in good faith complains under this policy or participates in an investigation. Full cooperation by each employee asked to assist during any investigation pursuant to this



policy is required. Complaints of retaliation (actual, threatened or feared) also should be directed to one of the individuals identified above.

EXHIBIT C

Confidentiality and Intellectual Property Agreement

As a material part of the consideration for my employment by PwC Service Delivery Center – Bangalore Private Limited and the salary and other compensation that I shall receive during my employment, I acknowledge and agree that, by my signature on the document to which this Confidentiality and Intellectual Property Agreement (“CIPA”) is attached as an exhibit, I also agree to this CIPA’s terms:

1.

(a) I will, both during my work for PwC AC Bangalore and thereafter, hold in confidence and not directly or indirectly reveal, report, publish, disclose, transfer or otherwise share or make any Proprietary Information (as defined below) accessible, to any person or entity, or utilize any Proprietary Information for any purpose, except in the course of my work for PwC AC Bangalore’s sole benefit. In addition, I will not remove, reproduce, transmit, summarize or copy any Proprietary Information except as expressly required by PwC AC Bangalore to enable me to perform my duties. I understand that this Section 1 is effective as of the commencement of my employment with PwC AC Bangalore or the date I acquired knowledge of any Proprietary Information, whichever is earlier.

(b) I will not knowingly use for the benefit of, or disclose to any person employed by, PwC AC Bangalore confidential information of any of my former employers or of any other third party or otherwise knowingly infringe or misappropriate any proprietary right of any third party. I represent and warrant that no contract, agreement or other obligation between or among me and any third party will interfere in any manner with my complete performance of my duties to PwC AC Bangalore or with my compliance with the terms and conditions of this CIPA. Without limiting the foregoing, I (have / have not) signed an agreement with [•], a previous employer or other entity, relating to inventions and confidential information. I (can/cannot) furnish PwC AC Bangalore with a copy of said agreement.

(c) “**Proprietary Information**” as used in this CIPA means all information or material disclosed to or known to me as a consequence of my employment with PwC AC Bangalore or any affiliate of PwC AC Bangalore (“**affiliate**” includes without limitation, for purposes of this CIPA, subsidiaries and other related entities of PwC AC Bangalore), including, without limitation, third party information that PwC AC Bangalore treats as confidential and any information disclosed to or developed by me or embodied in or relating to works for hire. Proprietary Information includes, but is not limited to discoveries, ideas, inventions, concepts, software in various states of development and related documentation, designs, drawings, specifications, techniques, methodologies, models, data, source code, object code, documentation, diagrams, flow charts, research, development, processes, training materials, templates, procedures, “know-how,” tools, client identities, client accounts, web design needs, client advertising needs and history, client reports, client proposals, product information and reports, accounts, billing methods, pricing, data, sources of supply, business methods, production or merchandising systems or plans, marketing, sales and business strategies and plans, finances, operations, and information regarding employees and other similar information (whether or not reduced to writing). Notwithstanding the foregoing, information that is publicly known and is generally employed by the trade at or after the



time I first learn of such information (other than as a result of my breach of the CIPA), shall not be deemed part of the Proprietary Information.

2.

(a) All Works (as defined below) shall belong exclusively to PwC AC Bangalore and/or its affiliates, as the context may require whether or not fixed in a tangible medium of expression. Without limiting the foregoing, to the maximum extent permitted under applicable law, all Works shall be deemed to be “works made in the course of your employment with the PwC AC Bangalore” or “works made for hire”, under Section 17 of the Indian Copyright Act, 1957 (as amended from time to time) and PwC AC Bangalore shall be deemed to be the author thereof. If and to the extent any Works are determined not to constitute “works made for hire,” or if any rights in the Works do not accrue to PwC AC Bangalore as a work made for hire, I hereby irrevocably assign and transfer to PwC AC Bangalore to the maximum extent permitted by law all right, title and interest in the Works, including all copyrights (including moral rights), patents, trade secret rights, and other proprietary rights in or relating to the Works. To the extent my moral rights cannot be assigned, I hereby irrevocably and expressly waive them and agree not to assert any claims based on such rights against PwC AC Bangalore or its affiliates. Without limiting the foregoing, I hereby irrevocably assign and transfer to PwC AC Bangalore all economic rights to the Works, including the rights to reproduce, manufacture, use, adapt, modify, publish, distribute, sublicense, publicly perform and communicate, translate, lease, sell, offer for sale, import, export and otherwise exploit the Works. I shall have no right to exercise any rights to the Works. Without limiting the foregoing, I will not have the right to and will not reproduce, adapt, modify, publish, distribute, sublicense, publicly perform or communicate, translate, lease, import or otherwise exploit the Works, except as expressly authorized by PwC AC Bangalore in the scope of my employment. I expressly acknowledge and agree that I wish to remain anonymous and not to have my name or any pseudonym used in connection with the Works. I hereby approve any and all modifications, uses, publications and other exploitation of the Works that PwC AC Bangalore or any successor or transferee thereof may elect to make, and I expressly agree that no such modifications, uses, publications or exploitations will or may cause harm to my honor or reputation. I agree that no modification, use or publication of the Works by PwC AC Bangalore or any successor or transferee thereof will be deemed to constitute a distortion or mutilation of the Works. PwC AC Bangalore shall have the unrestricted right to transfer and convey any or all of PwC AC Bangalore’s rights in or relating to the Works to any person or entity.

(b) I understand that the CIPA is not intended and shall not be interpreted to assign to or invest in PwC AC Bangalore any of my rights in any inventions developed entirely on my own time without using PwC AC Bangalore’s equipment, supplies, facilities, resources, or trade secret information, except for those inventions that either relate at the time of conception or reduction to practice of the inventions to the business of PwC AC Bangalore or the actual or demonstrably anticipated research or development of PwC AC Bangalore, or result from any work that I performed for PwC AC Bangalore.

(c) I will keep and maintain adequate and current written records of all inventions, original works of authorship, trade secrets or other Works in which rights vest in or are assigned to PwC AC Bangalore hereunder. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by PwC AC Bangalore. The records will be available to and remain the sole property of PwC AC Bangalore at all times.



(d) I will provide any assistance reasonably requested by PwC AC Bangalore to protect its proprietary and intellectual property rights, including, to obtain Indian or foreign letters patent and copyright registrations covering inventions, original works of authorship and other Works belonging or assigned hereunder to PwC AC Bangalore. I will execute any transfers of ownership of letters patent or assignments of copyrights or other proprietary rights transferred or assigned hereunder (including short form assignments intended for recording with the Indian, U.S. or any other foreign copyright and patent authorities, or any other entity). I understand that my obligations under this Section shall survive any termination of this CIPA or of my employment in perpetuity, provided that PwC AC Bangalore will compensate me at a reasonable rate for time actually spent performing such obligations at PwC AC Bangalore's request after such termination. If PwC AC Bangalore is unable for any reason whatsoever, including my mental or physical incapacity, to secure my signature to apply for or to pursue any application for any United States or foreign letters patent or copyright registrations or on any document transferring or assigning any patent, copyright or other proprietary right that I am obligated hereunder to transfer or assign, I hereby irrevocably designate and appoint PwC AC Bangalore and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf and in my stead to execute and file any such applications and documents and to do all other lawfully permitted acts to further the application, registration, prosecution and issuance of letters patent or copyright registrations or transfers or assignments thereof or of any other proprietary rights with the same legal force and effect as if executed by me. This appointment is coupled with an interest in and to the inventions, works of authorship, trade secrets and other Works to which any proprietary rights may apply and shall survive my death or disability.

(e) **"Works"** means:

(i) any inventions, trade secrets, ideas or original works of authorship that I conceive, develop, discover or make in whole or in part during my employment with PwC AC Bangalore (which term includes, for purposes of this entire definition, any affiliate of PwC AC Bangalore), or which I conceived, developed, discovered, or made in whole or in part during my employment or relationship with PwC AC Bangalore, and that relate to the business of PwC AC Bangalore or its actual or demonstrably anticipated research or development,

(ii) any inventions, trade secrets, ideas or original works of authorship that I conceive, develop, discover or make in whole or in part during or after my employment with PwC AC Bangalore, or which I conceived, developed, discovered, or made in whole or in part during my employment or relationship with PwC AC Bangalore, and which are made through the use of any of PwC AC Bangalore's or any PwC AC Bangalore's predecessors' equipment, facilities, supplies, trade secrets or time, or which result from any work that I perform or performed for PwC AC Bangalore, and

(iii) any part or aspect of any of the foregoing.

(f) For purposes of Sections 2(a), (b), (c) and (d) of this CIPA, the term PwC AC Bangalore shall mean (i) PwC AC Bangalore for any period of time during which I am employed by PwC AC Bangalore and (ii) any affiliate of PwC AC Bangalore for any period of time during which I am employed by such affiliate.

3. I will return immediately to PwC AC Bangalore all property of PwC AC Bangalore and its affiliates (including without limitation all Proprietary Information, documents, notes and other work product) in my possession or control, including duplicates, when I leave my employment or whenever PwC AC Bangalore may otherwise require that such Proprietary Information and other property be returned.



4. I will comply, and do all things necessary to assist PwC AC Bangalore to comply, with the laws and regulations of all governments under which PwC AC Bangalore does business, and with the provisions of contracts between PwC AC Bangalore and any such government or its contractors, or between PwC AC Bangalore and any private contractors, that relate to intellectual property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of duties during my employment with PwC AC Bangalore.

5. I understand and agree that the provisions of this CIPA shall remain in full force and effect in accordance with their terms notwithstanding any termination of my employment with PwC AC Bangalore for any or no reason.

6. The CIPA constitutes the entire agreement between PwC AC Bangalore and me with respect to the subject matter hereof and supersedes all prior and/or contemporaneous understandings, agreements or communications, whether oral or written, on such subject matter, provided that the provisions of any other written agreement between PwC AC Bangalore and me shall remain in full force and effect in accordance with its terms.

7. The CIPA shall be governed by and construed and enforced in accordance with the laws of India.

8. The CIPA may not be amended or modified except by a written document signed by me and a duly authorized representative of PwC AC Bangalore. The waiver of any right hereunder shall not be binding unless set forth in writing signed by the waiving party, and shall not bar the exercise of any other right or of the same right on any other occasion.

9. The CIPA shall be binding upon and inure to the benefit of me, PwC AC Bangalore and its affiliates, successors and assigns, provided, however, that I understand that I may not assign my rights or delegate my obligations under this CIPA without the express prior written consent of PwC AC Bangalore. Without limiting the foregoing, the rights of PwC AC Bangalore hereunder may be assigned in whole or in part without my consent to any of PwC AC Bangalore's affiliates or to any other entity that, whether by merger or otherwise, acquires all or substantially all of the assets, business or stock of the office or branch in which I work.

10. If any provision of this CIPA is held invalid or unenforceable for any reason, the invalidity shall not affect the validity of the remaining provisions of this CIPA, and the parties shall substitute for the invalid provision a valid provision which most closely approximates the intent and economic effect of the invalid provision.

11. I acknowledge and understand that any breach by me of any of Sections 1, 2, 3 or 4 of this CIPA will cause PwC AC Bangalore and its affiliates to suffer irreparable harm for which damages are an inadequate remedy and are difficult to calculate. Accordingly, I agree that PwC AC Bangalore and its



affiliates will be entitled, without limiting any other available legal or equitable remedies, to injunctive relief (without the need to post any bond or other security) to enforce the terms of the CIPA in whole or in part and to prevent any breach or threatened breach of any of those Sections.

EXHIBIT D

Consent Form

I acknowledge and agree that PricewaterhouseCoopers Service Delivery Center – Bangalore Private Limited and its affiliates or related bodies corporate want to develop a global human resources database in support of PwC AC Bangalore’s legitimate business purposes.

These legitimate business purposes include, without limitation:

- (a) The submission of proposals to clients and potential clients of PwC AC Bangalore;
- (b) The compilation of directories;
- (c) The organization of security procedures;
- (d) The processing of worker compensation and insurance claim and the management of human resources.

I therefore understand and agree that PwC AC Bangalore hold, collect, receive, store, record, have access to, process and transfer personal information about myself (“**Personal Data**”), including, without limitation:

- (a) Identification data such as my name, home address, telephone and fax number, personal email address, date of birth, social security number, citizenship, ID and passport number and/or other employee identification number, marital status;
- (b) Employment data such as my salary, job title, resumes, applications, copies of school, college and university diplomas, background verification information, entitlement to stock options, employment references;
- (c) Financial information such as bank account numbers and tax related information; and
- (d) Other information necessary to PwC AC Bangalore’s legitimate business purposes, which I may voluntarily disclose in the course of my application and subsequent employment with PwC AC Bangalore.

I understand that, unless allowed or required by laws and/or regulations, PwC AC Bangalore does not, as a general rule, collect sensitive data, such as information about racial and ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, sexual orientation, health information, etc. However, if I have voluntarily in any way disclosed information of that nature to PwC AC Bangalore, I understand that PwC AC Bangalore may not be able or may be able only with disproportionate effort to delete this information from its database and I agree to the use, disclosure, processing and transfer, including cross-border transfer, of these information, even though it is possible that the recipient of such information may not be bound by similar obligations to protect such information.



I understand and agree that Personal Data are transferred:

- (a) Among PwC AC Bangalore affiliates for the purposes of, and in connection with, personnel administration, planning and management of my employment relationship with PwC AC Bangalore; and
- (b) To third parties assisting PwC AC Bangalore in the administration and management of my employment relationship with PwC AC Bangalore, including without limitation, payroll management companies, pension plan companies, health insurance companies or agencies, credit card companies, background verification providers and others that have entered into vendor program agreements with PwC AC Bangalore for the provision of their services to PwC AC Bangalore and its employees.

I also understand and agree that PwC AC Bangalore hold, collect, receive, store, have access to, use, disclose, process, and transfer Personal Data for purposes of its legitimate business interests and may do so even after my departure from PwC AC Bangalore either for a reasonable period of time to allow me to join the PwC AC Bangalore Alumni Network or for the applicable statutory period.

I understand that the companies transferring my Personal Data and the recipients of my Personal Data, both PwC AC Bangalore affiliates and third parties, may be located in any country including any country outside of the India or my country of origin and/or residence.

I hereby consent to the collection, reception, possession, use, processing and transfer by PwC AC Bangalore of my Personal Data, in electronic or any other form, including transborder transfer of Personal Data, for the purposes and to parties described above.

I understand that I am responsible to, and may, at any time, review certain of my Personal Data, by accessing PwC AC Bangalore's web page and make any necessary amendments to it to ensure that my Personal Data is up to date, and that PwC AC Bangalore may not be held liable for any damages incurred by me as a result of PwC AC Bangalore's use, processing and transfer of inaccurate Personal Data provided by me.

I hereby consent to having modifications to my Personal Data done in electronic format rather than in writing. If, however, wherever this option is available to me, I choose to send any requests for modifications of my Personal Data to PwC AC Bangalore other than in the electronic format, I acknowledge and agree that delays can occur in the processing by PwC AC Bangalore of this written request for modification and that additional PwC AC Bangalore employees and/or agents may have to access certain of my Personal Data for that purpose.

I agree to promptly notify PwC AC Bangalore in writing of any change in my Personal Data or any unauthorized use or unauthorized disclosure of my Personal Data.

I understand that I may, at any time, withdraw the consents hereby given to the processing by PwC AC Bangalore and/or its agents of my Personal Data by notifying PwC AC Bangalore in writing of such withdrawal. As a result of my consent withdrawal, in certain cases, I may no longer be eligible for certain benefits, including employment and/or employment benefits and services currently provided to me by PwC AC Bangalore and/or the third parties selected by PwC AC Bangalore to render such services to the extent the Personal Data affected by my consent withdrawal was necessary to process my benefits.



I agree to abide by all policies of PwC AC Bangalore, including the Protection of Personal Data Policy as this Policy can be modified from time to time at PwC AC Bangalore's sole discretion.



Date: 11 July 2023

To
Likith k

Bangalore (SDC) - Eagle Ridge at Embassy Golf Links Business Park

Dear Likith k,

As per the PwC AC Bangalore offer terms and conditions that were discussed with you at the time of offer, we are pleased to offer you a joining bonus of INR. **150,000/-**(taxes applicable as per the Indian Income tax norms) **One Lakh Fifty Thousand Only**. This is a onetime payment which is offered in exceptional circumstances only and offered with the sole discretion of the company. This amount will be paid out to you along with your first salary.

As explained to you earlier, this payment is being made with the condition that you will agree to complete a minimum 1 year of employment service with PwC AC Bangalore. If you voluntarily decide to leave the company before 1 year of service, you will be required to payback this amount in full and will be recovered from you at the time of final settlement.

Please note that this communication is personal and strictly confidential. You are expected not to share this with others.

Welcome once again and we are pleased to have you on board!

Acknowledgement

Yours sincerely,

**For PricewaterhouseCoopers
Service Delivery Center (Bangalore) Pvt. Ltd**

Likith k

Director – Human Capital

Date:



11 July 2023

Likith k

Bangalore (SDC) - Eagle Ridge at Embassy Golf Links Business Park

PRIVATE AND CONFIDENTIAL
Employment Offer Letter and Terms and Conditions of Employment

Dear Likith k,

We are pleased to offer you employment with **PricewaterhouseCoopers Service Delivery Center – Bangalore Private Limited (“Company” or “PwC AC Bangalore”)** in the position of **Associate** in our Bangalore office. Your work location will be **Bangalore (SDC) - Eagle Ridge at Embassy Golf Links Business Park**. Reporting lines and location are subject to change depending on business requirements. The title, roles and responsibilities may also be varied from time to time as may be evaluated and considered appropriate by the Company and in accordance with the policy of the Company.

If you accept this offer, your commencement date with us will be on or before **13 September, 2023**, or such other date as may be communicated by us to you in writing. .

Remuneration Package:

1. Annual Compensation: You are being offered a Gross Salary of
Rs. 450,000/- Four Lakh Fifty Thousand Only.

The details of gross salary are specified in Annexure 1 to this offer letter (“Offer Letter”).

2. Bonus program: In addition to the Total Annual Compensation as mentioned above, you also may be eligible for bonuses from time to time, as may be set forth in incentive compensation programs applicable to your position.

3. Benefits: You will be eligible for Company sponsored India specific benefit programs such as gratuity, provident fund, group medical insurance for the employee and his/her family, life insurance and accident insurance for the employee. You are also eligible for the executive health check-up plan, for a free annual health check-up which contains a series of tests. The details of the benefit programs are specified in Annexure 1 to this offer letter (“Offer Letter”).



Other Terms:

Please read the following terms and contact us with any questions that you may have.

1. Employment Agreement: Once you accept this offer, you will be required to sign an employment agreement (“**Employment Agreement**”), the format of which is attached to this Offer Letter. Your employment with the Company will be on the terms of this Offer Letter and the Employment Agreement until the end of your employment with the Company until the end of your employment with the Company.

2. Working Hours: You will be required to work, for such hours as are reasonably necessary to meet the Company’s requirements, in a variety of locations and for proper discharge of your duties. The working hours will be consistent with Company’s policies and will include such reasonable working hours as might be required for performing your duties competently and to meet the Company’s requirements. You hereby agree and volunteer to work during the night shift, as and when the Company feels that your services are required. You confirm that you have no objection whatsoever to work during the night shift, as per the Company’s policies.

3. Promotion and Salary Review: You will be eligible to participate in the promotion and salary review process as per the policy of the Company.

4. Visa: If you do not have the right of abode, the right to land or the status of unconditional stay in India, an employment visa is required for your employment. The Company will assist you with obtaining the necessary documents for you and your family. Any continued employment is contingent upon the immigration authorities approving any renewal of the employment visa and will automatically be deemed to be terminated should such approval not be granted.

5. Taxation: Your remuneration and benefits have been stated gross of tax. You will be responsible for all Indian salaries tax on your remuneration, allowance and benefits, where applicable. In the event that you have sources of income or expense outside of your employment with the Company, you are responsible for ensuring adherence to the tax laws on those matters as well.

6. Travel, Assignments or Secondment:

a. **Within India:** You are required to work on any project to which you are assigned, unless there is good reason not to do so.

b. **Outside India:** While based in India you may be required to travel and stay to work on projects outside India, within and/or outside the Asia Pacific region.

7. Termination Notice:

(a) Your employment in the Company is subject to satisfactory verification of your certificates, testimonials and personal particulars/credentials. The Company reserves the right to obtain a background check (including criminal history record search, education and employment; and personal details verification) conducted on you directly or through nominated third party agencies. In the event that such



verification or background check reveals any discrepancy in the statement(s) made in your application or in the bio-data with the Company or in the declarations made by you in this Offer Letter and/or the Employment Agreement, your services are liable to be terminated forthwith without any notice or any further compensation from the day such discrepancies are identified.

(b) The Company may terminate your employment for any of the following conduct on your behalf effective immediately upon written notice to your address on the Company's records:

- (i) acts of fraud, dishonesty or misconduct involving moral turpitude;
- (ii) commission or conviction of any criminal offence;
- (iii) engagement in any activity that you know or should know could harm the business or reputation of the Company;
- (iv) material failure to adhere to the Company's corporate codes, policies or procedures;
- (v) continued failure to meet performance standards as determined by the Company over two consecutive performance review periods;
- (vi) a breach or threatened breach of any material provision of this Offer Letter or the Employment Agreement if it is not cured to the Company's satisfaction within a reasonable period after the Company provides you with notice to your address on the Company's records of the breach; provided that no notice and cure period will be required if the breach cannot be cured;
- (vii) violation of any statutory, contractual, or common law duty or obligation to the Company, including without limitation the duty of loyalty. In case of termination on account of any of the above reasons you will only be entitled to earned and unpaid gross salary and accrued leave (if any) through the effective termination date.

(c) The Company may also terminate your employment for reasons other than those specified above or for no reason, effective upon a prior written notice of at least sixty (60) days. In the event that the effective date of your termination is less than sixty (60) days, you will receive payment of the net amount of gross salary you are entitled to in lieu for the remaining notice period less any deductions or withholdings, as required by law.

(d) You agree to provide the Company with a prior written notice of at least sixty (60) days of your resignation, which shall be effective at the end of the notice period unless agreed otherwise.

8. Return of Property: Upon termination of employment, you will be required to return all property (including but not limited to keys, records, notes, data, computer discs or tapes, memoranda, business cards, security passes and equipment) which is held in your possession, custody or under your control, belonging to or relating to business affairs of the Company.

9. Acknowledgement: You acknowledge that your joining the Company will not breach any agreement relating to employment or the provision of services to which you are or have been a party.

The Company may amend or discontinue any of its plans, programs, policies and procedures at any time for any or no reason with or without notice to the extent permitted by law.

We are excited about having you join us. On behalf of the PwC AC Bangalore team, we hope you find these terms and conditions suitable. If you have any questions about the contents of this letter, please do not hesitate to contact us on us_advisory_ac_india_hc_operations@pwc.com



Yours truly,
For PricewaterhouseCoopers Service Delivery Center (Bangalore) Pvt. Ltd

Director – Human Capital

Likith k (C000002243164), accept the offer and terms of employment as detailed in this letter and the attached Employment Agreement.

Signature:
Date



The Oxford Educational Institutions . <hodplacements@theoxford.edu>

Rinex Technologies- Results of PI

3 messages

placements rinex <placements@rinex.ai>

Thu, Feb 8, 2024 at 12:18 PM

To: Poojashreemba2024@gmail.com, waseemafirdousmba2024@gmail.com, Chandrakanthteja21@gmail.com, pulimounikamba2024@gmail.com, annapoorna010@gmail.com, sindhunmca2024@gmail.com, Sahana Shirodkar <sahanashirodkar23@gmail.com>, meghangowdamvmca2024@gmail.com, hemashrees2024@gmail.com, akankshakulkarnimca2024@gmail.com, keerthanahsmca2024@gmail.com
Cc: hodplacements@theoxford.edu

Dear Team,

Congratulations !!

PFA the list of students who have been selected for the post of Inside Sales Strategist at Rinex. Kindly confirm their joining date at the earliest so that we can issue their internship confirmation letter accordingly.

NAMES	MAIL ID	DEPT
POOJASHREE S	Poojashreemba2024@gmail.com	MBA
Waseema Firdous	waseemafirdousmba2024@gmail.com	MBA
Chandrakanth S	Chandrakanthteja21@gmail.com	MBA
PULI MOUNIKA	pulimounikamba2024@gmail.com	MBA
ANNAPOORNA R	annapoorna010@gmail.com	MBA
SINDHU N	sindhunmca2024@gmail.com	MCA
SAHANA SHIRODKAR	sahanashirodkar23@gmail.com	MCA
MEGHAN GOWDA M V	megangowdamvmca2024@gmail.com	MCA
HEMASHREE S	hemashrees2024@gmail.com	MBA
AKANKSHA A KULKARNI	akankshakulkarnimca2024@gmail.com	MBA
KEERTHANA H S	keerthanahsmca2024@gmail.com	MCA

--

Warm Regards,

Placements Team

Rinex Technologies Pvt Ltd.

placements@rinex.ai

Contact No - +91 91488 01460 / 63606 37531 / 7200774465 / 9632554155 / 7676964158 / 9663454129

<https://rinex.ai/>

DISCLAIMER

This email and any files transmitted with it are confidential and are solely for the use of the individual or entity to which it is addressed. Any use, distribution, copying, or disclosure by any other person is strictly prohibited. If you receive this transmission in error, please notify the sender by reply email and then destroy the message. Opinions, conclusions, and other information in this message that do not relate to the official business of the company shall be understood to be neither given nor endorsed by Rinex Technologies Pvt Ltd. Any information contained in this email, when addressed to Clients is subject to the terms and conditions governing the client contract.



Q Rinex Technologies



- 99+
- Compose
- Mail
- Inbox** 4,672
- Starred
- Snoozed
- Sent
- Drafts** 167
- More

Labels

- General Aeronautics - 2...
- Training Proposals 2021 ...
- More



placements rinex

to Poojashreemba2024, waseemafirdousmba2024, Chandrakanthteja21, pulimounikamba2024, annapoorna010, sindhunmca2

Dear Team,

Congratulations !!

PFA the list of students who have been selected for the post of Inside Sales Strategist at Rinex. Kindly confirm their joir confirmation letter accordingly.

NAMES	MAIL ID	DEPT
POOJASHREE S	Poojashreemba2024	MBA
Waseema Firdous	waseemafirdou com	MBA
Chandrakanth S	Chandrakantht	MBA
PULI MOUNIKA	pulimounikamb	MBA
ANNAPOORNA R	annapoorna010	MBA
SINDHU N	sindhunmca20	MCA
SAHANA SHIRODKAR	sahanashirodk	MCA
MEGHAN GOWDA M V	meghangowda	MCA
HEMASHREE S	hemashrees20	MBA
AKANKSHA A KULKARNI	akankshakulka com	MBA
KEERTHANA H S	keerthanahsmc	MCA

Warm Regards,

Placements Team

Rinex Technoloaies Pvt Ltd.



Q Rupeek



- 99+
- Compose
- Mail
- Inbox 4,790
- Starred
- Snoozed
- Sent
- Drafts 203
- More

Labels

- General Aeronautics - 2...
- Training Proposals 2021 ...
- More

Campus Selection Final List External Inbox x



Pradhan Ganesh
to me, Pradhan, Pawan, Sundram

Dear Sir/Madam,

I hope this email finds you well.

I am writing to access my final results for the [Relationship Trainee] program. Please find the list below I'm attaching.

Thank you very much for your assistance in this matter.

Best regards,

Ganesh Pradhan,
8309418436,
pradhan.ganesh.in@rupeek.com,
HR Intern - People & Culture,
Office hours : Mon to Fri 9 - 6pm IST.

Syed sulaiman zamani
Abhishek R
Holeyappa S Thotara
Karthik Sambhu
Kiran
Lingesh
Hariprasad N



Search: rajeev.ranjan@sikaglobal.com



- 99+
- Compose
- Mail
- Inbox 4,790
- Starred
- Snoozed
- Sent
- Drafts 203
- More

- Labels
- General Aeronautics - 2...
 - Training Proposals 2021 ...
 - More



Rajeev Ranjan

to Recruiting, me

Dear Dr. Bheemeswara Reddy V,

Thanks for your support and coordination.

2 Candidates have been selected and they will join on 17-June-2024.

USN	Name of Student	Phone Number	Email- ID
IOX20MT004	PRAJWAL C SHETTY	8971378500	prajwalcshetty128@gmail.com
IOX20MT003	Pragnya R Rao	9663516292	pragnyaraomte2024@gmail.com

Regards
Rajeev Ranjan

- [Thank you for the information.](#)
- [Thank you for the mail.](#)
- [Thanks for the update.](#)

- [Reply](#)
- [Reply all](#)
- [Forward](#)

19th May 2024

To:
Mr. Shantamalla Bhakre
Bangalore.

Dear Shantamalla,

Employment Offer Letter

It is my pleasure to offer you the position of **Technical Operations Specialist** within the Technical Operations Department, with Simplotel Technologies Private Limited (the “**Company**”), on the conditions set out below.

You will be based at Simplotel Technologies, **Bangalore**. Your manager and place of work may change from time to time depending on the needs of the organization and its ability to adapt to market conditions

This letter summarizes some of the headline points, but the full details of your employment are documented in the letter of appointment (the “**Employment Agreement**”) which will be given to you upon your joining. Your start date has been scheduled for **03rd June 2024**. This offer letter should be read in conjunction with the Employment Agreement given on the date of joining.

Your Annual Cost to the Company will be **INR 4,70,000** per annum, paid in monthly installments into your bank in arrears on the first working day of the subsequent month or on such other date within such month as may otherwise be notified by the Company. The fixed component is **INR 4,20,000** per annum and **INR 50,000** is variable per annum which will be paid based on company incentive and variable policy, given to you on your appointment. You will also be eligible for reimbursements as communicated by company and as per policy. The Company shall make such deductions from your remuneration as shall be required by law. The detailed breakup of the Cost to Company will be shared in Employment Agreement as an Annexure.

You shall be on probationary period for the first three months (3) of employment and during this time the notice period on either side is 7 days and after your confirmation, your notice shall be one month (1) on either side.

- Benefits, if any, which have not been mentioned specifically herein, will be communicated to you periodically by the Company.
- Provision of a company laptop.
- In a financial year, you are entitled to 12 casual leaves, 6 sick day leaves and 6 Floating Leaves. You shall get prior approval of casual leave from your manager. The leaves are earned over your employment and are prorated based on how long you have worked for the company. You are not eligible for any leaves during the probation period. Any time off requires approval by your manager and will be considered for Leave Without Pay.
- We currently have 5 days a week working policy. Depending upon the work requirement you may need to contribute time on the Saturday as discussed and decided with your manager.

This offer is conditional on the following:

- A copy of your picture page in your passport and the page with the permanent address;
- A copy of the Permanent Account Number (PAN) Card, issued by the Income Tax Authorities in India;
- A copy of the Aadhaar Card;
- A copy of all the testimonials and certificates;
- You signing and returning to us, a copy of this offer letter together with the Employment Agreement before you begin your employment with the Company.
- You complete and pass a standard background

This offer may be withdrawn, if any, of the above conditions are not satisfied.

CTC Breakup:

Name		: Shantamalla Bhakre	
Designation		: Technical Operations Specialist	
Joining Date		: 03-June-2024	
Particulars		Monthly (Rs.)	Annual (Rs.)
Fixed Pay (A)			
Basic	40%	16,300	195,600
House Rent Allowance	40%	6,520	78,240
Conveyance Allowance		1,600	19,200
Medical Allowance		1,250	15,000
Leave Travel Allowance		2,445	29,340
Communication Allowances		2,000	24,000
Statutory Bonus		583	6,997
Special Allowance		2,502	30,023
GROSS EARNINGS (A)		33,200	398,400
Retirement Benefits (B)			
Provident Fund Employer	12%	1,800	21,600
(A+B)			
			420,000
Variable Pay (C)			
		4,167	50,000
Cost to Company (A+B+C)		39,167	470,000

**Employee benefits over and above the CTC,

1) **Medical Insurance** Coverage: INR 3 Lakhs

2) **Accidental Insurance** Coverage: INR 10 Lakhs

By accepting this offer, you confirm that you are able to accept this job and carry out the work that it would involve without breaching any legal restrictions on your activities. Once you begin your employment with the Company, you agree to adhere to all its policies, procedures, guidelines and work instructions.



We are very pleased with your interest in the Company and excited by the possibility of working together. Please let me know if you have any questions or require any additional information. Should you wish to accept this offer, please sign in the space provided below and return it to Derryl Castelino by email at hr@simplotel.com. This offer is open for you to accept until May 20, 2024, at which time it will be deemed to be withdrawn.

We greatly look forward to you joining the Simplotel team and feel confident you can look forward to a rewarding career with the Company!

Yours sincerely,

For Simplotel Technologies Pvt. Ltd

Tarun Goyal

Tarun Goyal
CEO & Founder

I, **Shantamalla Bhakre**, accept this position as offered and agree to all the terms and conditions described herein.

Signature:

Date:

Date: 18th February 2024

Dear Bindu Chowdary M,

We have pleasure in appointing you as **Business Development Associate Intern**, in our organization. You will be initially based at our **Corporate Office** in **Bangalore**. The terms and conditions of your employment are as follows:

1. Date of Joining:

Your appointment is subject to your submitting all documents as mentioned in the offer letter. Your appointment is with effect from the date of joining, which shall be as early as possible, but not later than **21-February-2024**.

2. Compensation:

You will initially be under an internship period during which you will receive a stipend of **15,000/- Per Month (Fifteen Thousand only)**. Your internship will be for a duration of **4 months**.

You might be offered a permanent employment opportunity after the internship based on your performance in the internship. In case you are given an opportunity for permanent employment, your revised pay after the internship period will be **Rs. 7.5 LPA CTC (Rs 4.5 Fixed + Rs 3 LPA variable)**. Your full time employment decision will be made solely by the company and you will be given a letter stating the same when the decision is made.

Your compensation is strictly **confidential** and may not be shared with anyone.

3. Salary Review:

Your increment in the grade is discretionary and will be subject to and on the basis of effective performance and results during the years. The salary revision will happen every calendar year in April.

4. Leave:

You will be entitled to leave as per the rules as made applicable to your grade from time to time.

5. Employment & Internship Period:

Your date of commencement of internship will be from your date of joining. You will be on internship for the duration mentioned above from the date of commencement of your service, which period may be further extended based on appraisal.

6. Employment Terms:

Initially, you will be reporting to the Department Manager or any other person nominated by the company. You may also be assigned such other duties as may become at the discretion of the

Management in any Branch or Office of the Company and/or its subsidiaries or to any of its other Associate Companies.

All other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time at the discretion of the Company will be applicable to you and you will be expected to abide by the same.

7. **Working Hours:**

You will be governed by the company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

8. **Travel:**

You will be required to undertake travel on the company's work and your travel expenses will be reimbursed as per the travel policy and rules applicable to your grade.

9. **Confidential Information / Trade Secrets:**

- i. The Employee undertakes and agrees that in consideration of the employment with the Company and the remuneration that the Employee had and shall receive during the employment; he shall abide with the following:
- ii. He will not, either directly or indirectly, both during and after the term of this Agreement, without the Company's prior written permission, disclose, divulge, disseminate, publish, lecture upon, sell or transfer to any Person, or permit any Person to examine or make copies of, any documents, writings, drawings, materials or records that contain or are derived from any Confidential Information;
- iii. He will comply, and do all things necessary to permit the Company to comply, with all applicable laws and with the provisions of contracts executed by the Company relating to Intellectual Property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of his duties and function;
- iv. Confidential Information shall be solely and absolutely vested in and owned by the Company and the Employee shall not have or claim any right, title or interest therein;
- v. The Company shall not be required to designate the Employee as the author of any Developments, Know-how and Intellectual Property. The Employee undertakes to promptly disclose all Developments, Know-how and Intellectual Property to the Company and shall, at the Company's request, do all things that may be necessary and appropriate to establish perfect record or document the Company's ownership of the Developments, Know-how and Intellectual Property including, but not limited to, the execution of the appropriate copyright or patent applications or assignments the productions of documents and evidence to the appropriate authorities etc.
- vi. The Employee shall not misuse any facilities provided by the Company for his personal purposes.
- vii. The Employee shall not, except in the proper course of his duties, disclose or divulge to any person or persons whomsoever other than in connection with the Company's business, or on own accord make use of any information of a secret or confidential nature acquired by the employee during the period of such employment relating to the trade or business of the

Company, or to the methods, process, appliances, machinery or plant used by it or to any experiments or research carried out by it or by any person in its employment.

10. **Compliance:**

During the continuance of your employment you are expected to comply with the Company's policies, code of conduct, practices and procedures and, if required, sign any necessary documentation with respect to such policies, practices and procedures.

11. **Past Records:**

If any declaration given or information furnished to the company prove to be false or if you are to have wilfully suppressed any material information or if you violate any of the terms and conditions of appointment, in such case, you will be liable to be removed from services without any notice.

12. **Termination:**

Either party may terminate this employment at any time by giving 60 days' notice or salary in lieu thereof.

In case the company initiates the termination during internship, the company will decide the last working day of the employee not exceeding notice period duration and will pay salary only until the last working day.

In case the company initiates the termination after internship and after confirming the employment, the employee will be paid salary for the entire notice period and the company might or might not ask the employee to serve the entire notice period.

In case the employee initiates the termination (during internship or later), the company can choose not to utilize the notice period completely and might relieve the employee early. In such a case where an employee is relieved early, salary would be paid until the last working day and not for the unutilized notice period.

In case the employee initiates the termination and leaves without serving the notice period when the company asks him to serve the notice period, the employee will have to pay the company an amount equal to twice the salary for the pending notice period unserved by the employee.

If an employee leaves the company without completing the internship period as mentioned above, the employee will be considered as not completing the internship and hence will not be getting any Certificate for the internship.

The Company also reserves the right to terminate the services of employees without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, or any act of indiscipline or inefficiency or for loss of confidence.

13. **Retirement:**

The retirement age is 60 years. Your Date of birth as our records is _____.

14. **Governing Law**

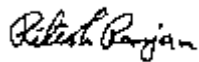
This Agreement shall be governed by and construed in accordance with the law of India.

Kindly sign a copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

Whilst welcoming you to Skyfi Education Labs Pvt Ltd, we wish you good luck and a very bright career with us.

Best Regards,

For SKYFI EDUCATION LABS PVT LTD,



Ritesh Ranjan
HR Manager

Date: 18th February 2024

Dear Gowthami R,

We have pleasure in appointing you as **Business Development Associate Intern**, in our organization. You will be initially based at our **Corporate Office** in **Bangalore**. The terms and conditions of your employment are as follows:

1. Date of Joining:

Your appointment is subject to your submitting all documents as mentioned in the offer letter. Your appointment is with effect from the date of joining, which shall be as early as possible, but not later than **21-February-2024**.

2. Compensation:

You will initially be under an internship period during which you will receive a stipend of **15,000/- Per Month (Fifteen Thousand only)**. Your internship will be for a duration of **4 months**.

You might be offered a permanent employment opportunity after the internship based on your performance in the internship. In case you are given an opportunity for permanent employment, your revised pay after the internship period will be **Rs. 7.5 LPA CTC (Rs 4.5 Fixed + Rs 3 LPA variable)**. Your full time employment decision will be made solely by the company and you will be given a letter stating the same when the decision is made.

Your compensation is strictly **confidential** and may not be shared with anyone.

3. Salary Review:

Your increment in the grade is discretionary and will be subject to and on the basis of effective performance and results during the years. The salary revision will happen every calendar year in April.

4. Leave:

You will be entitled to leave as per the rules as made applicable to your grade from time to time.

5. Employment & Internship Period:

Your date of commencement of internship will be from your date of joining. You will be on internship for the duration mentioned above from the date of commencement of your service, which period may be further extended based on appraisal.

6. Employment Terms:

Initially, you will be reporting to the Department Manager or any other person nominated by the company. You may also be assigned such other duties as may become at the discretion of the

Management in any Branch or Office of the Company and/or its subsidiaries or to any of its other Associate Companies.

All other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time at the discretion of the Company will be applicable to you and you will be expected to abide by the same.

7. **Working Hours:**

You will be governed by the company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

8. **Travel:**

You will be required to undertake travel on the company's work and your travel expenses will be reimbursed as per the travel policy and rules applicable to your grade.

9. **Confidential Information / Trade Secrets:**

- i. The Employee undertakes and agrees that in consideration of the employment with the Company and the remuneration that the Employee had and shall receive during the employment; he shall abide with the following:
- ii. He will not, either directly or indirectly, both during and after the term of this Agreement, without the Company's prior written permission, disclose, divulge, disseminate, publish, lecture upon, sell or transfer to any Person, or permit any Person to examine or make copies of, any documents, writings, drawings, materials or records that contain or are derived from any Confidential Information;
- iii. He will comply, and do all things necessary to permit the Company to comply, with all applicable laws and with the provisions of contracts executed by the Company relating to Intellectual Property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of his duties and function;
- iv. Confidential Information shall be solely and absolutely vested in and owned by the Company and the Employee shall not have or claim any right, title or interest therein;
- v. The Company shall not be required to designate the Employee as the author of any Developments, Know-how and Intellectual Property. The Employee undertakes to promptly disclose all Developments, Know-how and Intellectual Property to the Company and shall, at the Company's request, do all things that may be necessary and appropriate to establish perfect record or document the Company's ownership of the Developments, Know-how and Intellectual Property including, but not limited to, the execution of the appropriate copyright or patent applications or assignments the productions of documents and evidence to the appropriate authorities etc.
- vi. The Employee shall not misuse any facilities provided by the Company for his personal purposes.
- vii. The Employee shall not, except in the proper course of his duties, disclose or divulge to any person or persons whomsoever other than in connection with the Company's business, or on own accord make use of any information of a secret or confidential nature acquired by the employee during the period of such employment relating to the trade or business of the

Company, or to the methods, process, appliances, machinery or plant used by it or to any experiments or research carried out by it or by any person in its employment.

10. **Compliance:**

During the continuance of your employment you are expected to comply with the Company's policies, code of conduct, practices and procedures and, if required, sign any necessary documentation with respect to such policies, practices and procedures.

11. **Past Records:**

If any declaration given or information furnished to the company prove to be false or if you are to have wilfully suppressed any material information or if you violate any of the terms and conditions of appointment, in such case, you will be liable to be removed from services without any notice.

12. **Termination:**

Either party may terminate this employment at any time by giving 60 days' notice or salary in lieu thereof.

In case the company initiates the termination during internship, the company will decide the last working day of the employee not exceeding notice period duration and will pay salary only until the last working day.

In case the company initiates the termination after internship and after confirming the employment, the employee will be paid salary for the entire notice period and the company might or might not ask the employee to serve the entire notice period.

In case the employee initiates the termination (during internship or later), the company can choose not to utilize the notice period completely and might relieve the employee early. In such a case where an employee is relieved early, salary would be paid until the last working day and not for the unutilized notice period.

In case the employee initiates the termination and leaves without serving the notice period when the company asks him to serve the notice period, the employee will have to pay the company an amount equal to twice the salary for the pending notice period unserved by the employee.

If an employee leaves the company without completing the internship period as mentioned above, the employee will be considered as not completing the internship and hence will not be getting any Certificate for the internship.

The Company also reserves the right to terminate the services of employees without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, or any act of indiscipline or inefficiency or for loss of confidence.

13. **Retirement:**

The retirement age is 60 years. Your Date of birth as our records is _____.

14. **Governing Law**

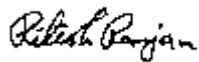
This Agreement shall be governed by and construed in accordance with the law of India.

Kindly sign a copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

Whilst welcoming you to Skyfi Education Labs Pvt Ltd, we wish you good luck and a very bright career with us.

Best Regards,

For SKYFI EDUCATION LABS PVT LTD,



Ritesh Ranjan
HR Manager

Date: 3rd March 2024

Dear Md Shad Imam,

We have pleasure in appointing you as **Business Development Associate Intern**, in our organization. You will be initially based at our **Corporate Office** in **Bangalore**. The terms and conditions of your employment are as follows:

1. Date of Joining:

Your appointment is subject to your submitting all documents as mentioned in the offer letter. Your appointment is with effect from the date of joining, which shall be as early as possible, but not later than **5-March-2024**.

2. Compensation:

You will initially be under an internship period during which you will receive a stipend of **15,000/- Per Month (Fifteen Thousand only)**. Your internship will be for a duration of **4 months**.

You might be offered a permanent employment opportunity after the internship based on your performance in the internship. In case you are given an opportunity for permanent employment, your revised pay after the internship period will be **Rs. 7.5 LPA CTC (Rs 4.5 Fixed + Rs 3 LPA variable)CTC**. Your full time employment decision will be made solely by the company and you will be given a letter stating the same when the decision is made.

Your compensation is strictly **confidential** and may not be shared with anyone.

3. Salary Review:

Your increment in the grade is discretionary and will be subject to and on the basis of effective performance and results during the years. The salary revision will happen every calendar year in April.

4. Leave:

You will be entitled to leave as per the rules as made applicable to your grade from time to time.

5. Employment & Internship Period:

Your date of commencement of internship will be from your date of joining. You will be on internship for the duration mentioned above from the date of commencement of your service, which period may be further extended based on appraisal.

6. Employment Terms:

Initially, you will be reporting to the Department Manager or any other person nominated by the company. You may also be assigned such other duties as may become at the discretion of the

Management in any Branch or Office of the Company and/or its subsidiaries or to any of its other Associate Companies.

All other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time at the discretion of the Company will be applicable to you and you will be expected to abide by the same.

7. **Working Hours:**

You will be governed by the company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

8. **Travel:**

You will be required to undertake travel on the company's work and your travel expenses will be reimbursed as per the travel policy and rules applicable to your grade.

9. **Confidential Information / Trade Secrets:**

- i. The Employee undertakes and agrees that in consideration of the employment with the Company and the remuneration that the Employee had and shall receive during the employment; he shall abide with the following:
- ii. He will not, either directly or indirectly, both during and after the term of this Agreement, without the Company's prior written permission, disclose, divulge, disseminate, publish, lecture upon, sell or transfer to any Person, or permit any Person to examine or make copies of, any documents, writings, drawings, materials or records that contain or are derived from any Confidential Information;
- iii. He will comply, and do all things necessary to permit the Company to comply, with all applicable laws and with the provisions of contracts executed by the Company relating to Intellectual Property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of his duties and function;
- iv. Confidential Information shall be solely and absolutely vested in and owned by the Company and the Employee shall not have or claim any right, title or interest therein;
- v. The Company shall not be required to designate the Employee as the author of any Developments, Know-how and Intellectual Property. The Employee undertakes to promptly disclose all Developments, Know-how and Intellectual Property to the Company and shall, at the Company's request, do all things that may be necessary and appropriate to establish perfect record or document the Company's ownership of the Developments, Know-how and Intellectual Property including, but not limited to, the execution of the appropriate copyright or patent applications or assignments the productions of documents and evidence to the appropriate authorities etc.
- vi. The Employee shall not misuse any facilities provided by the Company for his personal purposes.
- vii. The Employee shall not, except in the proper course of his duties, disclose or divulge to any person or persons whomsoever other than in connection with the Company's business, or on own accord make use of any information of a secret or confidential nature acquired by the employee during the period of such employment relating to the trade or business of the

Company, or to the methods, process, appliances, machinery or plant used by it or to any experiments or research carried out by it or by any person in its employment.

10. **Compliance:**

During the continuance of your employment you are expected to comply with the Company's policies, code of conduct, practices and procedures and, if required, sign any necessary documentation with respect to such policies, practices and procedures.

11. **Past Records:**

If any declaration given or information furnished to the company prove to be false or if you are to have wilfully suppressed any material information or if you violate any of the terms and conditions of appointment, in such case, you will be liable to be removed from services without any notice.

12. **Termination:**

Either party may terminate this employment at any time by giving 60 days' notice or salary in lieu thereof.

In case the company initiates the termination during internship, the company will decide the last working day of the employee not exceeding notice period duration and will pay salary only until the last working day.

In case the company initiates the termination after internship and after confirming the employment, the employee will be paid salary for the entire notice period and the company might or might not ask the employee to serve the entire notice period.

In case the employee initiates the termination (during internship or later), the company can choose not to utilize the notice period completely and might relieve the employee early. In such a case where an employee is relieved early, salary would be paid until the last working day and not for the unutilized notice period.

In case the employee initiates the termination and leaves without serving the notice period when the company asks him to serve the notice period, the employee will have to pay the company an amount equal to twice the salary for the pending notice period unserved by the employee.

If an employee leaves the company without completing the internship period as mentioned above, the employee will be considered as not completing the internship and hence will not be getting any Certificate for the internship.

The Company also reserves the right to terminate the services of employees without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, or any act of indiscipline or inefficiency or for loss of confidence.

13. **Retirement:**

The retirement age is 60 years. Your Date of birth as our records is _____.

14. **Governing Law**

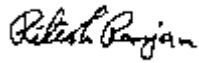
This Agreement shall be governed by and construed in accordance with the law of India.

Kindly sign a copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

Whilst welcoming you to Skyfi Education Labs Pvt Ltd, we wish you good luck and a very bright career with us.

Best Regards,

For SKYFI EDUCATION LABS PVT LTD,



Ritesh Ranjan
HR Manager

Date: 3rd March 2024

Dear K Navya Madhuri,

We have pleasure in appointing you as **Business Development Associate Intern**, in our organization. You will be initially based at our **Corporate Office** in **Bangalore**. The terms and conditions of your employment are as follows:

1. Date of Joining:

Your appointment is subject to your submitting all documents as mentioned in the offer letter. Your appointment is with effect from the date of joining, which shall be as early as possible, but not later than **5-March-2024**.

2. Compensation:

You will initially be under an internship period during which you will receive a stipend of **15,000/- Per Month (Fifteen Thousand only)**. Your internship will be for a duration of **4 months**.

You might be offered a permanent employment opportunity after the internship based on your performance in the internship. In case you are given an opportunity for permanent employment, your revised pay after the internship period will be **Rs. 7.5 LPA CTC (Rs 4.5 Fixed + Rs 3 LPA variable)CTC**. Your full time employment decision will be made solely by the company and you will be given a letter stating the same when the decision is made.

Your compensation is strictly **confidential** and may not be shared with anyone.

3. Salary Review:

Your increment in the grade is discretionary and will be subject to and on the basis of effective performance and results during the years. The salary revision will happen every calendar year in April.

4. Leave:

You will be entitled to leave as per the rules as made applicable to your grade from time to time.

5. Employment & Internship Period:

Your date of commencement of internship will be from your date of joining. You will be on internship for the duration mentioned above from the date of commencement of your service, which period may be further extended based on appraisal.

6. Employment Terms:

Initially, you will be reporting to the Department Manager or any other person nominated by the company. You may also be assigned such other duties as may become at the discretion of the

Management in any Branch or Office of the Company and/or its subsidiaries or to any of its other Associate Companies.

All other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time at the discretion of the Company will be applicable to you and you will be expected to abide by the same.

7. **Working Hours:**

You will be governed by the company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

8. **Travel:**

You will be required to undertake travel on the company's work and your travel expenses will be reimbursed as per the travel policy and rules applicable to your grade.

9. **Confidential Information / Trade Secrets:**

- i. The Employee undertakes and agrees that in consideration of the employment with the Company and the remuneration that the Employee had and shall receive during the employment; he shall abide with the following:
- ii. He will not, either directly or indirectly, both during and after the term of this Agreement, without the Company's prior written permission, disclose, divulge, disseminate, publish, lecture upon, sell or transfer to any Person, or permit any Person to examine or make copies of, any documents, writings, drawings, materials or records that contain or are derived from any Confidential Information;
- iii. He will comply, and do all things necessary to permit the Company to comply, with all applicable laws and with the provisions of contracts executed by the Company relating to Intellectual Property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of his duties and function;
- iv. Confidential Information shall be solely and absolutely vested in and owned by the Company and the Employee shall not have or claim any right, title or interest therein;
- v. The Company shall not be required to designate the Employee as the author of any Developments, Know-how and Intellectual Property. The Employee undertakes to promptly disclose all Developments, Know-how and Intellectual Property to the Company and shall, at the Company's request, do all things that may be necessary and appropriate to establish perfect record or document the Company's ownership of the Developments, Know-how and Intellectual Property including, but not limited to, the execution of the appropriate copyright or patent applications or assignments the productions of documents and evidence to the appropriate authorities etc.
- vi. The Employee shall not misuse any facilities provided by the Company for his personal purposes.
- vii. The Employee shall not, except in the proper course of his duties, disclose or divulge to any person or persons whomsoever other than in connection with the Company's business, or on own accord make use of any information of a secret or confidential nature acquired by the employee during the period of such employment relating to the trade or business of the

Company, or to the methods, process, appliances, machinery or plant used by it or to any experiments or research carried out by it or by any person in its employment.

10. **Compliance:**

During the continuance of your employment you are expected to comply with the Company's policies, code of conduct, practices and procedures and, if required, sign any necessary documentation with respect to such policies, practices and procedures.

11. **Past Records:**

If any declaration given or information furnished to the company prove to be false or if you are to have wilfully suppressed any material information or if you violate any of the terms and conditions of appointment, in such case, you will be liable to be removed from services without any notice.

12. **Termination:**

Either party may terminate this employment at any time by giving 60 days' notice or salary in lieu thereof.

In case the company initiates the termination during internship, the company will decide the last working day of the employee not exceeding notice period duration and will pay salary only until the last working day.

In case the company initiates the termination after internship and after confirming the employment, the employee will be paid salary for the entire notice period and the company might or might not ask the employee to serve the entire notice period.

In case the employee initiates the termination (during internship or later), the company can choose not to utilize the notice period completely and might relieve the employee early. In such a case where an employee is relieved early, salary would be paid until the last working day and not for the unutilized notice period.

In case the employee initiates the termination and leaves without serving the notice period when the company asks him to serve the notice period, the employee will have to pay the company an amount equal to twice the salary for the pending notice period unserved by the employee.

If an employee leaves the company without completing the internship period as mentioned above, the employee will be considered as not completing the internship and hence will not be getting any Certificate for the internship.

The Company also reserves the right to terminate the services of employees without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, or any act of indiscipline or inefficiency or for loss of confidence.

13. **Retirement:**

The retirement age is 60 years. Your Date of birth as our records is _____.

14. **Governing Law**

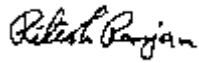
This Agreement shall be governed by and construed in accordance with the law of India.

Kindly sign a copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

Whilst welcoming you to Skyfi Education Labs Pvt Ltd, we wish you good luck and a very bright career with us.

Best Regards,

For SKYFI EDUCATION LABS PVT LTD,



Ritesh Ranjan
HR Manager

Date: 18th February 2024

Dear Keshava Niranjana,

We have pleasure in appointing you as **Business Development Associate Intern**, in our organization. You will be initially based at our **Corporate Office** in **Bangalore**. The terms and conditions of your employment are as follows:

1. Date of Joining:

Your appointment is subject to your submitting all documents as mentioned in the offer letter. Your appointment is with effect from the date of joining, which shall be as early as possible, but not later than **21-February-2024**.

2. Compensation:

You will initially be under an internship period during which you will receive a stipend of **15,000/- Per Month (Fifteen Thousand only)**. Your internship will be for a duration of **4 months**.

You might be offered a permanent employment opportunity after the internship based on your performance in the internship. In case you are given an opportunity for permanent employment, your revised pay after the internship period will be **Rs. 7.5 LPA CTC (Rs 4.5 Fixed + Rs 3 LPA variable)**. Your full time employment decision will be made solely by the company and you will be given a letter stating the same when the decision is made.

Your compensation is strictly **confidential** and may not be shared with anyone.

3. Salary Review:

Your increment in the grade is discretionary and will be subject to and on the basis of effective performance and results during the years. The salary revision will happen every calendar year in April.

4. Leave:

You will be entitled to leave as per the rules as made applicable to your grade from time to time.

5. Employment & Internship Period:

Your date of commencement of internship will be from your date of joining. You will be on internship for the duration mentioned above from the date of commencement of your service, which period may be further extended based on appraisal.

6. Employment Terms:

Initially, you will be reporting to the Department Manager or any other person nominated by the company. You may also be assigned such other duties as may become at the discretion of the

Management in any Branch or Office of the Company and/or its subsidiaries or to any of its other Associate Companies.

All other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time at the discretion of the Company will be applicable to you and you will be expected to abide by the same.

7. **Working Hours:**

You will be governed by the company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

8. **Travel:**

You will be required to undertake travel on the company's work and your travel expenses will be reimbursed as per the travel policy and rules applicable to your grade.

9. **Confidential Information / Trade Secrets:**

- i. The Employee undertakes and agrees that in consideration of the employment with the Company and the remuneration that the Employee had and shall receive during the employment; he shall abide with the following:
- ii. He will not, either directly or indirectly, both during and after the term of this Agreement, without the Company's prior written permission, disclose, divulge, disseminate, publish, lecture upon, sell or transfer to any Person, or permit any Person to examine or make copies of, any documents, writings, drawings, materials or records that contain or are derived from any Confidential Information;
- iii. He will comply, and do all things necessary to permit the Company to comply, with all applicable laws and with the provisions of contracts executed by the Company relating to Intellectual Property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of his duties and function;
- iv. Confidential Information shall be solely and absolutely vested in and owned by the Company and the Employee shall not have or claim any right, title or interest therein;
- v. The Company shall not be required to designate the Employee as the author of any Developments, Know-how and Intellectual Property. The Employee undertakes to promptly disclose all Developments, Know-how and Intellectual Property to the Company and shall, at the Company's request, do all things that may be necessary and appropriate to establish perfect record or document the Company's ownership of the Developments, Know-how and Intellectual Property including, but not limited to, the execution of the appropriate copyright or patent applications or assignments the productions of documents and evidence to the appropriate authorities etc.
- vi. The Employee shall not misuse any facilities provided by the Company for his personal purposes.
- vii. The Employee shall not, except in the proper course of his duties, disclose or divulge to any person or persons whomsoever other than in connection with the Company's business, or on own accord make use of any information of a secret or confidential nature acquired by the employee during the period of such employment relating to the trade or business of the

Company, or to the methods, process, appliances, machinery or plant used by it or to any experiments or research carried out by it or by any person in its employment.

10. **Compliance:**

During the continuance of your employment you are expected to comply with the Company's policies, code of conduct, practices and procedures and, if required, sign any necessary documentation with respect to such policies, practices and procedures.

11. **Past Records:**

If any declaration given or information furnished to the company prove to be false or if you are to have wilfully suppressed any material information or if you violate any of the terms and conditions of appointment, in such case, you will be liable to be removed from services without any notice.

12. **Termination:**

Either party may terminate this employment at any time by giving 60 days' notice or salary in lieu thereof.

In case the company initiates the termination during internship, the company will decide the last working day of the employee not exceeding notice period duration and will pay salary only until the last working day.

In case the company initiates the termination after internship and after confirming the employment, the employee will be paid salary for the entire notice period and the company might or might not ask the employee to serve the entire notice period.

In case the employee initiates the termination (during internship or later), the company can choose not to utilize the notice period completely and might relieve the employee early. In such a case where an employee is relieved early, salary would be paid until the last working day and not for the unutilized notice period.

In case the employee initiates the termination and leaves without serving the notice period when the company asks him to serve the notice period, the employee will have to pay the company an amount equal to twice the salary for the pending notice period unserved by the employee.

If an employee leaves the company without completing the internship period as mentioned above, the employee will be considered as not completing the internship and hence will not be getting any Certificate for the internship.

The Company also reserves the right to terminate the services of employees without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, or any act of indiscipline or inefficiency or for loss of confidence.

13. **Retirement:**

The retirement age is 60 years. Your Date of birth as our records is _____.

14. **Governing Law**

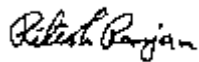
This Agreement shall be governed by and construed in accordance with the law of India.

Kindly sign a copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

Whilst welcoming you to Skyfi Education Labs Pvt Ltd, we wish you good luck and a very bright career with us.

Best Regards,

For SKYFI EDUCATION LABS PVT LTD,



Ritesh Ranjan
HR Manager

Date: 18th February 2024

Dear Sakshi S M,

We have pleasure in appointing you as **Business Development Associate Intern**, in our organization. You will be initially based at our **Corporate Office** in **Bangalore**. The terms and conditions of your employment are as follows:

1. Date of Joining:

Your appointment is subject to your submitting all documents as mentioned in the offer letter. Your appointment is with effect from the date of joining, which shall be as early as possible, but not later than **21-February-2024**.

2. Compensation:

You will initially be under an internship period during which you will receive a stipend of **15,000/- Per Month (Fifteen Thousand only)**. Your internship will be for a duration of **4 months**.

You might be offered a permanent employment opportunity after the internship based on your performance in the internship. In case you are given an opportunity for permanent employment, your revised pay after the internship period will be **Rs. 7.5 LPA CTC (Rs 4.5 Fixed + Rs 3 LPA variable)**. Your full time employment decision will be made solely by the company and you will be given a letter stating the same when the decision is made.

Your compensation is strictly **confidential** and may not be shared with anyone.

3. Salary Review:

Your increment in the grade is discretionary and will be subject to and on the basis of effective performance and results during the years. The salary revision will happen every calendar year in April.

4. Leave:

You will be entitled to leave as per the rules as made applicable to your grade from time to time.

5. Employment & Internship Period:

Your date of commencement of internship will be from your date of joining. You will be on internship for the duration mentioned above from the date of commencement of your service, which period may be further extended based on appraisal.

6. Employment Terms:

Initially, you will be reporting to the Department Manager or any other person nominated by the company. You may also be assigned such other duties as may become at the discretion of the

Management in any Branch or Office of the Company and/or its subsidiaries or to any of its other Associate Companies.

All other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time at the discretion of the Company will be applicable to you and you will be expected to abide by the same.

7. **Working Hours:**

You will be governed by the company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

8. **Travel:**

You will be required to undertake travel on the company's work and your travel expenses will be reimbursed as per the travel policy and rules applicable to your grade.

9. **Confidential Information / Trade Secrets:**

- i. The Employee undertakes and agrees that in consideration of the employment with the Company and the remuneration that the Employee had and shall receive during the employment; he shall abide with the following:
- ii. He will not, either directly or indirectly, both during and after the term of this Agreement, without the Company's prior written permission, disclose, divulge, disseminate, publish, lecture upon, sell or transfer to any Person, or permit any Person to examine or make copies of, any documents, writings, drawings, materials or records that contain or are derived from any Confidential Information;
- iii. He will comply, and do all things necessary to permit the Company to comply, with all applicable laws and with the provisions of contracts executed by the Company relating to Intellectual Property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of his duties and function;
- iv. Confidential Information shall be solely and absolutely vested in and owned by the Company and the Employee shall not have or claim any right, title or interest therein;
- v. The Company shall not be required to designate the Employee as the author of any Developments, Know-how and Intellectual Property. The Employee undertakes to promptly disclose all Developments, Know-how and Intellectual Property to the Company and shall, at the Company's request, do all things that may be necessary and appropriate to establish perfect record or document the Company's ownership of the Developments, Know-how and Intellectual Property including, but not limited to, the execution of the appropriate copyright or patent applications or assignments the productions of documents and evidence to the appropriate authorities etc.
- vi. The Employee shall not misuse any facilities provided by the Company for his personal purposes.
- vii. The Employee shall not, except in the proper course of his duties, disclose or divulge to any person or persons whomsoever other than in connection with the Company's business, or on own accord make use of any information of a secret or confidential nature acquired by the employee during the period of such employment relating to the trade or business of the

Company, or to the methods, process, appliances, machinery or plant used by it or to any experiments or research carried out by it or by any person in its employment.

10. **Compliance:**

During the continuance of your employment you are expected to comply with the Company's policies, code of conduct, practices and procedures and, if required, sign any necessary documentation with respect to such policies, practices and procedures.

11. **Past Records:**

If any declaration given or information furnished to the company prove to be false or if you are to have wilfully suppressed any material information or if you violate any of the terms and conditions of appointment, in such case, you will be liable to be removed from services without any notice.

12. **Termination:**

Either party may terminate this employment at any time by giving 60 days' notice or salary in lieu thereof.

In case the company initiates the termination during internship, the company will decide the last working day of the employee not exceeding notice period duration and will pay salary only until the last working day.

In case the company initiates the termination after internship and after confirming the employment, the employee will be paid salary for the entire notice period and the company might or might not ask the employee to serve the entire notice period.

In case the employee initiates the termination (during internship or later), the company can choose not to utilize the notice period completely and might relieve the employee early. In such a case where an employee is relieved early, salary would be paid until the last working day and not for the unutilized notice period.

In case the employee initiates the termination and leaves without serving the notice period when the company asks him to serve the notice period, the employee will have to pay the company an amount equal to twice the salary for the pending notice period unserved by the employee.

If an employee leaves the company without completing the internship period as mentioned above, the employee will be considered as not completing the internship and hence will not be getting any Certificate for the internship.

The Company also reserves the right to terminate the services of employees without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, or any act of indiscipline or inefficiency or for loss of confidence.

13. **Retirement:**

The retirement age is 60 years. Your Date of birth as our records is _____.

14. **Governing Law**

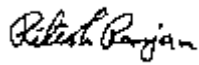
This Agreement shall be governed by and construed in accordance with the law of India.

Kindly sign a copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

Whilst welcoming you to Skyfi Education Labs Pvt Ltd, we wish you good luck and a very bright career with us.

Best Regards,

For SKYFI EDUCATION LABS PVT LTD,



Ritesh Ranjan
HR Manager

Date: 3rd March 2024

Dear K Navya Madhuri,

We have pleasure in appointing you as **Business Development Associate Intern**, in our organization. You will be initially based at our **Corporate Office** in **Bangalore**. The terms and conditions of your employment are as follows:

1. Date of Joining:

Your appointment is subject to your submitting all documents as mentioned in the offer letter. Your appointment is with effect from the date of joining, which shall be as early as possible, but not later than **5-March-2024**.

2. Compensation:

You will initially be under an internship period during which you will receive a stipend of **15,000/- Per Month (Fifteen Thousand only)**. Your internship will be for a duration of **4 months**.

You might be offered a permanent employment opportunity after the internship based on your performance in the internship. In case you are given an opportunity for permanent employment, your revised pay after the internship period will be **Rs. 7.5 LPA CTC (Rs 4.5 Fixed + Rs 3 LPA variable)CTC**. Your full time employment decision will be made solely by the company and you will be given a letter stating the same when the decision is made.

Your compensation is strictly **confidential** and may not be shared with anyone.

3. Salary Review:

Your increment in the grade is discretionary and will be subject to and on the basis of effective performance and results during the years. The salary revision will happen every calendar year in April.

4. Leave:

You will be entitled to leave as per the rules as made applicable to your grade from time to time.

5. Employment & Internship Period:

Your date of commencement of internship will be from your date of joining. You will be on internship for the duration mentioned above from the date of commencement of your service, which period may be further extended based on appraisal.

6. Employment Terms:

Initially, you will be reporting to the Department Manager or any other person nominated by the company. You may also be assigned such other duties as may become at the discretion of the

Management in any Branch or Office of the Company and/or its subsidiaries or to any of its other Associate Companies.

All other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time at the discretion of the Company will be applicable to you and you will be expected to abide by the same.

7. **Working Hours:**

You will be governed by the company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

8. **Travel:**

You will be required to undertake travel on the company's work and your travel expenses will be reimbursed as per the travel policy and rules applicable to your grade.

9. **Confidential Information / Trade Secrets:**

- i. The Employee undertakes and agrees that in consideration of the employment with the Company and the remuneration that the Employee had and shall receive during the employment; he shall abide with the following:
- ii. He will not, either directly or indirectly, both during and after the term of this Agreement, without the Company's prior written permission, disclose, divulge, disseminate, publish, lecture upon, sell or transfer to any Person, or permit any Person to examine or make copies of, any documents, writings, drawings, materials or records that contain or are derived from any Confidential Information;
- iii. He will comply, and do all things necessary to permit the Company to comply, with all applicable laws and with the provisions of contracts executed by the Company relating to Intellectual Property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of his duties and function;
- iv. Confidential Information shall be solely and absolutely vested in and owned by the Company and the Employee shall not have or claim any right, title or interest therein;
- v. The Company shall not be required to designate the Employee as the author of any Developments, Know-how and Intellectual Property. The Employee undertakes to promptly disclose all Developments, Know-how and Intellectual Property to the Company and shall, at the Company's request, do all things that may be necessary and appropriate to establish perfect record or document the Company's ownership of the Developments, Know-how and Intellectual Property including, but not limited to, the execution of the appropriate copyright or patent applications or assignments the productions of documents and evidence to the appropriate authorities etc.
- vi. The Employee shall not misuse any facilities provided by the Company for his personal purposes.
- vii. The Employee shall not, except in the proper course of his duties, disclose or divulge to any person or persons whomsoever other than in connection with the Company's business, or on own accord make use of any information of a secret or confidential nature acquired by the employee during the period of such employment relating to the trade or business of the

Company, or to the methods, process, appliances, machinery or plant used by it or to any experiments or research carried out by it or by any person in its employment.

10. **Compliance:**

During the continuance of your employment you are expected to comply with the Company's policies, code of conduct, practices and procedures and, if required, sign any necessary documentation with respect to such policies, practices and procedures.

11. **Past Records:**

If any declaration given or information furnished to the company prove to be false or if you are to have wilfully suppressed any material information or if you violate any of the terms and conditions of appointment, in such case, you will be liable to be removed from services without any notice.

12. **Termination:**

Either party may terminate this employment at any time by giving 60 days' notice or salary in lieu thereof.

In case the company initiates the termination during internship, the company will decide the last working day of the employee not exceeding notice period duration and will pay salary only until the last working day.

In case the company initiates the termination after internship and after confirming the employment, the employee will be paid salary for the entire notice period and the company might or might not ask the employee to serve the entire notice period.

In case the employee initiates the termination (during internship or later), the company can choose not to utilize the notice period completely and might relieve the employee early. In such a case where an employee is relieved early, salary would be paid until the last working day and not for the unutilized notice period.

In case the employee initiates the termination and leaves without serving the notice period when the company asks him to serve the notice period, the employee will have to pay the company an amount equal to twice the salary for the pending notice period unserved by the employee.

If an employee leaves the company without completing the internship period as mentioned above, the employee will be considered as not completing the internship and hence will not be getting any Certificate for the internship.

The Company also reserves the right to terminate the services of employees without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, or any act of indiscipline or inefficiency or for loss of confidence.

13. **Retirement:**

The retirement age is 60 years. Your Date of birth as our records is _____.

14. **Governing Law**

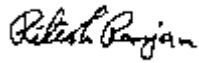
This Agreement shall be governed by and construed in accordance with the law of India.

Kindly sign a copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

Whilst welcoming you to Skyfi Education Labs Pvt Ltd, we wish you good luck and a very bright career with us.

Best Regards,

For SKYFI EDUCATION LABS PVT LTD,



Ritesh Ranjan
HR Manager

Date: 18th February 2024

Dear Rakshitha H,

We have pleasure in appointing you as **Business Development Associate Intern**, in our organization. You will be initially based at our **Corporate Office** in **Bangalore**. The terms and conditions of your employment are as follows:

1. Date of Joining:

Your appointment is subject to your submitting all documents as mentioned in the offer letter. Your appointment is with effect from the date of joining, which shall be as early as possible, but not later than **21-February-2024**.

2. Compensation:

You will initially be under an internship period during which you will receive a stipend of **15,000/- Per Month (Fifteen Thousand only)**. Your internship will be for a duration of **4 months**.

You might be offered a permanent employment opportunity after the internship based on your performance in the internship. In case you are given an opportunity for permanent employment, your revised pay after the internship period will be **Rs. 7.5 LPA CTC (Rs 4.5 Fixed + Rs 3 LPA variable)**. Your full time employment decision will be made solely by the company and you will be given a letter stating the same when the decision is made.

Your compensation is strictly **confidential** and may not be shared with anyone.

3. Salary Review:

Your increment in the grade is discretionary and will be subject to and on the basis of effective performance and results during the years. The salary revision will happen every calendar year in April.

4. Leave:

You will be entitled to leave as per the rules as made applicable to your grade from time to time.

5. Employment & Internship Period:

Your date of commencement of internship will be from your date of joining. You will be on internship for the duration mentioned above from the date of commencement of your service, which period may be further extended based on appraisal.

6. Employment Terms:

Initially, you will be reporting to the Department Manager or any other person nominated by the company. You may also be assigned such other duties as may become at the discretion of the

Management in any Branch or Office of the Company and/or its subsidiaries or to any of its other Associate Companies.

All other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time at the discretion of the Company will be applicable to you and you will be expected to abide by the same.

7. **Working Hours:**

You will be governed by the company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

8. **Travel:**

You will be required to undertake travel on the company's work and your travel expenses will be reimbursed as per the travel policy and rules applicable to your grade.

9. **Confidential Information / Trade Secrets:**

- i. The Employee undertakes and agrees that in consideration of the employment with the Company and the remuneration that the Employee had and shall receive during the employment; he shall abide with the following:
- ii. He will not, either directly or indirectly, both during and after the term of this Agreement, without the Company's prior written permission, disclose, divulge, disseminate, publish, lecture upon, sell or transfer to any Person, or permit any Person to examine or make copies of, any documents, writings, drawings, materials or records that contain or are derived from any Confidential Information;
- iii. He will comply, and do all things necessary to permit the Company to comply, with all applicable laws and with the provisions of contracts executed by the Company relating to Intellectual Property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of his duties and function;
- iv. Confidential Information shall be solely and absolutely vested in and owned by the Company and the Employee shall not have or claim any right, title or interest therein;
- v. The Company shall not be required to designate the Employee as the author of any Developments, Know-how and Intellectual Property. The Employee undertakes to promptly disclose all Developments, Know-how and Intellectual Property to the Company and shall, at the Company's request, do all things that may be necessary and appropriate to establish perfect record or document the Company's ownership of the Developments, Know-how and Intellectual Property including, but not limited to, the execution of the appropriate copyright or patent applications or assignments the productions of documents and evidence to the appropriate authorities etc.
- vi. The Employee shall not misuse any facilities provided by the Company for his personal purposes.
- vii. The Employee shall not, except in the proper course of his duties, disclose or divulge to any person or persons whomsoever other than in connection with the Company's business, or on own accord make use of any information of a secret or confidential nature acquired by the employee during the period of such employment relating to the trade or business of the

Company, or to the methods, process, appliances, machinery or plant used by it or to any experiments or research carried out by it or by any person in its employment.

10. **Compliance:**

During the continuance of your employment you are expected to comply with the Company's policies, code of conduct, practices and procedures and, if required, sign any necessary documentation with respect to such policies, practices and procedures.

11. **Past Records:**

If any declaration given or information furnished to the company prove to be false or if you are to have wilfully suppressed any material information or if you violate any of the terms and conditions of appointment, in such case, you will be liable to be removed from services without any notice.

12. **Termination:**

Either party may terminate this employment at any time by giving 60 days' notice or salary in lieu thereof.

In case the company initiates the termination during internship, the company will decide the last working day of the employee not exceeding notice period duration and will pay salary only until the last working day.

In case the company initiates the termination after internship and after confirming the employment, the employee will be paid salary for the entire notice period and the company might or might not ask the employee to serve the entire notice period.

In case the employee initiates the termination (during internship or later), the company can choose not to utilize the notice period completely and might relieve the employee early. In such a case where an employee is relieved early, salary would be paid until the last working day and not for the unutilized notice period.

In case the employee initiates the termination and leaves without serving the notice period when the company asks him to serve the notice period, the employee will have to pay the company an amount equal to twice the salary for the pending notice period unserved by the employee.

If an employee leaves the company without completing the internship period as mentioned above, the employee will be considered as not completing the internship and hence will not be getting any Certificate for the internship.

The Company also reserves the right to terminate the services of employees without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, or any act of indiscipline or inefficiency or for loss of confidence.

13. **Retirement:**

The retirement age is 60 years. Your Date of birth as our records is _____.

14. **Governing Law**

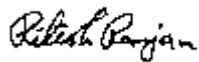
This Agreement shall be governed by and construed in accordance with the law of India.

Kindly sign a copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

Whilst welcoming you to Skyfi Education Labs Pvt Ltd, we wish you good luck and a very bright career with us.

Best Regards,

For SKYFI EDUCATION LABS PVT LTD,



Ritesh Ranjan
HR Manager

Date: 3rd March 2024

Dear Shambhavi Nayak,

We have pleasure in appointing you as **Business Development Associate Intern**, in our organization. You will be initially based at our **Corporate Office** in **Bangalore**. The terms and conditions of your employment are as follows:

1. Date of Joining:

Your appointment is subject to your submitting all documents as mentioned in the offer letter. Your appointment is with effect from the date of joining, which shall be as early as possible, but not later than **5-March-2024**.

2. Compensation:

You will initially be under an internship period during which you will receive a stipend of **15,000/- Per Month (Fifteen Thousand only)**. Your internship will be for a duration of **4 months**.

You might be offered a permanent employment opportunity after the internship based on your performance in the internship. In case you are given an opportunity for permanent employment, your revised pay after the internship period will be **Rs. 7.5 LPA CTC (Rs 4.5 Fixed + Rs 3 LPA variable)CTC**. Your full time employment decision will be made solely by the company and you will be given a letter stating the same when the decision is made.

Your compensation is strictly **confidential** and may not be shared with anyone.

3. Salary Review:

Your increment in the grade is discretionary and will be subject to and on the basis of effective performance and results during the years. The salary revision will happen every calendar year in April.

4. Leave:

You will be entitled to leave as per the rules as made applicable to your grade from time to time.

5. Employment & Internship Period:

Your date of commencement of internship will be from your date of joining. You will be on internship for the duration mentioned above from the date of commencement of your service, which period may be further extended based on appraisal.

6. Employment Terms:

Initially, you will be reporting to the Department Manager or any other person nominated by the company. You may also be assigned such other duties as may become at the discretion of the

Management in any Branch or Office of the Company and/or its subsidiaries or to any of its other Associate Companies.

All other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time at the discretion of the Company will be applicable to you and you will be expected to abide by the same.

7. **Working Hours:**

You will be governed by the company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

8. **Travel:**

You will be required to undertake travel on the company's work and your travel expenses will be reimbursed as per the travel policy and rules applicable to your grade.

9. **Confidential Information / Trade Secrets:**

- i. The Employee undertakes and agrees that in consideration of the employment with the Company and the remuneration that the Employee had and shall receive during the employment; he shall abide with the following:
- ii. He will not, either directly or indirectly, both during and after the term of this Agreement, without the Company's prior written permission, disclose, divulge, disseminate, publish, lecture upon, sell or transfer to any Person, or permit any Person to examine or make copies of, any documents, writings, drawings, materials or records that contain or are derived from any Confidential Information;
- iii. He will comply, and do all things necessary to permit the Company to comply, with all applicable laws and with the provisions of contracts executed by the Company relating to Intellectual Property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of his duties and function;
- iv. Confidential Information shall be solely and absolutely vested in and owned by the Company and the Employee shall not have or claim any right, title or interest therein;
- v. The Company shall not be required to designate the Employee as the author of any Developments, Know-how and Intellectual Property. The Employee undertakes to promptly disclose all Developments, Know-how and Intellectual Property to the Company and shall, at the Company's request, do all things that may be necessary and appropriate to establish perfect record or document the Company's ownership of the Developments, Know-how and Intellectual Property including, but not limited to, the execution of the appropriate copyright or patent applications or assignments the productions of documents and evidence to the appropriate authorities etc.
- vi. The Employee shall not misuse any facilities provided by the Company for his personal purposes.
- vii. The Employee shall not, except in the proper course of his duties, disclose or divulge to any person or persons whomsoever other than in connection with the Company's business, or on own accord make use of any information of a secret or confidential nature acquired by the employee during the period of such employment relating to the trade or business of the

Company, or to the methods, process, appliances, machinery or plant used by it or to any experiments or research carried out by it or by any person in its employment.

10. **Compliance:**

During the continuance of your employment you are expected to comply with the Company's policies, code of conduct, practices and procedures and, if required, sign any necessary documentation with respect to such policies, practices and procedures.

11. **Past Records:**

If any declaration given or information furnished to the company prove to be false or if you are to have wilfully suppressed any material information or if you violate any of the terms and conditions of appointment, in such case, you will be liable to be removed from services without any notice.

12. **Termination:**

Either party may terminate this employment at any time by giving 60 days' notice or salary in lieu thereof.

In case the company initiates the termination during internship, the company will decide the last working day of the employee not exceeding notice period duration and will pay salary only until the last working day.

In case the company initiates the termination after internship and after confirming the employment, the employee will be paid salary for the entire notice period and the company might or might not ask the employee to serve the entire notice period.

In case the employee initiates the termination (during internship or later), the company can choose not to utilize the notice period completely and might relieve the employee early. In such a case where an employee is relieved early, salary would be paid until the last working day and not for the unutilized notice period.

In case the employee initiates the termination and leaves without serving the notice period when the company asks him to serve the notice period, the employee will have to pay the company an amount equal to twice the salary for the pending notice period unserved by the employee.

If an employee leaves the company without completing the internship period as mentioned above, the employee will be considered as not completing the internship and hence will not be getting any Certificate for the internship.

The Company also reserves the right to terminate the services of employees without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, or any act of indiscipline or inefficiency or for loss of confidence.

13. **Retirement:**

The retirement age is 60 years. Your Date of birth as our records is _____.

14. **Governing Law**

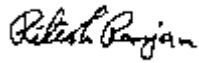
This Agreement shall be governed by and construed in accordance with the law of India.

Kindly sign a copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

Whilst welcoming you to Skyfi Education Labs Pvt Ltd, we wish you good luck and a very bright career with us.

Best Regards,

For SKYFI EDUCATION LABS PVT LTD,



Ritesh Ranjan
HR Manager

Date: 18th February 2024

Dear Vijaylaxmi B,

We have pleasure in appointing you as **Business Development Associate Intern**, in our organization. You will be initially based at our **Corporate Office** in **Bangalore**. The terms and conditions of your employment are as follows:

1. Date of Joining:

Your appointment is subject to your submitting all documents as mentioned in the offer letter. Your appointment is with effect from the date of joining, which shall be as early as possible, but not later than **21-February-2024**.

2. Compensation:

You will initially be under an internship period during which you will receive a stipend of **15,000/- Per Month (Fifteen Thousand only)**. Your internship will be for a duration of **4 months**.

You might be offered a permanent employment opportunity after the internship based on your performance in the internship. In case you are given an opportunity for permanent employment, your revised pay after the internship period will be **Rs. 7.5 LPA CTC (Rs 4.5 Fixed + Rs 3 LPA variable)**. Your full time employment decision will be made solely by the company and you will be given a letter stating the same when the decision is made.

Your compensation is strictly **confidential** and may not be shared with anyone.

3. Salary Review:

Your increment in the grade is discretionary and will be subject to and on the basis of effective performance and results during the years. The salary revision will happen every calendar year in April.

4. Leave:

You will be entitled to leave as per the rules as made applicable to your grade from time to time.

5. Employment & Internship Period:

Your date of commencement of internship will be from your date of joining. You will be on internship for the duration mentioned above from the date of commencement of your service, which period may be further extended based on appraisal.

6. Employment Terms:

Initially, you will be reporting to the Department Manager or any other person nominated by the company. You may also be assigned such other duties as may become at the discretion of the

Management in any Branch or Office of the Company and/or its subsidiaries or to any of its other Associate Companies.

All other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time at the discretion of the Company will be applicable to you and you will be expected to abide by the same.

7. **Working Hours:**

You will be governed by the company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

8. **Travel:**

You will be required to undertake travel on the company's work and your travel expenses will be reimbursed as per the travel policy and rules applicable to your grade.

9. **Confidential Information / Trade Secrets:**

- i. The Employee undertakes and agrees that in consideration of the employment with the Company and the remuneration that the Employee had and shall receive during the employment; he shall abide with the following:
- ii. He will not, either directly or indirectly, both during and after the term of this Agreement, without the Company's prior written permission, disclose, divulge, disseminate, publish, lecture upon, sell or transfer to any Person, or permit any Person to examine or make copies of, any documents, writings, drawings, materials or records that contain or are derived from any Confidential Information;
- iii. He will comply, and do all things necessary to permit the Company to comply, with all applicable laws and with the provisions of contracts executed by the Company relating to Intellectual Property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of his duties and function;
- iv. Confidential Information shall be solely and absolutely vested in and owned by the Company and the Employee shall not have or claim any right, title or interest therein;
- v. The Company shall not be required to designate the Employee as the author of any Developments, Know-how and Intellectual Property. The Employee undertakes to promptly disclose all Developments, Know-how and Intellectual Property to the Company and shall, at the Company's request, do all things that may be necessary and appropriate to establish perfect record or document the Company's ownership of the Developments, Know-how and Intellectual Property including, but not limited to, the execution of the appropriate copyright or patent applications or assignments the productions of documents and evidence to the appropriate authorities etc.
- vi. The Employee shall not misuse any facilities provided by the Company for his personal purposes.
- vii. The Employee shall not, except in the proper course of his duties, disclose or divulge to any person or persons whomsoever other than in connection with the Company's business, or on own accord make use of any information of a secret or confidential nature acquired by the employee during the period of such employment relating to the trade or business of the

Company, or to the methods, process, appliances, machinery or plant used by it or to any experiments or research carried out by it or by any person in its employment.

10. **Compliance:**

During the continuance of your employment you are expected to comply with the Company's policies, code of conduct, practices and procedures and, if required, sign any necessary documentation with respect to such policies, practices and procedures.

11. **Past Records:**

If any declaration given or information furnished to the company prove to be false or if you are to have wilfully suppressed any material information or if you violate any of the terms and conditions of appointment, in such case, you will be liable to be removed from services without any notice.

12. **Termination:**

Either party may terminate this employment at any time by giving 60 days' notice or salary in lieu thereof.

In case the company initiates the termination during internship, the company will decide the last working day of the employee not exceeding notice period duration and will pay salary only until the last working day.

In case the company initiates the termination after internship and after confirming the employment, the employee will be paid salary for the entire notice period and the company might or might not ask the employee to serve the entire notice period.

In case the employee initiates the termination (during internship or later), the company can choose not to utilize the notice period completely and might relieve the employee early. In such a case where an employee is relieved early, salary would be paid until the last working day and not for the unutilized notice period.

In case the employee initiates the termination and leaves without serving the notice period when the company asks him to serve the notice period, the employee will have to pay the company an amount equal to twice the salary for the pending notice period unserved by the employee.

If an employee leaves the company without completing the internship period as mentioned above, the employee will be considered as not completing the internship and hence will not be getting any Certificate for the internship.

The Company also reserves the right to terminate the services of employees without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, or any act of indiscipline or inefficiency or for loss of confidence.

13. **Retirement:**

The retirement age is 60 years. Your Date of birth as our records is _____.

14. **Governing Law**

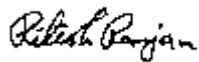
This Agreement shall be governed by and construed in accordance with the law of India.

Kindly sign a copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

Whilst welcoming you to Skyfi Education Labs Pvt Ltd, we wish you good luck and a very bright career with us.

Best Regards,

For SKYFI EDUCATION LABS PVT LTD,



Ritesh Ranjan
HR Manager

Date: 3rd March 2024

Dear Aliya Mariyam A,

We have pleasure in appointing you as **Business Development Associate Intern**, in our organization. You will be initially based at our **Corporate Office** in **Bangalore**. The terms and conditions of your employment are as follows:

1. Date of Joining:

Your appointment is subject to your submitting all documents as mentioned in the offer letter. Your appointment is with effect from the date of joining, which shall be as early as possible, but not later than **5-March-2024**.

2. Compensation:

You will initially be under an internship period during which you will receive a stipend of **15,000/- Per Month (Fifteen Thousand only)**. Your internship will be for a duration of **4 months**.

You might be offered a permanent employment opportunity after the internship based on your performance in the internship. In case you are given an opportunity for permanent employment, your revised pay after the internship period will be **Rs. 7.5 LPA CTC (Rs 4.5 Fixed + Rs 3 LPA variable)CTC**. Your full time employment decision will be made solely by the company and you will be given a letter stating the same when the decision is made.

Your compensation is strictly **confidential** and may not be shared with anyone.

3. Salary Review:

Your increment in the grade is discretionary and will be subject to and on the basis of effective performance and results during the years. The salary revision will happen every calendar year in April.

4. Leave:

You will be entitled to leave as per the rules as made applicable to your grade from time to time.

5. Employment & Internship Period:

Your date of commencement of internship will be from your date of joining. You will be on internship for the duration mentioned above from the date of commencement of your service, which period may be further extended based on appraisal.

6. Employment Terms:

Initially, you will be reporting to the Department Manager or any other person nominated by the company. You may also be assigned such other duties as may become at the discretion of the

Management in any Branch or Office of the Company and/or its subsidiaries or to any of its other Associate Companies.

All other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time at the discretion of the Company will be applicable to you and you will be expected to abide by the same.

7. **Working Hours:**

You will be governed by the company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

8. **Travel:**

You will be required to undertake travel on the company's work and your travel expenses will be reimbursed as per the travel policy and rules applicable to your grade.

9. **Confidential Information / Trade Secrets:**

- i. The Employee undertakes and agrees that in consideration of the employment with the Company and the remuneration that the Employee had and shall receive during the employment; he shall abide with the following:
- ii. He will not, either directly or indirectly, both during and after the term of this Agreement, without the Company's prior written permission, disclose, divulge, disseminate, publish, lecture upon, sell or transfer to any Person, or permit any Person to examine or make copies of, any documents, writings, drawings, materials or records that contain or are derived from any Confidential Information;
- iii. He will comply, and do all things necessary to permit the Company to comply, with all applicable laws and with the provisions of contracts executed by the Company relating to Intellectual Property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of his duties and function;
- iv. Confidential Information shall be solely and absolutely vested in and owned by the Company and the Employee shall not have or claim any right, title or interest therein;
- v. The Company shall not be required to designate the Employee as the author of any Developments, Know-how and Intellectual Property. The Employee undertakes to promptly disclose all Developments, Know-how and Intellectual Property to the Company and shall, at the Company's request, do all things that may be necessary and appropriate to establish perfect record or document the Company's ownership of the Developments, Know-how and Intellectual Property including, but not limited to, the execution of the appropriate copyright or patent applications or assignments the productions of documents and evidence to the appropriate authorities etc.
- vi. The Employee shall not misuse any facilities provided by the Company for his personal purposes.
- vii. The Employee shall not, except in the proper course of his duties, disclose or divulge to any person or persons whomsoever other than in connection with the Company's business, or on own accord make use of any information of a secret or confidential nature acquired by the employee during the period of such employment relating to the trade or business of the

Company, or to the methods, process, appliances, machinery or plant used by it or to any experiments or research carried out by it or by any person in its employment.

10. **Compliance:**

During the continuance of your employment you are expected to comply with the Company's policies, code of conduct, practices and procedures and, if required, sign any necessary documentation with respect to such policies, practices and procedures.

11. **Past Records:**

If any declaration given or information furnished to the company prove to be false or if you are to have wilfully suppressed any material information or if you violate any of the terms and conditions of appointment, in such case, you will be liable to be removed from services without any notice.

12. **Termination:**

Either party may terminate this employment at any time by giving 60 days' notice or salary in lieu thereof.

In case the company initiates the termination during internship, the company will decide the last working day of the employee not exceeding notice period duration and will pay salary only until the last working day.

In case the company initiates the termination after internship and after confirming the employment, the employee will be paid salary for the entire notice period and the company might or might not ask the employee to serve the entire notice period.

In case the employee initiates the termination (during internship or later), the company can choose not to utilize the notice period completely and might relieve the employee early. In such a case where an employee is relieved early, salary would be paid until the last working day and not for the unutilized notice period.

In case the employee initiates the termination and leaves without serving the notice period when the company asks him to serve the notice period, the employee will have to pay the company an amount equal to twice the salary for the pending notice period unserved by the employee.

If an employee leaves the company without completing the internship period as mentioned above, the employee will be considered as not completing the internship and hence will not be getting any Certificate for the internship.

The Company also reserves the right to terminate the services of employees without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, or any act of indiscipline or inefficiency or for loss of confidence.

13. **Retirement:**

The retirement age is 60 years. Your Date of birth as our records is _____.

14. **Governing Law**


This Agreement shall be governed by and construed in accordance with the law of India.

Kindly sign a copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

Whilst welcoming you to Skyfi Education Labs Pvt Ltd, we wish you good luck and a very bright career with us.

Best Regards,

For SKYFI EDUCATION LABS PVT LTD,



Ritesh Ranjan
HR Manager

Date: 3rd March 2024

Dear Bhumika Jadhav R,

We have pleasure in appointing you as **Business Development Associate Intern**, in our organization. You will be initially based at our **Corporate Office** in **Bangalore**. The terms and conditions of your employment are as follows:

1. Date of Joining:

Your appointment is subject to your submitting all documents as mentioned in the offer letter. Your appointment is with effect from the date of joining, which shall be as early as possible, but not later than **5-March-2024**.

2. Compensation:

You will initially be under an internship period during which you will receive a stipend of **15,000/- Per Month (Fifteen Thousand only)**. Your internship will be for a duration of **4 months**.

You might be offered a permanent employment opportunity after the internship based on your performance in the internship. In case you are given an opportunity for permanent employment, your revised pay after the internship period will be **Rs. 7.5 LPA CTC (Rs 4.5 Fixed + Rs 3 LPA variable)CTC**. Your full time employment decision will be made solely by the company and you will be given a letter stating the same when the decision is made.

Your compensation is strictly **confidential** and may not be shared with anyone.

3. Salary Review:

Your increment in the grade is discretionary and will be subject to and on the basis of effective performance and results during the years. The salary revision will happen every calendar year in April.

4. Leave:

You will be entitled to leave as per the rules as made applicable to your grade from time to time.

5. Employment & Internship Period:

Your date of commencement of internship will be from your date of joining. You will be on internship for the duration mentioned above from the date of commencement of your service, which period may be further extended based on appraisal.

6. Employment Terms:

Initially, you will be reporting to the Department Manager or any other person nominated by the company. You may also be assigned such other duties as may become at the discretion of the

Management in any Branch or Office of the Company and/or its subsidiaries or to any of its other Associate Companies.

All other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time at the discretion of the Company will be applicable to you and you will be expected to abide by the same.

7. **Working Hours:**

You will be governed by the company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

8. **Travel:**

You will be required to undertake travel on the company's work and your travel expenses will be reimbursed as per the travel policy and rules applicable to your grade.

9. **Confidential Information / Trade Secrets:**

- i. The Employee undertakes and agrees that in consideration of the employment with the Company and the remuneration that the Employee had and shall receive during the employment; he shall abide with the following:
- ii. He will not, either directly or indirectly, both during and after the term of this Agreement, without the Company's prior written permission, disclose, divulge, disseminate, publish, lecture upon, sell or transfer to any Person, or permit any Person to examine or make copies of, any documents, writings, drawings, materials or records that contain or are derived from any Confidential Information;
- iii. He will comply, and do all things necessary to permit the Company to comply, with all applicable laws and with the provisions of contracts executed by the Company relating to Intellectual Property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of his duties and function;
- iv. Confidential Information shall be solely and absolutely vested in and owned by the Company and the Employee shall not have or claim any right, title or interest therein;
- v. The Company shall not be required to designate the Employee as the author of any Developments, Know-how and Intellectual Property. The Employee undertakes to promptly disclose all Developments, Know-how and Intellectual Property to the Company and shall, at the Company's request, do all things that may be necessary and appropriate to establish perfect record or document the Company's ownership of the Developments, Know-how and Intellectual Property including, but not limited to, the execution of the appropriate copyright or patent applications or assignments the productions of documents and evidence to the appropriate authorities etc.
- vi. The Employee shall not misuse any facilities provided by the Company for his personal purposes.
- vii. The Employee shall not, except in the proper course of his duties, disclose or divulge to any person or persons whomsoever other than in connection with the Company's business, or on own accord make use of any information of a secret or confidential nature acquired by the employee during the period of such employment relating to the trade or business of the

Company, or to the methods, process, appliances, machinery or plant used by it or to any experiments or research carried out by it or by any person in its employment.

10. **Compliance:**

During the continuance of your employment you are expected to comply with the Company's policies, code of conduct, practices and procedures and, if required, sign any necessary documentation with respect to such policies, practices and procedures.

11. **Past Records:**

If any declaration given or information furnished to the company prove to be false or if you are to have wilfully suppressed any material information or if you violate any of the terms and conditions of appointment, in such case, you will be liable to be removed from services without any notice.

12. **Termination:**

Either party may terminate this employment at any time by giving 60 days' notice or salary in lieu thereof.

In case the company initiates the termination during internship, the company will decide the last working day of the employee not exceeding notice period duration and will pay salary only until the last working day.

In case the company initiates the termination after internship and after confirming the employment, the employee will be paid salary for the entire notice period and the company might or might not ask the employee to serve the entire notice period.

In case the employee initiates the termination (during internship or later), the company can choose not to utilize the notice period completely and might relieve the employee early. In such a case where an employee is relieved early, salary would be paid until the last working day and not for the unutilized notice period.

In case the employee initiates the termination and leaves without serving the notice period when the company asks him to serve the notice period, the employee will have to pay the company an amount equal to twice the salary for the pending notice period unserved by the employee.

If an employee leaves the company without completing the internship period as mentioned above, the employee will be considered as not completing the internship and hence will not be getting any Certificate for the internship.

The Company also reserves the right to terminate the services of employees without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, or any act of indiscipline or inefficiency or for loss of confidence.

13. **Retirement:**

The retirement age is 60 years. Your Date of birth as our records is _____.

14. **Governing Law**

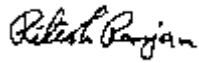
This Agreement shall be governed by and construed in accordance with the law of India.

Kindly sign a copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

Whilst welcoming you to Skyfi Education Labs Pvt Ltd, we wish you good luck and a very bright career with us.

Best Regards,

For SKYFI EDUCATION LABS PVT LTD,



Ritesh Ranjan
HR Manager

Date: 3rd March 2024

Dear Raveena M,

We have pleasure in appointing you as **Business Development Associate Intern**, in our organization. You will be initially based at our **Corporate Office** in **Bangalore**. The terms and conditions of your employment are as follows:

1. Date of Joining:

Your appointment is subject to your submitting all documents as mentioned in the offer letter. Your appointment is with effect from the date of joining, which shall be as early as possible, but not later than **5-March-2024**.

2. Compensation:

You will initially be under an internship period during which you will receive a stipend of **15,000/- Per Month (Fifteen Thousand only)**. Your internship will be for a duration of **4 months**.

You might be offered a permanent employment opportunity after the internship based on your performance in the internship. In case you are given an opportunity for permanent employment, your revised pay after the internship period will be **Rs. 7.5 LPA CTC (Rs 4.5 Fixed + Rs 3 LPA variable)CTC**. Your full time employment decision will be made solely by the company and you will be given a letter stating the same when the decision is made.

Your compensation is strictly **confidential** and may not be shared with anyone.

3. Salary Review:

Your increment in the grade is discretionary and will be subject to and on the basis of effective performance and results during the years. The salary revision will happen every calendar year in April.

4. Leave:

You will be entitled to leave as per the rules as made applicable to your grade from time to time.

5. Employment & Internship Period:

Your date of commencement of internship will be from your date of joining. You will be on internship for the duration mentioned above from the date of commencement of your service, which period may be further extended based on appraisal.

6. Employment Terms:

Initially, you will be reporting to the Department Manager or any other person nominated by the company. You may also be assigned such other duties as may become at the discretion of the

Management in any Branch or Office of the Company and/or its subsidiaries or to any of its other Associate Companies.

All other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time at the discretion of the Company will be applicable to you and you will be expected to abide by the same.

7. **Working Hours:**

You will be governed by the company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

8. **Travel:**

You will be required to undertake travel on the company's work and your travel expenses will be reimbursed as per the travel policy and rules applicable to your grade.

9. **Confidential Information / Trade Secrets:**

- i. The Employee undertakes and agrees that in consideration of the employment with the Company and the remuneration that the Employee had and shall receive during the employment; he shall abide with the following:
- ii. He will not, either directly or indirectly, both during and after the term of this Agreement, without the Company's prior written permission, disclose, divulge, disseminate, publish, lecture upon, sell or transfer to any Person, or permit any Person to examine or make copies of, any documents, writings, drawings, materials or records that contain or are derived from any Confidential Information;
- iii. He will comply, and do all things necessary to permit the Company to comply, with all applicable laws and with the provisions of contracts executed by the Company relating to Intellectual Property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of his duties and function;
- iv. Confidential Information shall be solely and absolutely vested in and owned by the Company and the Employee shall not have or claim any right, title or interest therein;
- v. The Company shall not be required to designate the Employee as the author of any Developments, Know-how and Intellectual Property. The Employee undertakes to promptly disclose all Developments, Know-how and Intellectual Property to the Company and shall, at the Company's request, do all things that may be necessary and appropriate to establish perfect record or document the Company's ownership of the Developments, Know-how and Intellectual Property including, but not limited to, the execution of the appropriate copyright or patent applications or assignments the productions of documents and evidence to the appropriate authorities etc.
- vi. The Employee shall not misuse any facilities provided by the Company for his personal purposes.
- vii. The Employee shall not, except in the proper course of his duties, disclose or divulge to any person or persons whomsoever other than in connection with the Company's business, or on own accord make use of any information of a secret or confidential nature acquired by the employee during the period of such employment relating to the trade or business of the

Company, or to the methods, process, appliances, machinery or plant used by it or to any experiments or research carried out by it or by any person in its employment.

10. **Compliance:**

During the continuance of your employment you are expected to comply with the Company's policies, code of conduct, practices and procedures and, if required, sign any necessary documentation with respect to such policies, practices and procedures.

11. **Past Records:**

If any declaration given or information furnished to the company prove to be false or if you are to have wilfully suppressed any material information or if you violate any of the terms and conditions of appointment, in such case, you will be liable to be removed from services without any notice.

12. **Termination:**

Either party may terminate this employment at any time by giving 60 days' notice or salary in lieu thereof.

In case the company initiates the termination during internship, the company will decide the last working day of the employee not exceeding notice period duration and will pay salary only until the last working day.

In case the company initiates the termination after internship and after confirming the employment, the employee will be paid salary for the entire notice period and the company might or might not ask the employee to serve the entire notice period.

In case the employee initiates the termination (during internship or later), the company can choose not to utilize the notice period completely and might relieve the employee early. In such a case where an employee is relieved early, salary would be paid until the last working day and not for the unutilized notice period.

In case the employee initiates the termination and leaves without serving the notice period when the company asks him to serve the notice period, the employee will have to pay the company an amount equal to twice the salary for the pending notice period unserved by the employee.

If an employee leaves the company without completing the internship period as mentioned above, the employee will be considered as not completing the internship and hence will not be getting any Certificate for the internship.

The Company also reserves the right to terminate the services of employees without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, or any act of indiscipline or inefficiency or for loss of confidence.

13. **Retirement:**

The retirement age is 60 years. Your Date of birth as our records is _____.

14. **Governing Law**

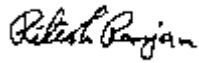
This Agreement shall be governed by and construed in accordance with the law of India.

Kindly sign a copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

Whilst welcoming you to Skyfi Education Labs Pvt Ltd, we wish you good luck and a very bright career with us.

Best Regards,

For SKYFI EDUCATION LABS PVT LTD,



Ritesh Ranjan
HR Manager

Date: 10th March 2024

Dear Shreya V,

We have pleasure in appointing you as **Business Development Associate Intern**, in our organization. You will be initially based at our **Corporate Office** in **Bangalore**. The terms and conditions of your employment are as follows:

1. Date of Joining:

Your appointment is subject to your submitting all documents as mentioned in the offer letter. Your appointment is with effect from the date of joining, which shall be as early as possible, but not later than **11-March-2024**.

2. Compensation:

You will initially be under an internship period during which you will receive a stipend of **15,000/- Per Month (Fifteen Thousand only)**. Your internship will be for a duration of **4 months**.

You might be offered a permanent employment opportunity after the internship based on your performance in the internship. In case you are given an opportunity for permanent employment, your revised pay after the internship period will be **Rs. 7.5 LPA CTC (Rs 4.5 Fixed + Rs 3 LPA. variable)CTC**. Your full time employment decision will be made solely by the company and you will be given a letter stating the same when the decision is made.

Your compensation is strictly **confidential** and may not be shared with anyone.

3. Salary Review:

Your increment in the grade is discretionary and will be subject to and on the basis of effective performance and results during the years. The salary revision will happen every calendar year in April.

4. Leave:

You will be entitled to leave as per the rules as made applicable to your grade from time to time.

5. Employment & Internship Period:

Your date of commencement of internship will be from your date of joining. You will be on internship for the duration mentioned above from the date of commencement of your service, which period may be further extended based on appraisal.

6. Employment Terms:

Initially, you will be reporting to the Department Manager or any other person nominated by the company. You may also be assigned such other duties as may become at the discretion of the Management in any Branch or Office of the Company and/or its subsidiaries or to any of its other Associate Companies.

All other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time at the discretion of the Company will be applicable to you and you will be expected to abide by the same.

7. **Working Hours:**

You will be governed by the company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

8. **Travel:**

You will be required to undertake travel on the company's work and your travel expenses will be reimbursed as per the travel policy and rules applicable to your grade.

9. **Confidential Information / Trade Secrets:**

- i. The Employee undertakes and agrees that in consideration of the employment with the Company and the remuneration that the Employee had and shall receive during the employment; he shall abide with the following:
- ii. He will not, either directly or indirectly, both during and after the term of this Agreement, without the Company's prior written permission, disclose, divulge, disseminate, publish, lecture upon, sell or transfer to any Person, or permit any Person to examine or make copies of, any documents, writings, drawings, materials or records that contain or are derived from any Confidential Information;
- iii. He will comply, and do all things necessary to permit the Company to comply, with all applicable laws and with the provisions of contracts executed by the Company relating to Intellectual Property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of his duties and function;
- iv. Confidential Information shall be solely and absolutely vested in and owned by the Company and the Employee shall not have or claim any right, title or interest therein;
- v. The Company shall not be required to designate the Employee as the author of any Developments, Know-how and Intellectual Property. The Employee undertakes to promptly disclose all Developments, Know-how and Intellectual Property to the Company and shall, at the Company's request, do all things that may be necessary and appropriate to establish perfect record or document the Company's ownership of the Developments, Know-how and Intellectual Property including, but not limited to, the execution of the appropriate copyright or patent applications or assignments the productions of documents and evidence to the appropriate authorities etc.
- vi. The Employee shall not misuse any facilities provided by the Company for his personal purposes.
- vii. The Employee shall not, except in the proper course of his duties, disclose or divulge to any person or persons whomsoever other than in connection with the Company's business, or on own accord make use of any information of a secret or confidential nature acquired by the employee during the period of such employment relating to the trade or business of the

Company, or to the methods, process, appliances, machinery or plant used by it or to any experiments or research carried out by it or by any person in its employment.

10. **Compliance:**

During the continuance of your employment you are expected to comply with the Company's policies, code of conduct, practices and procedures and, if required, sign any necessary documentation with respect to such policies, practices and procedures.

11. **Past Records:**

If any declaration given or information furnished to the company prove to be false or if you are to have wilfully suppressed any material information or if you violate any of the terms and conditions of appointment, in such case, you will be liable to be removed from services without any notice.

12. **Termination:**

Either party may terminate this employment at any time by giving 60 days' notice or salary in lieu thereof.

In case the company initiates the termination during internship, the company will decide the last working day of the employee not exceeding notice period duration and will pay salary only until the last working day.

In case the company initiates the termination after internship and after confirming the employment, the employee will be paid salary for the entire notice period and the company might or might not ask the employee to serve the entire notice period.

In case the employee initiates the termination (during internship or later), the company can choose not to utilize the notice period completely and might relieve the employee early. In such a case where an employee is relieved early, salary would be paid until the last working day and not for the unutilized notice period.

In case the employee initiates the termination and leaves without serving the notice period when the company asks him to serve the notice period, the employee will have to pay the company an amount equal to twice the salary for the pending notice period unserved by the employee.

If an employee leaves the company without completing the internship period as mentioned above, the employee will be considered as not completing the internship and hence will not be getting any Certificate for the internship.

The Company also reserves the right to terminate the services of employees without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, or any act of indiscipline or inefficiency or for loss of confidence.

13. Retirement:

The retirement age is 60 years. Your Date of birth as our records is _____.

14. Governing Law

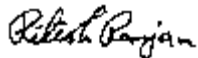
This Agreement shall be governed by and construed in accordance with the law of India.

Kindly sign a copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

Whilst welcoming you to Skyfi Education Labs Pvt Ltd, we wish you good luck and a very bright career with us.

Best Regards,

For SKYFI EDUCATION LABS PVT LTD,



Ritesh Ranjan
HR Manager



Q SolarEdge



- 99+
- Compose
- Mail
 - Inbox** 4,790
 - Starred
 - Snoozed
 - Sent
 - Drafts** 203
 - More

- Labels**
- General Aeronautics - 2...
 - Training Proposals 2021 ...
 - More



 **Preethi Chinnakuttan**
to me

Dear Team,

Please find the shortlisted list , please ask the shortlisted student to share the resume to the ID : solaredge.73.548@ap

Mounashree S

Thanks & Regards
Preethi C
HRBP Manager
Contact No : 7406069111



From: The Oxford Educational Institutions . <hodplacements@theoxford.edu>
Sent: Monday, May 27, 2024 9:07 AM
To: Vishwas M-G <vishwas.mg@solaredge.com>
Cc: Preethi Chinnakuttan Preethi.Chinnakuttan@solaredge.com; Naresh Gatta <Naresh.Gatta@solaredge.com>
Subject: Re: SolarEdge - Technical Service Specialist

Dear Sir,

Reply Forward

Conditional Letter

Amrutha S

Date: January 17, 2024

8050018937

Dear Amrutha,

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2024. This is a full-time role; and your CTC will be **5,30,000** – Please check below table for CTC Breakup: -

Components	CTC
Fixed Component	4,00,000
Incentives Based on Performance (20%)	80,000
Accommodation for 3.5 Months	50,000
Total	5,30,000

While working as an employee, your job duties will be: -

- Understanding the requirements of the customer and dealing with situations and queries.
- Be a representative of Stanza and be able to convert and close on leads provided on site.
- Achieving targets for growth in a monthly/quarterly/annual manner.
- Efficiency of lead funnel management, channel partners management.
- Business growth from large builders/developers and corporates.
- Fulfilling Occupancies of acquired properties.
- Customer Acquisition and Conversion: Identify and source new sales opportunities through inbound lead follow-up, outbound calls and emails and meet customers daily through walk-ins.
- Process adherence and timely reporting.
- Convert all kinds of enquiries into customers on the phone and in person.

Annexure-I

We request you to send the below listed documents at dhairya.rogha@stanzaliving.com as they are mandatory for our records and are necessary for the completion of joining formalities so that we can issue the offer letter to you.

1. PAN Card
2. Aadhar Card (Front and Back Side)
3. 10th Marksheet & 12th Marksheet
4. Graduation/Post Graduation Marksheets.
5. No Objection Certificate from College/ Institute or Provisional Degree.
6. Bank Details/Cancel Cheque.
7. Signed Conditional Letter.

We would like to extend you an offer of employment, contingent on the completion of the requirements listed below: -

- Confirmation of passing education credentials.
- Passing a background check.
- Providing identity verification proof and eligibility to work in India.
- Satisfactory reference checks and employment history verification (if any).
- Submit the documents listed in the **Annexure-I**

Note: - Please Submit all the documents converting them into a single PDF

Please accept conditional offer letter and return a signed copy to us at below mentioned mail dhairya.rogha@stanzaliving.com.

Please feel free to contact in case of any queries to Dhairya Rogha @ +91 7289040505

Thank you again for your prompt attention to the needs outlined in this offer. We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.



Rajat Mehta

Vice President- Human Resources

(Signature)

Amrutha S

Conditional Letter

Pragathi H S

Date: January 17, 2024

7996962917

Dear **Pragathi**,

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2024. This is a full-time role; and your CTC will be **5,30,000** – Please check below table for CTC Breakup: -

Components	CTC
Fixed Component	4,00,000
Incentives Based on Performance (20%)	80,000
Accommodation for 3.5 Months	50,000
Total	5,30,000

While working as an employee, your job duties will be: -

- Understanding the requirements of the customer and dealing with situations and queries.
- Be a representative of Stanza and be able to convert and close on leads provided on site.
- Achieving targets for growth in a monthly/quarterly/annual manner.
- Efficiency of lead funnel management, channel partners management.
- Business growth from large builders/developers and corporates.
- Fulfilling Occupancies of acquired properties.
- Customer Acquisition and Conversion: Identify and source new sales opportunities through inbound lead follow-up, outbound calls and emails and meet customers daily through walk-ins.
- Process adherence and timely reporting.
- Convert all kinds of enquiries into customers on the phone and in person.

Annexure-I

We request you to send the below listed documents at dhairya.rogha@stanzaliving.com as they are mandatory for our records and are necessary for the completion of joining formalities so that we can issue the offer letter to you.

1. PAN Card
2. Aadhar Card (Front and Back Side)
3. 10th Marksheet & 12th Marksheet
4. Graduation/Post Graduation Marksheets.
5. No Objection Certificate from College/ Institute or Provisional Degree.
6. Bank Details/Cancel Cheque.
7. Signed Conditional Letter.

We would like to extend you an offer of employment, contingent on the completion of the requirements listed below: -

- Confirmation of passing education credentials.
- Passing a background check.
- Providing identity verification proof and eligibility to work in India.
- Satisfactory reference checks and employment history verification (if any).
- Submit the documents listed in the **Annexure-I**

Note: - Please Submit all the documents converting them into a single PDF

Please accept conditional offer letter and return a signed copy to us at below mentioned mail dhairya.rogha@stanzaliving.com.

Please feel free to contact in case of any queries to Dhairya Rogha @ +91 7289040505

Thank you again for your prompt attention to the needs outlined in this offer. We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.



Rajat Mehta

Vice President- Human Resources

(Signature)

Pragathi H S

OFFER LETTER

Reference ID - TSIPL/CH/NTASSI/24/607690
30 January, 2024

Full Name - A Navya Sree
Phone Number - 9392723495
Email Id - navyareddy2904@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear A Navya Sree,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Graduate Engineer Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Graduate Engineer Trainee
▪ Department:	Full Stack Engineer
▪ Sub Department:	Full Stack Engineer
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	7.5 Lacs (Fixed +Variable)
▪ BreakUp CTC:	Fixed: - 650000 INR Variable: - 100000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - A Navya Sree

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/NTASSI/24/607693
30 January, 2024

Full Name - Lakshmi N
Phone Number - 7019055754
Email Id - lakshmincse2024@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear Lakshmi N,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Graduate Engineer Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Graduate Engineer Trainee
▪ Department:	Full Stack Engineer
▪ Sub Department:	Full Stack Engineer
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	7.5 Lacs (Fixed +Variable)
▪ BreakUp CTC:	Fixed: - 650000 INR Variable: - 100000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Lakshmi N

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/NTASSI/24/607695
30 January, 2024

Full Name - Aaditya Kumar Dubey
Phone Number - 7091521976
Email Id - aadityacse2024@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear Aaditya Kumar Dubey,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Graduate Engineer Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Graduate Engineer Trainee
▪ Department:	Full Stack Engineer
▪ Sub Department:	Full Stack Engineer
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	7.5 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 650000 INR Variable: - 100000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Aaditya Kumar Dubey

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/NTASSI/24/607697
30 January, 2024

Full Name - vijaykumar mali
Phone Number - 6360897233
Email Id - vijaymcse2024@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear vijaykumar mali,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Graduate Engineer Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Graduate Engineer Trainee
▪ Department:	Full Stack Engineer
▪ Sub Department:	Full Stack Engineer
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	7.5 Lacs (Fixed +Variable)
▪ BreakUp CTC:	Fixed: - 650000 INR Variable: - 100000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - vijaykumar mali

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/NTASSI/24/607704
30 January, 2024

Full Name - Bhavana k
Phone Number - 9916571120
Email Id - bhavanakece2024@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear Bhavana k,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Graduate Engineer Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Graduate Engineer Trainee
▪ Department:	Full Stack Engineer
▪ Sub Department:	Full Stack Engineer
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	7.5 Lacs (Fixed +Variable)
▪ BreakUp CTC:	Fixed: - 650000 INR Variable: - 100000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Bhavana k

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/NTASSI/24/607706
30 January, 2024

Full Name - chandana.T
Phone Number - 7975259468
Email Id - chandanatise2024@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear chandana.T,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Graduate Engineer Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Graduate Engineer Trainee
▪ Department:	Full Stack Engineer
▪ Sub Department:	Full Stack Engineer
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	7.5 Lacs (Fixed +Variable)
▪ BreakUp CTC:	Fixed: - 650000 INR Variable: - 100000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning Internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Chandano.T

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/NTASSI/24/607710
30 January, 2024

Full Name - Mahesha S N
Phone Number - 9353247810
Email Id - maheshasreddy974@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear Mahesha S N,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Graduate Engineer Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Graduate Engineer Trainee
▪ Department:	Full Stack Engineer
▪ Sub Department:	Full Stack Engineer
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	7.5 Lacs (Fixed +Variable)
▪ BreakUp CTC:	Fixed: - 650000 INR Variable: - 100000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Mahesho S N

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/NTASSI/24/607715
30 January, 2024

Full Name - Ameen Safvan A
Phone Number - 8086040694
Email Id - ameensafvanamca2024@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear Ameen Safvan A,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Graduate Engineer Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Graduate Engineer Trainee
▪ Department:	Full Stack Engineer
▪ Sub Department:	Full Stack Engineer
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	7.5 Lacs (Fixed +Variable)
▪ BreakUp CTC:	Fixed: - 650000 INR Variable: - 100000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Ameen Safvan A

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/NTASSI/24/607716
30 January, 2024

Full Name - VARUN N M
Phone Number - 6363383318
Email Id - varunnsavitrkumar@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear VARUN N M,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Graduate Engineer Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Graduate Engineer Trainee
▪ Department:	Full Stack Engineer
▪ Sub Department:	Full Stack Engineer
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	7.5 Lacs (Fixed +Variable)
▪ BreakUp CTC:	Fixed: - 650000 INR Variable: - 100000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - VARUN N M

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH0024/24/607720
30 January, 2024

Full Name - T F MOHAMMED BILAL
Phone Number - 8296298109
Email Id - tfmohammedbilal@se2024@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear T F MOHAMMED BILAL,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Human Resources
▪ Sub Department:	Human Resource-Talent Acquisition
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	8.5 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 600000 INR Variable: - 250000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - T F MOHAMMED BILAL

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH0024/24/607726
30 January, 2024

Full Name - Yashaswini S
Phone Number - 7676944204
Email Id - yashaswiniscse2024@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear Yashaswini S,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Human Resources
▪ Sub Department:	Human Resource-Talent Acquisition
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	8.5 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 600000 INR Variable: - 250000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Yashaswini S

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH0024/24/607729

30 January, 2024

Full Name - NISHA R

Phone Number - 9964694039

Email Id - nisharcse2024@gmail.com

College Name - The Oxford College of Engineering

Full Address - Bengaluru

Dear NISHA R,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Human Resources
▪ Sub Department:	Human Resource-Talent Acquisition
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	8.5 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 600000 INR Variable: - 250000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - NISHA R

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH0024/24/607734
30 January, 2024

Full Name - Chandan Kumar Pandey
Phone Number - 9717105419
Email Id - chandankpise2024@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear Chandan Kumar Pandey,

Welcome to TalentServe !!!

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Human Resources
▪ Sub Department:	Human Resource-Talent Acquisition
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum:	8.5 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 600000 INR Variable: - 250000 INR

By signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaningful internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Chandan Kumar Pandey

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH0024/24/607736

30 January, 2024

Full Name - Prathibha KM

Phone Number - 6366051085

Email Id - pprathibha47@gmail.com

College Name - The Oxford College of Engineering

Full Address - Bengaluru

Dear Prathibha KM,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Human Resources
▪ Sub Department:	Human Resource-Talent Acquisition
▪ Role Location / Work Location:	Remote for 6 Manths
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	8.5 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 600000 INR Variable: - 250000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha

HRD Department

For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Prathibha KM

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH0024/24/607738
30 January, 2024

Full Name - Varshini D
Phone Number - 6364414164
Email Id - varshnimba2024@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear Varshini D ,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Human Resources
▪ Sub Department:	Human Resource-Talent Acquisition
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	8.5 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 600000 INR Variable: - 250000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Varshini D

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH0055/24/607739
30 January, 2024

Full Name - VARSHINI N P
Phone Number - 7019353951
Email Id - varshininipise2024@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear VARSHINI N P,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Management Trainee
▪ Sub Department:	Management Trainee
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum:	5.5 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 450000 INR Variable: - 100000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - VARSHINI N P

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH0055/24/607746
30 January, 2024

Full Name - Madhushree K V
Phone Number - 8123087062
Email Id - madhushreekybt2024@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear Madhushree K V,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Management Trainee
▪ Sub Department:	Management Trainee
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum:	5.5 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 450000 INR Variable: - 100000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Madhushree K V

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH0055/24/607748

30 January, 2024

Full Name - sampathikota samreen

Phone Number - 9963528162

Email Id - sampathikotasamreenbt2024@gmail.com

College Name - The Oxford College of Engineering

Full Address - Bengaluru

Dear sampathikota samreen,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Management Trainee
▪ Sub Department:	Management Trainee
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	5.5 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 450000 INR Variable: - 100000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha

HRD Department

For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - sampathikota samreen

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH0055/24/607749

30 January, 2024

Full Name - NAGARAJA ML

Phone Number - 8618594397

Email Id - nagarajaml2003@gmail.com

College Name - The Oxford College of Engineering

Full Address - Bengaluru

Dear NAGARAJA ML,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Management Trainee
▪ Sub Department:	Management Trainee
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum:	5.5 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 450000 INR Variable: - 100000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - NAGARAJA ML

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH0055/24/607750

30 January, 2024

Full Name - Syed Faizan Muyeez

Phone Number - 7026563275

Email Id - syedfaizanmuyeezose2024@gmail.com

College Name - The Oxford College of Engineering

Full Address - Bengaluru

Dear Syed Faizan Muyeez,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Management Trainee
▪ Sub Department:	Management Trainee
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum:	5.5 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 450000 INR Variable: - 100000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Syed Faizan Muyeez

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH0055/24/607758

30 January, 2024

Full Name - Bhoomika G M

Phone Number - 9019959426

Email Id - bhoomikagmmca2024@gmail.com

College Name - The Oxford College of Engineering

Full Address - Bengaluru

Dear Bhoomika G M,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Management Trainee
▪ Sub Department:	Management Trainee
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum:	5.5 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 450000 INR Variable: - 100000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha

HRD Department

For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Bhoomika G M

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH0055/24/607759

30 January, 2024

Full Name - Vikas M

Phone Number - 9901820069

Email Id - vikas20069@gmail.com

College Name - The Oxford College of Engineering

Full Address - Bengaluru

Dear Vikas M,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Management Trainee
▪ Sub Department:	Management Trainee
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum:	5.5 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 450000 INR Variable: - 100000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha

HRD Department

For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Vikas M.

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH0055/24/607762
30 January, 2024

Full Name - Pavan. M
Phone Number - 8892888852
Email Id - pavanpopas@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear Pavan. M,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Management Trainee
▪ Sub Department:	Management Trainee
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum:	5.5 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 450000 INR Variable: - 100000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Pavon. M

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH0055/24/607763

30 January, 2024

Full Name - PRAJWAL P

Phone Number - 9606649716

Email Id - prajwalmba2024@gmail.com

College Name - The Oxford College of Engineering

Full Address - Bengaluru

Dear PRAJWAL P,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Management Trainee
▪ Sub Department:	Management Trainee
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum:	5.5 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 450000 INR Variable: - 100000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha

HRD Department

For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - PRAJWAL P

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH0055/24/607764

30 January, 2024

Full Name - ADITHYA K N

Phone Number - 9353870713

Email Id - adithyamba2024@gmail.com

College Name - The Oxford College of Engineering

Full Address - Bengaluru

Dear ADITHYA K N ,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Management Trainee
▪ Sub Department:	Management Trainee
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum:	5.5 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 450000 INR Variable: - 100000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning Internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha

HRD Department

For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - ADITHYA K N

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH0055/24/607765
30 January, 2024

Full Name - RAVI KUMAR S M
Phone Number - 6361736092
Email Id - ravikumarmba2023@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear RAVI KUMAR S M ,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Management Trainee
▪ Sub Department:	Management Trainee
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum:	5.5 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 450000 INR Variable: - 100000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - RAVI KUMAR S M

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH0055/24/607769

30 January, 2024

Full Name - Sahana

Phone Number - 7483588356

Email Id - sahanamba2023@gmail.com

College Name - The Oxford College of Engineering

Full Address - Bengaluru

Dear Sahana,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Management Trainee
▪ Sub Department:	Management Trainee
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum:	5.5 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 450000 INR Variable: - 100000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning Internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Sahana

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH0055/24/607770

30 January, 2024

Full Name - Vinoda yc

Phone Number - 6364800468

Email Id - vinodvdarshith143@gmail.com

College Name - The Oxford College of Engineering

Full Address - Bengaluru

Dear Vinoda yc ,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Management Trainee
▪ Sub Department:	Management Trainee
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum:	5.5 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 450000 INR Variable: - 100000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha

HRD Department

For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Vinoda yc

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH0055/24/607774
30 January, 2024

Full Name - Sangeetha s
Phone Number - 7483237950
Email Id - songeethan0990@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear Sangeetha s ,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Management Trainee
▪ Sub Department:	Management Trainee
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum:	5.5 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 450000 INR Variable: - 100000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Sangeetha s

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH0055/24/607777

30 January, 2024

Full Name - VANITHA S

Phone Number - 9087963664

Email Id - vanithdmmba2024@gmail.com

College Name - The Oxford College of Engineering

Full Address - Bengaluru

Dear VANITHA S,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Management Trainee
▪ Sub Department:	Management Trainee
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum:	5.5 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 450000 INR Variable: - 100000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - VANITHA S

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH0055/24/607782
30 January, 2024

Full Name - Sneha Jayawant Nalk
Phone Number - 6360693856
Email Id - snehamba2024@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear Sneha Jayawant Nalk ,

Welcome to TalentServe !!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Management Trainee
▪ Sub Department:	Management Trainee
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	5.5 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 450000 INR Variable: - 100000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Sneha Jayawant Naik

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH0055/24/607785

30 January, 2024

Full Name - Impan KG

Phone Number - 7676864203

Email Id - Impankgmca2024@gmail.com

College Name - The Oxford College of Engineering

Full Address - Bengaluru

Dear Impan KG,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Management Trainee
▪ Sub Department:	Management Trainee
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum:	5.5 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 450000 INR Variable: - 100000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha

HRD Department

For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Impan KG

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH0055/24/607786

30 January, 2024

Full Name - Rakshitha D A

Phone Number - 8123016075

Email Id - rakshithaanjahn@gmail.com

College Name - The Oxford College of Engineering

Full Address - Bengaluru

Dear Rdkshitha D A,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Management Trainee
▪ Sub Department:	Management Trainee
▪ Role location / Work location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	5.5 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 450000 INR Variable: - 100000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha

HRD Department

For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Rakshitha D A

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH0055/24/607789

30 January, 2024

Full Name - Manoj Y A

Phone Number - 7022284887

Email Id - manuy2610@gmail.com

College Name - The Oxford College of Engineering

Full Address - Bengaluru

Dear Manoj Y A,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Management Trainee
▪ Sub Department:	Management Trainee
▪ Role location / Work location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum:	5.5 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 450000 INR Variable: - 100000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha

HRD Department

For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Manoj Y A

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH0055/24/607790
30 January, 2024

Full Name - Vignesh G
Phone Number - 9080884002
Email Id - vigneshg1247@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear Vignesh G,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Management Trainee
▪ Sub Department:	Management Trainee
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum:	5.5 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 450000 INR Variable: - 100000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Vignesh G

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH0055/24/607792
30 January, 2024

Full Name - SHASHANK S
Phone Number - 9620737659
Email Id - shashanksmca2024@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear SHASHANK S,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Management Trainee
▪ Sub Department:	Management Trainee
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum:	5.5 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 450000 INR Variable: - 100000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - SHASHANK S

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH0055/24/607793

30 January, 2024

Full Name - Navyashree B A

Phone Number - 9113688725

Email Id - navyareddy087@gmail.com

College Name - The Oxford College of Engineering

Full Address - Bengaluru

Dear Navyashree B A,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Management Trainee
▪ Sub Department:	Management Trainee
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum:	5.5 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 450000 INR Variable: - 100000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha

HRD Department

For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Navyashree B A

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH0055/24/607795
30 January, 2024

Full Name - Vaisakh.R
Phone Number - 8921566858
Email Id - valsakhr03@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear Valsakh.R ,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Management Trainee
▪ Sub Department:	Management Trainee
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum:	5.5 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 450000 INR Variable: - 100000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Vaisakh.R

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH0055/24/607798
30 January, 2024

Full Name - Swathi R M
Phone Number - 9538665611
Email Id - swathigowda9969@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear Swathi R M,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Management Trainee
▪ Sub Department:	Management Trainee
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum:	5.5 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 450000 INR Variable: - 100000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Swathi R M

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH0055/24/607799

30 January, 2024

Full Name - S R Kumar

Phone Number - 9902998742

Email Id - srkumarmca2024@gmail.com

College Name - The Oxford College of Engineering

Full Address - Bengaluru

Dear S R Kumar,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Management Trainee
▪ Sub Department:	Management Trainee
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum:	5.5 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 450000 INR Variable: - 100000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha

HRD Department

For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - S R Kumar

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH0055/24/607B00
30 January, 2024

Full Name - Kavya Nayak
Phone Number - 917483161507
Email Id - kavyanayakmca2024@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear Kavya Nayak,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Management Trainee
▪ Sub Department:	Management Trainee
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum:	5.5 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 450000 INR Variable: - 100000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Kavya Nayak

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH0055/24/607B01
30 January, 2024

Full Name - Prajwalkumar Sadanand Mutnale
Phone Number - 8884808646
Email Id - prajwalkumorme2024@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear Prajwalkumar Sadanand Mutnale ,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Management Trainee
▪ Sub Department:	Management Trainee
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum:	5.5 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 450000 INR Variable: - 100000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Prajwalkumar Sadanand Mutnale

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH001/24/607802
30 January, 2024

Full Name - Madduri Pavanl Gayathri
Phone Number - 9972264292
Email Id - pavanimadduri2001@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear Madduri Pavanl Gayathri,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Marketing
▪ Sub Department:	Sales, Marketing & Ops
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	12.0 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 850000 INR Variable: - 350000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning Internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Madduri Pavani Gayathri

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH001/24/607803
30 January, 2024

Full Name - Hemanth kumar G
Phone Number - 9113099299
Email Id - hemanthcse2024@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear Hemanth kumar G,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Marketing
▪ Sub Department:	Sales, Marketing & Ops
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	12.0 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 850000 INR Variable: - 350000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Hemonth kumar G

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH001/24/607804
30 January, 2024

Full Name - Umme Ayman
Phone Number - 7406221952
Email Id - ummeaymdnbt2024@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear Umme Ayman ,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Marketing
▪ Sub Department:	Sales, Marketing & Ops
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	12.0 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 850000 INR Variable: - 350000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Umme Ayman

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH001/24/607806
30 January, 2024

Full Name - Kruthika K
Phone Number - 9880590114
Email Id - kruthikakcse2024@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear Kruthika K,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Marketing
▪ Sub Department:	Sales, Marketing & Ops
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	12.0 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 850000 INR Variable: - 350000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Kruthika K

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH001/24/607807
30 January, 2024

Full Name - Usha P
Phone Number - 8618340219
Email Id - ushapcse2024@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear Usha P,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Marketing
▪ Sub Department:	Sales, Marketing & Ops
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	12.0 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 850000 INR Variable: - 350000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Usha P

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH0011/24/607808
30 January, 2024

Full Name - Tazkiya Irshad
Phone Number - 7204520303
Email Id - tazkiyalrshadbt2024@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear Tazkiya Irshad,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Marketing
▪ Sub Department:	Sales, Marketing & Ops
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	12.0 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 850000 INR Variable: - 350000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Tazkiya Irshad

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH001/24/607810
30 January, 2024

Full Name - Satish A
Phone Number - 9148564755
Email Id - satishacse2024@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear Satish A,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Marketing
▪ Sub Department:	Sales, Marketing & Ops
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	12.0 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 850000 INR Variable: - 350000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Satish A

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH0011/24/607811

30 January, 2024

Full Name - Deepa A

Phone Number - 7349512592

Email Id - deepagowda2592@gmail.com

College Name - The Oxford College of Engineering

Full Address - Bengaluru

Dear Deepa A,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Marketing
▪ Sub Department:	Sales, Marketing & Ops
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	12.0 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 850000 INR Variable: - 350000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha

HRD Department

For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Deepa A

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH001/24/607813
30 January, 2024

Full Name - Amith P
Phone Number - 8904151950
Email Id - amithpcse2024@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear Amith P,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Marketing
▪ Sub Department:	Sales, Marketing & Ops
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	12.0 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 850000 INR Variable: - 350000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Amith P

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH001/24/607819
30 January, 2024

Full Name - Varun S
Phone Number - 8748962189
Email Id - varunsee2024@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear Varun S,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Marketing
▪ Sub Department:	Sales, Marketing & Ops
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	12.0 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 850000 INR Variable: - 350000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Varun S

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH001/24/607820

30 January, 2024

Full Name - VIKAS B S

Phone Number - 9606248265

Email Id - bsvikas292@gmail.com

College Name - The Oxford College of Engineering

Full Address - Bengaluru

Dear VIKAS B S,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Marketing
▪ Sub Department:	Sales, Marketing & Ops
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	12.0 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 850000 INR Variable: - 350000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - VIKAS B S

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH001/24/607821
30 January, 2024

Full Name - M Nandashri
Phone Number - 8147853144
Email Id - mnandashri1se2024@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear M Nandashri,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Marketing
▪ Sub Department:	Sales, Marketing & Ops
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	12.0 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 850000 INR Variable: - 350000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - M Nandashri

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH001/24/607826
30 January, 2024

Full Name - bhavadharani s
Phone Number - 9894886377
Email Id - dharanib107@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear bhavadharani s,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Marketing
▪ Sub Department:	Sales, Marketing & Ops
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	12.0 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 850000 INR Variable: - 350000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - bhavadharani s

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH001/24/607827
30 January, 2024

Full Name - lokesh kumar.P
Phone Number - 9344238130
Email Id - lokeshkumarmba2024@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear lokesh kumar.P,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Marketing
▪ Sub Department:	Sales, Marketing & Ops
▪ Role Location / Work Location:	Remote for 6 Manths
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	12.0 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 850000 INR Variable: - 350000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning Internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - lokesh kumar.P

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH001/24/607831
30 January, 2024

Full Name - Shlva Kumar M N
Phone Number - 8884044717
Email Id - magajishlvakumar.m.n@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear Shlva Kumar M N ,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Marketing
▪ Sub Department:	Sales, Marketing & Ops
▪ Role Location / Work Location:	Remote for 6 Manths
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	12.0 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 850000 INR Variable: - 350000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning Internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Shiva Kumar M N

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH001/24/607833
30 January, 2024

Full Name - Babu R C
Phone Number - 8747890426
Email Id - babuomba2024@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear Babu R C,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Marketing
▪ Sub Department:	Sales, Marketing & Ops
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	12.0 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 850000 INR Variable: - 350000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Babu R C

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH001/24/607835
30 January, 2024

Full Name - Pavan yadav k s
Phone Number - 7483403134
Email Id - pavanmba2024@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear Pavan yadav k s ,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Marketing
▪ Sub Department:	Sales, Marketing & Ops
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	12.0 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 850000 INR Variable: - 350000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Pavon yadav k s

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH001/24/607836
30 January, 2024

Full Name - Bharathkumar V N
Phone Number - 9986065691
Email Id - bhrathvnreddy1999@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear Bharathkumar V N,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Marketing
▪ Sub Department:	Sales, Marketing & Ops
▪ Role location / Work location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	12.0 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 850000 INR Variable: - 350000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Bharathkumar V N

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH001/24/607837
30 January, 2024

Full Name - Sangeetha.B
Phone Number - 8073251950
Email Id - sangeethabmba2024@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear Sangeetha.B,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Marketing
▪ Sub Department:	Sales, Marketing & Ops
▪ Role location / Work location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	12.0 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 850000 INR Variable: - 350000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Sangeetha.B

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH001/24/607840
30 January, 2024

Full Name - VINOD KUMAR S
Phone Number - 6361344361
Email Id - vlncdkumamba2024@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear VINOD KUMAR S,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Marketing
▪ Sub Department:	Sales, Marketing & Ops
▪ Role location / Work location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	12.0 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 850000 INR Variable: - 350000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - VINOD KUMAR S

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH001/24/607842
30 January, 2024

Full Name - Veera manikanta k
Phone Number - 7829829329
Email Id - mankantamanipvsv1234@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear Veera manikanta k ,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Marketing
▪ Sub Department:	Sales, Marketing & Ops
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	12.0 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 850000 INR Variable: - 350000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Veera manikanta k

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH001/24/607843
30 January, 2024

Full Name - Sangeetha K E
Phone Number - 7204532364
Email Id - sangeethakemba2024@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear Sangeetha K E,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Marketing
▪ Sub Department:	Sales, Marketing & Ops
▪ Role location / Work location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	12.0 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 850000 INR Variable: - 350000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning Internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Sangeetha K E

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH001/24/607845
30 January, 2024

Full Name - Hemavathi M
Phone Number - 9360388072
Email Id - 96hemawatni@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear Hemavatni M,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Marketing
▪ Sub Department:	Sales, Marketing & Ops
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	12.0 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 850000 INR Variable: - 350000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Hemavathi M

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH001/24/607848
30 January, 2024

Full Name - SUHANA BANU A
Phone Number - 6363455B13
Email Id - suhanabanuamba2024@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear SUHANA BANU A,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Marketing
▪ Sub Department:	Sales, Marketing & Ops
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	12.0 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 850000 INR Variable: - 350000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - SUHANA BANU A

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH001/24/607849
30 January, 2024

Full Name - YASHAVANTHA S KORIGANNAVARA
Phone Number - 8904302210
Email Id - skyashavanth5@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear YASHAVANTHA S KORIGANNAVARA ,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Marketing
▪ Sub Department:	Sales, Marketing & Ops
▪ Role Location / Work Location:	Remote for 6 Manths
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	12.0 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 850000 INR Variable: - 350000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - YASHAVANTHA S KORIGANNAVARA

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH001/24/607852

30 January, 2024

Full Name - Kiran

Phone Number - 7022125465

Email Id - kiranmba2024@gmail.com

College Name - The Oxford College of Engineering

Full Address - Bengaluru

Dear Kiran ,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Marketing
▪ Sub Department:	Sales, Marketing & Ops
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	12.0 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 850000 INR Variable: - 350000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha

HRD Department

For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Kiran

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH001/24/607855
30 January, 2024

Full Name - Vishnu Kumar M
Phone Number - 9740882316
Email Id - vishnumba2024@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear Vishnu Kumar M,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Marketing
▪ Sub Department:	Sales, Marketing & Ops
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	12.0 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 850000 INR Variable: - 350000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Vishnu Kumar M

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH001/24/607856
30 January, 2024

Full Name - Reshma SK
Phone Number - 7483429310
Email Id - reshmaskmba2024@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear Reshma SK,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Marketing
▪ Sub Department:	Sales, Marketing & Ops
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	12.0 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 850000 INR Variable: - 350000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Reshma SK

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH001/24/607857

30 January, 2024

Full Name - Aditya

Phone Number - 9611622689

Email Id - aadityashinde15@gmail.com

College Name - The Oxford College of Engineering

Full Address - Bengaluru

Dear Aditya,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Marketing
▪ Sub Department:	Sales, Marketing & Ops
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	12.0 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 850000 INR Variable: - 350000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha

HRD Department

For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Aditya

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH001/24/607859
30 January, 2024

Full Name - Shreeharl G
Phone Number - 6363006845
Email Id - shreeharigmca2024@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear Shreeharl G,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Marketing
▪ Sub Department:	Sales, Marketing & Ops
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	12.0 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 850000 INR Variable: - 350000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Shreehari G

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH001/24/607861
30 January, 2024

Full Name - MURUGAN C
Phone Number - 9361214432
Email Id - muruganmea2024@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear MURUGAN C,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Marketing
▪ Sub Department:	Sales, Marketing & Ops
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	12.0 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 850000 INR Variable: - 350000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - MURUGAN C

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH001/24/607862
30 January, 2024

Full Name - Sudeepa T G
Phone Number - 9535183972
Email Id - sudeeptgmca2024@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear Sudeepa T G,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Marketing
▪ Sub Department:	Sales, Marketing & Ops
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	12.0 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 850000 INR Variable: - 350000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Sudeepa T G

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH0011/24/607863
30 January, 2024

Full Name - Dharmateja k
Phone Number - 9741009507
Email Id - dharmatejame2024@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear Dharmateja k,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Marketing
▪ Sub Department:	Sales, Marketing & Ops
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	12.0 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 850000 INR Variable: - 350000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Dharmateja k

Date - 30 January, 2024

Place -

OFFER LETTER

Reference ID - TSIPL/CH/MTH001/24/607866
30 January, 2024

Full Name - Amruth M C
Phone Number - 9741572498
Email Id - amruthmt2024@gmail.com
College Name - The Oxford College of Engineering
Full Address - Bengaluru

Dear Amruth M C,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

▪ Designation:	Management Trainee
▪ Department:	Marketing
▪ Sub Department:	Sales, Marketing & Ops
▪ Role Location / Work Location:	Remote for 6 Months
▪ Employment Type:	Final Placement 24(OJT Plus Placement)
▪ Total CTC per Annum	12.0 Lacs (Fixed + Variable)
▪ BreakUp CTC:	Fixed: - 850000 INR Variable: - 350000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha
HRD Department
For TalentServe

Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Amruth M C

Date - 30 January, 2024

Place -



WITH YOU ALWAYS

Tata AIG General Insurance Company Limited

Regd Office: 15th Floor, Tower A, Peninsula Business Park,
G. K. Marg, Lower Parel, Mumbai - 400 013,
Tel. No.: +91 22 66930000
www.tataaig.com
IRDA Registration No: 108
CIN : U85110MH2006PLC128425

Dated: October 11, 2023

Ms. S N Chandana
The Oxford Educational Institutions

Subject: Provisional Offer Letter

Dear S N Chandana,

We thank you for your interest in exploring career opportunities with Tata AIG General Insurance Company Limited (hereinafter referred as "Tata AIG").

With reference to the selection process, you had with us, we are pleased to offer you a Provisional appointment as Channel Sales Manager at Tata AIG. As a part of Tata AIG's Campus Recruitment – ARISE program, your fixed compensation would be Rs. 375000 per annum. You will also be eligible for variable pay under the variable pay program of the Company applicable from time to time. All payments would be subject to prevailing tax laws and statutory deductions.

Your employment with the Company will be established after finalising all joining formalities as per company policy and this offer is contingent upon the successful completion of your degree. Post that you will be issued appointment letter providing details of your place of posting and department along with detailed terms and conditions of your employment with the Company.

We at Tata AIG are privileged to have you with us and look forward to launching your successful career with us.

Please signify acceptance of this offer by signing and returning this letter to us at CampusConnect@tataaig.com. You may get in touch with Harshita Kothari at CampusConnect@tataaig.com for any query that you might have related to your employment with the Company.

Sincerely,

For Tata AIG General Insurance Company Limited

Jitesh Bawa
Chief Human Resource Officer

tataaig.com



think ahead



I, S N Chandana have carefully gone through all the terms and conditions mentioned in this letter. I state and declare that I have fully understood the said terms and conditions and unequivocally hereby accept, agree and confirm the terms and conditions mentioned in the said offer letter.

Name: S N Chandana

Signature: S N Chandana

Date: 11-10-2023



The Oxford Educational Institutions . <hodplacements@theoxford.edu>

Results | Campus Recruitment by Tata Elxsi

Poojita Kotagi <poojita.k@tataelxsi.co.in>

Fri, Oct 13, 2023 at 6:51 PM

To: "The Oxford Educational Institutions ." <hodplacements@theoxford.edu>

Cc: Varun Singh <varun.s1@tataelxsi.co.in>



Dear Dr. Bheemeswara,

At the outset, we would like to thank you for the wonderful opportunity to interact with and select your students!

We are glad to let you know that we are done with the selection formalities and are now ready to announce the future Elxsians from your campus.

Please find attached the list of students who have successfully made it through our process.

Thank you once again!

Regards,

Poojita Kotagi

Associate Executive

M: +91 9113290227

TATA ELXSI

ITPB Road, Whitefield, Bangalore 560 048 India

www.tataelxsi.com



Disclaimer: This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you are not the intended recipient of this message, or if this message has been addressed to you in error, please immediately alert the sender by reply email and then delete this message and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, or storage of this message or its attachments is strictly prohibited. Email transmission cannot be guaranteed to be secure or error-free, as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender, therefore, does not accept liability for any errors, omissions or contaminations in the contents of this message which might have occurred as a result of email transmission. If verification is required, please request for a hard-copy version.



TOEC - Final selects.xlsx

10K

Sl.No	Candidate Name	Primary Email	Mobile
1	Anuj Rajgopal Khandelwal	anujrise2024@gmail.com	8197507666
2	Adhayan Sharma	adhayansharmaise2024@gmail.com	6006635399
3	Bhumika Jadhav R	bhumikajr04@gmail.com	8951522470
4	Thulasi R	thulasirise2024@gmail.com	9025376833
5	Noorain Fathima	noorainfathimaise2024@gmail.com	9606402769
6	Harsha M V	harshavandkar77@gmail.com	8197037637
7	Prannav Prasad Lalath	prannavcse2024@gmail.com	8105618624
8	Aarya Shambhavi	aaryacse2024@gmail.com	7011790078
9	Ayush Anil Barai	baraiayush541@gmail.com	9359486070
10	Keerthika P N	keerthinsp16@gmail.com	6364445225
11	Abhishek Saurav	abhisheksauravcse2024@gmail.com	9973259426
12	Ruchi Bharti	ruchibharticse2024@gmail.com	9065000911
13	Husain Rangoonwala	husain990@gmail.com	7439515253

OL No: TN5705**Date : 12 September 2023**

Dear Nishanth H D,

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

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

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 23 September 2023Training Period : **23 September 2023 to 2 October 2023**OJT Start Date: **3 October 2023**OJT End Date: **2 February 2023**

Location of Training: Bangalore

Stipend: INR **18000** Per MonthIncentives : INR **12000**Target: **300000** INR per month.Pre - Placement Offer :- **6 + 3 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **23 September 2023**.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
- During the training period you will receive all the benefits that are entitled for trainees.
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
 - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Teachnook. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Teachnook for both yours and Teachnook's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

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

SIGNATURE: _____

DATE: _____

(Candidate's Signature)

ANNEXURE

As a part of the joining process, you are requested to carry with you the following documents on the day of joining.

Photocopies of

- 1 coloured copy of Offer Letter.
- SSLC (X Std) Marks Card & 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- Negative RT-PCR Report should not be older than 48 hours (Even if you are fully vaccinated) OR Fully vaccinated report.

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

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

OL No: TN5708**Date : 12 September 2023**

Dear Harshitha H R,

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

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

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 23 September 2023Training Period : **23 September 2023 to 2 October 2023**OJT Start Date: **3 October 2023**OJT End Date: **2 February 2023**

Location of Training: Bangalore

Stipend: INR **18000** Per MonthIncentives : INR **12000**Target: **300000** INR per month.Pre - Placement Offer :- **6 + 3 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **23 September 2023**.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
- During the training period you will receive all the benefits that are entitled for trainees.
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
 - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Teachnook. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Teachnook for both yours and Teachnook's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

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

SIGNATURE: _____

DATE: _____

(Candidate's Signature)

ANNEXURE

As a part of the joining process, you are requested to carry with you the following documents on the day of joining.

Photocopies of

- 1 coloured copy of Offer Letter.
- SSLC (X Std) Marks Card & 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- Negative RT-PCR Report should not be older than 48 hours (Even if you are fully vaccinated) OR Fully vaccinated report.

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

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

OL No: TN5708**Date : 12 September 2023**

Dear Nandan R ,

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

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

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 23 September 2023Training Period : **23 September 2023 to 2 October 2023**OJT Start Date: **3 October 2023**OJT End Date: **2 February 2023**

Location of Training: Bangalore

Stipend: INR **18000** Per MonthIncentives : INR **12000**Target: **300000** INR per month.Pre - Placement Offer :- **6 + 3 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **23 September 2023**.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
- During the training period you will receive all the benefits that are entitled for trainees.
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
 - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Teachnook. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Teachnook for both yours and Teachnook's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

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

SIGNATURE: _____

DATE: _____

(Candidate's Signature)

ANNEXURE

As a part of the joining process, you are requested to carry with you the following documents on the day of joining.

Photocopies of

- 1 coloured copy of Offer Letter.
- SSLC (X Std) Marks Card & 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- Negative RT-PCR Report should not be older than 48 hours (Even if you are fully vaccinated) OR Fully vaccinated report.

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

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

OL No: TN5716**Date : 12 September 2023**

Dear S Narasimha ,

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

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

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 23 September 2023Training Period : **23 September 2023 to 2 October 2023**OJT Start Date: **3 October 2023**OJT End Date: **2 February 2023**

Location of Training: Bangalore

Stipend: INR **18000** Per MonthIncentives : INR **12000**Target: **300000** INR per month.Pre - Placement Offer :- **6 + 3 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **23 September 2023**.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
- During the training period you will receive all the benefits that are entitled for trainees.
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
 - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Teachnook. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Teachnook for both yours and Teachnook's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

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

SIGNATURE: _____

DATE: _____

(Candidate's Signature)

ANNEXURE

As a part of the joining process, you are requested to carry with you the following documents on the day of joining.

Photocopies of

- 1 coloured copy of Offer Letter.
- SSLC (X Std) Marks Card & 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- Negative RT-PCR Report should not be older than 48 hours (Even if you are fully vaccinated) OR Fully vaccinated report.

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

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

OL No: TN5718**Date : 12 September 2023**

Dear S Madhan N ,

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

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

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 23 September 2023Training Period : **23 September 2023 to 2 October 2023**OJT Start Date: **3 October 2023**OJT End Date: **2 February 2023**

Location of Training: Bangalore

Stipend: INR **18000** Per MonthIncentives : INR **12000**Target: **300000** INR per month.Pre - Placement Offer :- **6 + 3 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **23 September 2023**.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
- During the training period you will receive all the benefits that are entitled for trainees.
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
 - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Teachnook. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Teachnook for both yours and Teachnook's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

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

SIGNATURE: _____

DATE: _____

(Candidate's Signature)

ANNEXURE

As a part of the joining process, you are requested to carry with you the following documents on the day of joining.

Photocopies of

- 1 coloured copy of Offer Letter.
- SSLC (X Std) Marks Card & 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- Negative RT-PCR Report should not be older than 48 hours (Even if you are fully vaccinated) OR Fully vaccinated report.

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

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

OL No: TN5729**Date : 12 September 2023**

Dear Kanuma Yaswanth Reddy ,

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

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

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 23 September 2023Training Period : **23 September 2023 to 2 October 2023**OJT Start Date: **3 October 2023**OJT End Date: **2 February 2023**

Location of Training: Bangalore

Stipend: INR **18000** Per MonthIncentives : INR **12000**Target: **300000** INR per month.Pre - Placement Offer :- **6 + 3 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **23 September 2023**.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
- During the training period you will receive all the benefits that are entitled for trainees.
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
 - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Teachnook. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Teachnook for both yours and Teachnook's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

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

SIGNATURE: _____

DATE: _____

(Candidate's Signature)

ANNEXURE

As a part of the joining process, you are requested to carry with you the following documents on the day of joining.

Photocopies of

- 1 coloured copy of Offer Letter.
- SSLC (X Std) Marks Card & 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- Negative RT-PCR Report should not be older than 48 hours (Even if you are fully vaccinated) OR Fully vaccinated report.

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

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

OL No: TN5739**Date : 12 September 2023**

Dear Sinchana K G,

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

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

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 23 September 2023Training Period : **23 September 2023 to 2 October 2023**OJT Start Date: **3 October 2023**OJT End Date: **2 February 2023**

Location of Training: Bangalore

Stipend: INR **18000** Per MonthIncentives : INR **12000**Target: **300000** INR per month.Pre - Placement Offer :- **6 + 3 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **23 September 2023**.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
- During the training period you will receive all the benefits that are entitled for trainees.
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
 - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Teachnook. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Teachnook for both yours and Teachnook's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

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

SIGNATURE: _____

DATE: _____

(Candidate's Signature)

ANNEXURE

As a part of the joining process, you are requested to carry with you the following documents on the day of joining.

Photocopies of

- 1 coloured copy of Offer Letter.
- SSLC (X Std) Marks Card & 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- Negative RT-PCR Report should not be older than 48 hours (Even if you are fully vaccinated) OR Fully vaccinated report.

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

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

OL No: TN5839**Date : 12 September 2023**

Dear Rakshitha HC,

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

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

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 23 September 2023Training Period : **23 September 2023 to 2 October 2023**OJT Start Date: **3 October 2023**OJT End Date: **2 February 2023**

Location of Training: Bangalore

Stipend: INR **18000** Per MonthIncentives : INR **12000**Target: **300000** INR per month.Pre - Placement Offer :- **6 + 3 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **23 September 2023**.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
- During the training period you will receive all the benefits that are entitled for trainees.
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
 - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Teachnook. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Teachnook for both yours and Teachnook's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

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

SIGNATURE: _____

DATE: _____

(Candidate's Signature)

ANNEXURE

As a part of the joining process, you are requested to carry with you the following documents on the day of joining.

Photocopies of

- 1 coloured copy of Offer Letter.
- SSLC (X Std) Marks Card & 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- Negative RT-PCR Report should not be older than 48 hours (Even if you are fully vaccinated) OR Fully vaccinated report.

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

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

OL No: TN5859**Date : 12 September 2023**

Dear Alfahad basha A,

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

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

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 23 September 2023Training Period : **23 September 2023 to 2 October 2023**OJT Start Date: **3 October 2023**OJT End Date: **2 February 2023**

Location of Training: Bangalore

Stipend: INR **18000** Per MonthIncentives : INR **12000**Target: **300000** INR per month.Pre - Placement Offer :- **6 + 3 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **23 September 2023**.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
- During the training period you will receive all the benefits that are entitled for trainees.
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
 - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Teachnook. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Teachnook for both yours and Teachnook's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

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

SIGNATURE: _____

DATE: _____

(Candidate's Signature)

ANNEXURE

As a part of the joining process, you are requested to carry with you the following documents on the day of joining.

Photocopies of

- 1 coloured copy of Offer Letter.
- SSLC (X Std) Marks Card & 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- Negative RT-PCR Report should not be older than 48 hours (Even if you are fully vaccinated) OR Fully vaccinated report.

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

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

OL No: TN6859**Date : 12 September 2023**

Dear GIRIJA S,

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

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

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 23 September 2023Training Period : **23 September 2023 to 2 October 2023**OJT Start Date: **3 October 2023**OJT End Date: **2 February 2023**

Location of Training: Bangalore

Stipend: INR **18000** Per MonthIncentives : INR **12000**Target: **300000** INR per month.Pre - Placement Offer :- **6 + 3 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **23 September 2023**.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
- During the training period you will receive all the benefits that are entitled for trainees.
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
 - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Teachnook. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Teachnook for both yours and Teachnook's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

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

SIGNATURE: _____

DATE: _____

(Candidate's Signature)

ANNEXURE

As a part of the joining process, you are requested to carry with you the following documents on the day of joining.

Photocopies of

- 1 coloured copy of Offer Letter.
- SSLC (X Std) Marks Card & 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- Negative RT-PCR Report should not be older than 48 hours (Even if you are fully vaccinated) OR Fully vaccinated report.

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

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

OL No: TN6837**Date : 12 September 2023**

Dear UMESH R,

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

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

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 23 September 2023Training Period : **23 September 2023 to 2 October 2023**OJT Start Date: **3 October 2023**OJT End Date: **2 February 2023**

Location of Training: Bangalore

Stipend: INR **18000** Per MonthIncentives : INR **12000**Target: **300000** INR per month.Pre - Placement Offer :- **6 + 3 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **23 September 2023**.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
- During the training period you will receive all the benefits that are entitled for trainees.
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
 - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Teachnook. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Teachnook for both yours and Teachnook's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

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

SIGNATURE: _____

DATE: _____

(Candidate's Signature)

ANNEXURE

As a part of the joining process, you are requested to carry with you the following documents on the day of joining.

Photocopies of

- 1 coloured copy of Offer Letter.
- SSLC (X Std) Marks Card & 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- Negative RT-PCR Report should not be older than 48 hours (Even if you are fully vaccinated) OR Fully vaccinated report.

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

SIGNATURE: _____

(Candidate's Signature)

DATE: _____



TENHARD INDIA PRIVATE LIMITED
CIN: U22300 DL 2020 PTC386500
C-56/12, C-Block, Sector 62, Noida
Uttar Pradesh - 201301
www.tenhardindia.com
info@tenhardindia.com

4th April 2024

Adithya,

Oxford University,

Subject-Offer letter for the Summer Internship.

Dear Sir/Ma'am

On behalf of Tenhard India, I am excited to extend an offer to your students for a Summer Internship.

This position is scheduled from 25th April 2024. In this role, they will report directly to BDM. Mr. Shivam Kumar.

Pay & Benefits: Rs.15,000 (Rewards up to 3,000 additional on generated revenue of 50,000, Internship Certificate after successful completion).

Note: Laptop is mandatory and you must carry your physical copy of the offer letter.

Regards,

Mona

Mona

HR Manager, Tenhard India



TENHARD INDIA PRIVATE LIMITED
CIN: U22300 DL 2020 PTC386500
C-56/12, C-Block, Sector 62, Noida
Uttar Pradesh - 201301
www.tenhardindia.com
info@tenhardindia.com

4th April 2024

Bhanusha,

Oxford University,

Subject-Offer letter for the Summer Internship.

Dear Sir/Ma'am

On behalf of Tenhard India, I am excited to extend an offer to your students for a Summer Internship.

This position is scheduled from 25th April 2024. In this role, they will report directly to BDM. Mr. Shivam Kumar.

Pay & Benefits: Rs.15,000 (Rewards up to 3,000 additional on generated revenue of 50,000, Internship Certificate after successful completion).

Note: Laptop is mandatory and you must carry your physical copy of the offer letter.

Regards,

Mona
Mona

HR Manager, Tenhard India



TENHARD INDIA PRIVATE LIMITED
CIN: U22300 DL 2020 PTC386500
C-56/12, C-Block, Sector 62, Noida
Uttar Pradesh - 201301
www.tenhardindia.com
info@tenhardindia.com

4th April 2024

Jagdish Hegde,

Oxford University,

Subject-Offer letter for the Summer Internship.

Dear Sir/Ma'am

On behalf of Tenhard India, I am excited to extend an offer to your students for a Summer Internship.

This position is scheduled from 25th April 2024. In this role, they will report directly to BDM. Mr. Shivam Kumar.

Pay & Benefits: Rs.15,000 (Rewards up to 3,000 additional on generated revenue of 50,000, Internship Certificate after successful completion).

Note: Laptop is mandatory and you must carry your physical copy of the offer letter.

Regards,

Mona
Mona

HR Manager, Tenhard India



TENHARD INDIA PRIVATE LIMITED
CIN: U22300 DL 2020 PTC386500
C-56/12, C-Block, Sector 62, Noida
Uttar Pradesh - 201301
www.tenhardindia.com
info@tenhardindia.com

4th April 2024

Kumaraswamy,

Oxford University,

Subject-Offer letter for the Summer Internship.

Dear Sir/Ma'am

On behalf of Tenhard India, I am excited to extend an offer to your students for a Summer Internship.

This position is scheduled from 25th April 2024. In this role, they will report directly to BDM. Mr. Shivam Kumar.

Pay & Benefits: Rs.15,000 (Rewards up to 3,000 additional on generated revenue of 50,000, Internship Certificate after successful completion).

Note: Laptop is mandatory and you must carry your physical copy of the offer letter.

Regards,

Mona
Mona

HR Manager, Tenhard India



TENHARD INDIA PRIVATE LIMITED
CIN: U22300 DL 2020 PTC386500
C-56/12, C-Block, Sector 62, Noida
Uttar Pradesh - 201301
www.tenhardindia.com
info@tenhardindia.com

4th April 2024

Lakshmi Narayan Bhatt,

Oxford University,

Subject-Offer letter for the Summer Internship.

Dear Sir/Ma'am

On behalf of Tenhard India, I am excited to extend an offer to your students for a Summer Internship.

This position is scheduled from 25th April 2024. In this role, they will report directly to BDM. Mr. Shivam Kumar.

Pay & Benefits: Rs.15,000 (Rewards up to 3,000 additional on generated revenue of 50,000, Internship Certificate after successful completion).

Note: Laptop is mandatory and you must carry your physical copy of the offer letter.

Regards,

Mona
Mona

HR Manager, Tenhard India



TENHARD INDIA PRIVATE LIMITED
CIN: U22300 DL 2020 PTC386500
C-56/12, C-Block, Sector 62, Noida
Uttar Pradesh - 201301
www.tenhardindia.com
info@tenhardindia.com

4th April 2024

Nitin,

Oxford University,

Subject-Offer letter for the Summer Internship.

Dear Sir/Ma'am

On behalf of Tenhard India, I am excited to extend an offer to your students for a Summer Internship.

This position is scheduled from 25th April 2024. In this role, they will report directly to BDM. Mr. Shivam Kumar.

Pay & Benefits: Rs.15,000 (Rewards up to 3,000 additional on generated revenue of 50,000, Internship Certificate after successful completion).

Note: Laptop is mandatory and you must carry your physical copy of the offer letter.

Regards,

Mona
Mona

HR Manager, Tenhard India



TENHARD INDIA PRIVATE LIMITED
CIN: U22300 DL 2020 PTC386500
C-56/12, C-Block, Sector 62, Noida
Uttar Pradesh - 201301
www.tenhardindia.com
info@tenhardindia.com

4th April 2024

Shalinishiva,

Oxford University,

Subject-Offer letter for the Summer Internship.

Dear Sir/Ma'am

On behalf of Tenhard India, I am excited to extend an offer to your students for a Summer Internship.

This position is scheduled from 25th April 2024. In this role, they will report directly to BDM. Mr. Shivam Kumar.

Pay & Benefits: Rs.15,000 (Rewards up to 3,000 additional on generated revenue of 50,000, Internship Certificate after successful completion).

Note: Laptop is mandatory and you must carry your physical copy of the offer letter.

Regards,

Mona
Mona

HR Manager, Tenhard India



TENHARD INDIA PRIVATE LIMITED
CIN: U22300 DL 2020 PTC386500
C-56/12, C-Block, Sector 62, Noida
Uttar Pradesh - 201301
www.tenhardindia.com
info@tenhardindia.com

4th April 2024

Vamshi RM Krishna,

Oxford University,

Subject-Offer letter for the Summer Internship.

Dear Sir/Ma'am

On behalf of Tenhard India, I am excited to extend an offer to your students for a Summer Internship.

This position is scheduled from 25th April 2024. In this role, they will report directly to BDM. Mr. Shivam Kumar.

Pay & Benefits: Rs.15,000 (Rewards up to 3,000 additional on generated revenue of 50,000, Internship Certificate after successful completion).

Note: Laptop is mandatory and you must carry your physical copy of the offer letter.

Regards,

Mona
Mona

HR Manager, Tenhard India



TENHARD INDIA PRIVATE LIMITED
CIN: U22300 DL 2020 PTC386500
C-56/12, C-Block, Sector 62, Noida
Uttar Pradesh - 201301
www.tenhardindia.com
info@tenhardindia.com

4th April 2024

Megha Shree,

Oxford University,

Subject-Offer letter for the Summer Internship.

Dear Sir/Ma'am

On behalf of Tenhard India, I am excited to extend an offer to your students for a Summer Internship.

This position is scheduled from 25th April 2024. In this role, they will report directly to BDM. Mr. Shivam Kumar.

Pay & Benefits: Rs.15,000 (Rewards up to 3,000 additional on generated revenue of 50,000, Internship Certificate after successful completion).

Note: Laptop is mandatory and you must carry your physical copy of the offer letter.

Regards,

Mona
Mona

HR Manager, Tenhard India



TENHARD INDIA PRIVATE LIMITED
CIN: U22300 DL 2020 PTC386500
C-56/12, C-Block, Sector 62, Noida
Uttar Pradesh - 201301
www.tenhardindia.com
info@tenhardindia.com

4th April 2024

Veerendra,

Oxford University,

Subject-Offer letter for the Summer Internship.

Dear Sir/Ma'am

On behalf of Tenhard India, I am excited to extend an offer to your students for a Summer Internship.

This position is scheduled from 25th April 2024. In this role, they will report directly to BDM. Mr. Shivam Kumar.

Pay & Benefits: Rs.15,000 (Rewards up to 3,000 additional on generated revenue of 50,000, Internship Certificate after successful completion).

Note: Laptop is mandatory and you must carry your physical copy of the offer letter.

Regards,

Mona
Mona

HR Manager, Tenhard India

Ref No: TTPL/HR/TS/2024

Date: 29th Apr 2024

Name: Bharath Kumar A

Father's Name: - Umesh S K

College/Institute: - The Oxford College of Engineering.

Permanent Add : - Peddur Village, Mustoor Post,
Mulbagal Taluk Kolar District.
Karnataka - 563132

Mobile No.: +91-9945984298

Subject: Trainee Offer Letter

Dear Bharath,

1. With reference to the Campus Recruitment drive/interview held on 16th April 2024 by Trinity Touch, we are pleased to offer you a position as “**Graduate Engineer Trainee**” at “**Bangalore**” Location, on the terms & conditions mutually discussed and agreed upon.
2. Please note that you will engage as per Apprentices Act, 1961, under the National Apprenticeship Training Scheme (NATS) or National Apprenticeship Promotion Scheme (NAPS).
3. Please arrange to submit the following documents to the HR Department, at the time of joining:
 - Passport size photograph - 4 Nos.
 - Proof of Date of Birth.
 - Copies of Educational Certificates along with originals.
 - Medical fitness certificate, from a qualified medical practitioner.
4. Please note that, in the absence of original documents and in case of misrepresentation by the proposed trainee, the offer letter shall stand cancelled, and the Company reserves the right to take disciplinary action against the candidate. We are issuing this Offer Letter in duplicate. Please sign and return the duplicate copy of this letter as a token of your acceptance of this offer, latest by 01th July 2024.
5. This offer is valid till **01th July 2024**. Therefore, you are required to start your training on this date at the address mentioned below:
Address: 2nd Floor, Umiya Land Mark 10/7, Lavelle Road, Bangalore - 560001 INDIA
Contact No.: +91-7683070436
Joining Location: Bangalore
6. On arrival, please contact the HR department.

With best wishes,

For Trinity Touch Private Limited



Authorized Signatory

Ref No: TTPL/HR/TS/2024

Date: 29th Apr 2024

Name: Pooja V

Father's Name: - R Venkatesh

College/Institute: - The Oxford College of Engineering.

Permanent Add : - #2/120 Ward No 2,

Janapara beedi, Anekal, Bangalore.

Karnataka - 562106

Mobile No.: +91-9731261308

Subject: Trainee Offer Letter

Dear Pooja,

1. With reference to the Campus Recruitment drive/interview held on 16th April 2024 by Trinity Touch, we are pleased to offer you a position as “**Graduate Engineer Trainee**” at “**Bangalore**” Location, on the terms & conditions mutually discussed and agreed upon.
2. Please note that you will engage as per Apprentices Act, 1961, under the National Apprenticeship Training Scheme (NATS) or National Apprenticeship Promotion Scheme (NAPS).
3. Please arrange to submit the following documents to the HR Department, at the time of joining:
 - Passport size photograph - 4 Nos.
 - Proof of Date of Birth.
 - Copies of Educational Certificates along with originals.
 - Medical fitness certificate, from a qualified medical practitioner.
4. Please note that, in the absence of original documents and in case of misrepresentation by the proposed trainee, the offer letter shall stand cancelled, and the Company reserves the right to take disciplinary action against the candidate. We are issuing this Offer Letter in duplicate. Please sign and return the duplicate copy of this letter as a token of your acceptance of this offer, latest by 01th July 2024.
5. This offer is valid till **01th July 2024**. Therefore, you are required to start your training on this date at the address mentioned below:
Address: 2nd Floor, Umiya Land Mark 10/7, Lavelle Road, Bangalore - 560001 INDIA
Contact No.: +91-7683070436
Joining Location: Bangalore
6. On arrival, please contact the HR department.

With best wishes,

For Trinity Touch Private Limited



Authorized Signatory

Ref No: TTPL/HR/TS/2024

Date: 29th Apr 2024

Name: Girish S U

Father's Name: - Umesh S K

College/Institute: - The Oxford College of Engineering.

Permanent Add : - Shivarampura Hagalavadi Hobli

Gubbi Taluk, Hagalavadi.

Tumakuru Karnataka - 572222

Mobile No.: +91-6360115104

Subject: Trainee Offer Letter

Dear Girish,

1. With reference to the Campus Recruitment drive/interview held on 16th April 2024 by Trinity Touch, we are pleased to offer you a position as “**Graduate Engineer Trainee**” at “**Bangalore**” Location, on the terms & conditions mutually discussed and agreed upon.
2. Please note that you will engage as per Apprentices Act, 1961, under the National Apprenticeship Training Scheme (NATS) or National Apprenticeship Promotion Scheme (NAPS).
3. Please arrange to submit the following documents to the HR Department, at the time of joining:
 - Passport size photograph - 4 Nos.
 - Proof of Date of Birth.
 - Copies of Educational Certificates along with originals.
 - Medical fitness certificate, from a qualified medical practitioner.
4. Please note that, in the absence of original documents and in case of misrepresentation by the proposed trainee, the offer letter shall stand cancelled, and the Company reserves the right to take disciplinary action against the candidate. We are issuing this Offer Letter in duplicate. Please sign and return the duplicate copy of this letter as a token of your acceptance of this offer, latest by 01th July 2024.
5. This offer is valid till **01th July 2024**. Therefore, you are required to start your training on this date at the address mentioned below:

Address: 2nd Floor, Umiya Land Mark 10/7, Lavelle Road, Bangalore - 560001 INDIA
Contact No.: +91-7683070436
Joining Location: Bangalore
6. On arrival, please contact the HR department.

With best wishes,

For Trinity Touch Private Limited



Authorized Signatory



Aswin.Charoth@ust.com



- 99+
- Compose
- Mail
- Inbox 4,644
- Starred
- Snooked
- Sent
- Drafts 160
- More

Labels

- General Aeronautics - 2...
- Training Proposals 2021 ...
- More

UST Final round - Oxford - Technical interview results External Inbox x



Aswin Charoth(UST,IN) <Aswin.Charoth@ust.com>
to me, IN), IN), IN)

Dear Placement Officer,

We are glad to announce the results of technical interview round conducted today.

The below mentioned students have successfully cleared the technical interview.

Congratulations to the selected students!

Kindly share their offer acceptance status by **EOD 25th Sep.**

SL No	Name	Gender	Contact Number	Personal Email ID
1	SAI GOKUL	Male	06360680928	saigokulcse2024@gmail.com
2	Sunny Kumar Pal	Male	8217668298	Sunnykumarpalcse2024@gmail.com
3	Harini N	Female	9380197539	harininise2024@gmail.com

Thanks and Best Regards,
Aswin Charoth
Talent Acquisition-India
9288188306



ust.com | [Find your next opportunity here](#)



The Oxford Educational Institutions . <hodplacements@theoxford.edu>
to IN), IN), IN), IN)

Dear Sir,

...

Offer Letter

November 15 , 2023

Vidya P G

The Oxford College of Engineering

Dear Vidya P G,

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 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training program.

We will keep you posted with respect to the start of the training program at the V2Soft office in Bengaluru for your development as a Maverick. Before joining V2Soft and commencement of your training program, you will undergo the Early Intervention Program (EIP)

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organization.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@v2soft.com confirming your interest in joining V2Soft.

Yours faithfully,

For **V2 Soft**



Haripriya

Head – Talent Acquisition t, Recruitment-India

Offer Letter

November 15 , 2023

Spandana Indira R

The Oxford College of Engineering

Dear Spandana Indira R,

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 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training program.

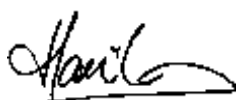
We will keep you posted with respect to the start of the training program at the V2Soft office in Bengaluru for your development as a Maverick. Before joining V2Soft and commencement of your training program, you will undergo the Early Intervention Program (EIP)

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organization.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@v2soft.com confirming your interest in joining V2Soft.

Yours faithfully,

For **V2 Soft**



Haripriya

Head – Talent Acquisition t, Recruitment-India

Offer Letter

November 15 , 2023Ravi

Veerappa Sankeshwar

The Oxford College of Engineering

Dear Ravi Veerappa Sankeshwar,

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 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training program.

We will keep you posted with respect to the start of the training program at the V2Soft office in Bengaluru for your development as a Maverick. Before joining V2Soft and commencement of your training program, you will undergo the Early Intervention Program (EIP)

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organization.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@v2soft.com confirming your interest in joining V2Soft.

Yours faithfully,

For **V2 Soft**



Haripriya

Head – Talent Acquisition t, Recruitment-India

Offer Letter

November 15 , 2023

Shambhavi

The Oxford College of Engineering

Dear Shambhavi,

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 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training program.

We will keep you posted with respect to the start of the training program at the V2Soft office in Bengaluru for your development as a Maverick. Before joining V2Soft and commencement of your training program, you will undergo the Early Intervention Program (EIP)

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organization.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@v2soft.com confirming your interest in joining V2Soft.

Yours faithfully,

For **V2 Soft**



Haripriya

Head – Talent Acquisition t, Recruitment-India

Offer Letter

November 15 , 2023
UMME KULSUM
The Oxford College of Engineering

Dear UMME KULSUM,

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 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training program.

We will keep you posted with respect to the start of the training program at the V2Soft office in Bengaluru for your development as a Maverick. Before joining V2Soft and commencement of your training program, you will undergo the Early Intervention Program (EIP)

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organization.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@v2soft.com confirming your interest in joining V2Soft.

Yours faithfully,

For **V2 Soft**



Haripriya
Head – Talent Acquisition t, Recruitment-India

Offer Letter

November 15 , 2023

Chethan C

The Oxford College of Engineering

Dear Chethan C,

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 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training program.

We will keep you posted with respect to the start of the training program at the V2Soft office in Bengaluru for your development as a Maverick. Before joining V2Soft and commencement of your training program, you will undergo the Early Intervention Program (EIP)

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organization.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@v2soft.com confirming your interest in joining V2Soft.

Yours faithfully,

For **V2 Soft**



Haripriya

Head – Talent Acquisition t, Recruitment-India

Offer Letter

November 15 , 2023

Deepika KS

The Oxford College of Engineering

Dear Deepika KS,

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 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training program.

We will keep you posted with respect to the start of the training program at the V2Soft office in Bengaluru for your development as a Maverick. Before joining V2Soft and commencement of your training program, you will undergo the Early Intervention Program (EIP)

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organization.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@v2soft.com confirming your interest in joining V2Soft.

Yours faithfully,

For **V2 Soft**



Haripriya

Head – Talent Acquisition t, Recruitment-India

Offer Letter

November 15 , 2023

Mohammed Muaaz Ahmed

The Oxford College of Engineering

Dear Mohammed Muaaz Ahmed,

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 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training program.

We will keep you posted with respect to the start of the training program at the V2Soft office in Bengaluru for your development as a Maverick. Before joining V2Soft and commencement of your training program, you will undergo the Early Intervention Program (EIP)

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organization.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@v2soft.com confirming your interest in joining V2Soft.

Yours faithfully,

For **V2 Soft**



Haripriya

Head – Talent Acquisition t, Recruitment-India

Offer Letter

November 15 , 2023

Aliya Mariyam A

The Oxford College of Engineering

Dear Aliya Mariyam A

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 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training program.

We will keep you posted with respect to the start of the training program at the V2Soft office in Bengaluru for your development as a Maverick. Before joining V2Soft and commencement of your training program, you will undergo the Early Intervention Program (EIP)

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organization.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@v2soft.com confirming your interest in joining V2Soft.

Yours faithfully,

For **V2 Soft**



Haripriya

Head – Talent Acquisition t, Recruitment-India

Offer Letter

November 15 , 2023

Mandeep N

The Oxford College of Engineering

Dear Mandeep N

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 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training program.

We will keep you posted with respect to the start of the training program at the V2Soft office in Bengaluru for your development as a Maverick. Before joining V2Soft and commencement of your training program, you will undergo the Early Intervention Program (EIP)

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organization.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@v2soft.com confirming your interest in joining V2Soft.

Yours faithfully,

For **V2 Soft**



Haripriya

Head – Talent Acquisition t, Recruitment-India

Offer Letter

November 15 , 2023

Nagashirisha M Srinivas

The Oxford College of Engineering

Nagashirisha M Srinivas

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 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training program.

We will keep you posted with respect to the start of the training program at the V2Soft office in Bengaluru for your development as a Maverick. Before joining V2Soft and commencement of your training program, you will undergo the Early Intervention Program (EIP)

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organization.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@v2soft.com confirming your interest in joining V2Soft.

Yours faithfully,

For **V2 Soft**



Haripriya

Head – Talent Acquisition t, Recruitment-India

Offer Letter

November 15 , 2023

STEPHEN VARGHESE

The Oxford College of Engineering

STEPHEN VARGHESE

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 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training program.

We will keep you posted with respect to the start of the training program at the V2Soft office in Bengaluru for your development as a Maverick. Before joining V2Soft and commencement of your training program, you will undergo the Early Intervention Program (EIP)

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organization.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@v2soft.com confirming your interest in joining V2Soft.

Yours faithfully,

For **V2 Soft**



Haripriya

Head – Talent Acquisition t, Recruitment-India

Offer Letter

November 15 , 2023

Vijay Simha j

The Oxford College of Engineering

Vijay Simha j

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 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training program.

We will keep you posted with respect to the start of the training program at the V2Soft office in Bengaluru for your development as a Maverick. Before joining V2Soft and commencement of your training program, you will undergo the Early Intervention Program (EIP)

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organization.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@v2soft.com confirming your interest in joining V2Soft.

Yours faithfully,

For **V2 Soft**



Haripriya

Head – Talent Acquisition t, Recruitment-India

Offer Letter

November 15 , 2023

Lokesh G

The Oxford College of Engineering

Lokesh G

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 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training program.

We will keep you posted with respect to the start of the training program at the V2Soft office in Bengaluru for your development as a Maverick. Before joining V2Soft and commencement of your training program, you will undergo the Early Intervention Program (EIP)

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organization.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@v2soft.com confirming your interest in joining V2Soft.

Yours faithfully,

For **V2 Soft**



Haripriya

Head – Talent Acquisition t, Recruitment-India



August 11, 2023

Dear Tarun S,

We are pleased to offer you a career opportunity with VMware Software India Private Limited (“the Company”) as **Associate Technical Support Engineer**. In this capacity you will be reporting to **Shirin Sasidharan**. This offer is subject to your acceptance of the following terms and conditions:

Annual Base Salary: You will receive an Annual Base Salary of **INR 790,104** as set out in Annexure A hereof payable in arrears on the last working day of each month. Such salary shall be subject to all applicable Indian Income Tax requirements. You shall be responsible for filing your personal returns and comply with other requirements under the India tax laws.

In addition to the Annual Base Salary, the company will provide you with additional compensation and benefits components as set out in **Annexure A** to this letter (“Compensation Package”)

Performance Bonus: You will be eligible to participate in VMware's Bonus Plan, pursuant to the terms and conditions of the Bonus Plan, as it may be amended from time to time. You will be eligible for an annual target bonus opportunity of **12%** of your eligible base pay. The bonus payment you receive will depend on VMware's achievement of its corporate goals and your individual performance, as determined by management. Newly hired employees are eligible for a pro-rated bonus if they have worked at least four full weeks in a bonus period. You must be employed on the bonus payment date to be eligible for a bonus payment. VMware reserves the right to modify or discontinue the Bonus Plan and/or your bonus opportunity at any time.

The base salary and On Target Earnings (if you are on a sales commission plan) provided in this offer letter is dependent upon your work location where you will perform your job duties as described in your Employment Contract. If you request to change your primary work location, you must first receive VMware approval in accordance with company policies. If you receive approval and relocate to another location, then your compensation and benefit arrangements will be re-evaluated and subject to change in accordance with VMware policies and applicable law.

Joining Bonus: A one-time sign-on bonus of **INR 75,000** less legal deductions will be paid within 45 days of your date of hire. If you terminate employment within your first year, you will be responsible for the reimbursement of the total amount of this bonus.

Annual Leave: You will receive annual leave in accordance with the Company's annual leave policy. The details of this policy may be found online at our Company intranet HR web page.

Public Holidays: You will be granted public holidays as listed for office employees by the local Government.

Site of Employment: The initial place of posting will be **Bangalore, India**. However, the company may, in its business interests, transfer you to any of its other offices in India or overseas, on such terms and conditions as are applicable as on the date of transfer.



You may also be deputed to any of our associate, sister concerns, subsidiaries, group company or any other affiliated companies/concerns/organizations/firms with whom the Company may make an arrangement or agreement from time to time, on such terms and conditions that are not less favorable than as contained in this offer letter.

You agree to work in accordance with the Company's scheduled time. You recognize that your duties may require you to engage in travel on behalf of the Company and that flexible hours must be maintained based upon the needs of the customers. You expressly agree to accept such reasonable travel and hours of work without additional compensation to the extent allowed under local labor law.

Hours of work: You will be required to work, from Monday to Friday, for not less than forty (40) hours of each week, and if necessary, for additional hours as might be required for performing your duties competently, without extra remuneration. Should your position in the Company fall within a 24/7 operation, you will be required to work non-standard shifts including nights, weekends and/or statutory holidays, or alternate work arrangements, as determined by the Company. You may also be required to participate in an on-call rotation and carry an appropriate communication device for the same from time to time. Any change in work arrangement will be communicated at a later date as applicable.

Probation Periods: You will be required to serve a probationary period of six (6) months which period may, at the sole discretion of the Company, be extended for such further periods as the Company may consider fit. Your employment may be terminated at any time during the probationary period by either party by giving thirty (30) days written notice to the other party. The Company may, however, elect to pay you your salary in lieu of part or all of the notice period.

Duties and Responsibilities: You shall perform the duties and responsibilities as set by the Company and that are consistent with your position within the Company. You must act in the best interests of the Company, serve it faithfully and diligently and comply with all legal requirements applicable to you and all lawful directions issued to you by the Company from time to time.

You agree that you shall not at any time during the term of this Agreement, without the prior written consent of the Company, be engaged, employed, concerned or interested, directly or indirectly, in any other employment, business or occupation that may conflict with your duties to the Company. Further, we have taken note that you are not bound by any competitive clauses by your current employer that would impact your availability and your ability to fully perform your obligations under your employment contract with the Company from the first day of employment.

Terms of Termination: After the conclusion of the probationary period, your employment may be terminated by either party at any time by giving thirty (30) days written notice to the other party. The Company may elect to pay you your salary in lieu of part or all of the notice period.

Your employment may, however, be terminated immediately and without notice at any time if you engage in serious misconduct, willfully or materially breach this agreement or are charged with any criminal offence which in the reasonable opinion of the Company brings the Company or any of its customers, partners or related entities into disrepute.

Effect of Termination: Upon expiry of this agreement pursuant to sections on Termination and Probation, you shall not be entitled to any compensation (other than salary for the days worked), severance pay, or indemnity whatsoever.



Policies and Procedures: You must comply with any policies and procedures (as amended from time to time) of the Company. Your employment is subject to the policies and rules of the Company as amended from time to time.

Entire Agreement: This Agreement, along with the VMware Offer Annex, constitutes the entire agreement between the parties about its subject matter and supersedes all previous agreements, understandings and negotiations on that matter.

E-Signature – Validity and Counterparts: Both You and the Company agree that the electronic (digital and/or encrypted) signatures of either party included in this Agreement is intended to authenticate their due consent to this agreement (including its annexures and exhibits) in writing and to have the same force and effect as original signatures by hand and accordingly, this Agreement may be executed by electronic signature and shall be considered as an original signature by hand for all purposes. Delivery of a copy of this Agreement (including its annexures and exhibits) or any other document contemplated hereby bearing an original or electronic signature by facsimile transmission or by electronic mail in “portable document format” (“.pdf”) form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, will have the same effect as physical delivery of the paper document bearing an original or electronic signature. Without limitation, “electronic signature” shall include faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

Conditions: The present agreement shall be interpreted and given effect exclusively in accordance with the laws of India. The parties agree to submit to the jurisdiction of the court of law in India, with respect to the adjudication of any dispute arising hereunder.

This offer of employment and your commencement and continuation of employment with VMware is conditional upon:

- (a) where relevant, the obtaining of all required employment and/or visa approvals from the relevant government authorities to enable you to work with VMware in India; and
- (b) VMware’s satisfaction with the results of any required reference and background checks as well as verification of your employment and salary history. Any false information provided by you or at your request at any stage of the hiring process may result in revocation of this offer of employment or immediate termination of your employment with no payment in lieu of notice or any other compensation to you, as applicable.

Please note that as a subsidiary of a US technology company, VMware is subject to certain restrictions on hiring nationals of the following countries: North Korea, Syria, Libya, Iran, Sudan, and Cuba. If you are a national of one of these countries, as a condition of this offer of employment, you are required to immediately notify the HR Shared Services Team at apachrss@vmware.com to enable them to determine if any such restrictions apply and their impact on your potential employment with VMware.

We are pleased to have you as a member of the Company and we look forward to working with you. We hope you will find VMware a great and rewarding place to be.

To indicate your acceptance of this offer, please review, sign and return one copy of this offer letter along with the signed VMware Confidentiality Information and Inventions Assignment Agreement and your proposed start date as confirmation of your acceptance of the terms set out within these documents. This offer expires 7 days from the date of this letter. If you do not accept or start by the required date, VMware reserves the right to withdraw this offer of employment.



Should you have any queries or require any clarification of any points, please do not hesitate to contact the Human Resources Department.

Best Regards



Teena Gomes,
Director, Regional HR Services



Annexure A Compensation and Benefits

Name: Tarun S
Position: Associate Technical Support Engineer

PARTICULARS - AMT in INR (Per Annum)

- (i) ANNUAL BASIC SALARY: 395,052
- (ii) FLEXI BENEFIT PLAN: 395,052
- (iii) BASE SALARY (i)+(ii): 790,104
- (iv) TARGET BONUS (12%): 94,812
- (v) ON-TARGET EARNINGS (iii) + (iv): 884,916

Gratuity: You are entitled to a gratuity payment as per the provisions of the Payment of Gratuity Act, 1972 and any applicable Company policy.

Provident Fund: You will be required to subscribe to the applicable provident fund scheme. The Company will contribute towards the Provident Fund as required and published by the Indian Government from time to time.

Domiciliary Medical: This will be paid on a monthly basis and will be subject to exemptions available under the Income Tax Act and the respective schemes as published by the Indian Government from time to time.

Group MediClaim Insurance: All employees are covered under group MediClaim insurance, as per the Company policy. Under current policy, employee and dependents are covered up to INR 500,000 per year on a family (1+5) floater basis. The term family includes employee, spouse, children (up to 2 children) and parents.

An additional coverage of INR 200,000, INR 300,000, INR 500,000, INR 1,000,000 and INR 1,500,000 over and above the INR 500,000 per year coverage is available. The benefits of the policy are the same as the existing policy. The cost of incremental coverage will be borne by the employee.

Medical insurance cover for employee and dependents as declared at the time of joining by employee will be effected by default from the date of joining the Company. To facilitate prompt enrollment, employees are required to provide all information necessary for the insurance policy immediately on joining.

Mid-term inclusion and insurance coverage for newly married spouse and newborn infant is allowed. To facilitate prompt enrollment, employees are required to provide/update all necessary information with insurance company within 30 days of the event (marriage/ childbirth).

The scheme is discretionary and the Company reserves the right in its absolute discretion to amend the scheme without prior notice.

Group Term Life Insurance: All employees are covered under group term life insurance, as per the Company policy. Under current policy, employees are covered up to 2 times of CTC with a minimum of INR 500,000 per year. The term insurance cover for employees is covered from date of joining the Company.

The scheme is discretionary and the Company reserves the right in its absolute discretion to amend the scheme without prior notice.



Group Personal Accident Insurance: All employees are covered under group personal accident insurance, as per the Company policy. Under current policy, employees are covered up to 2 times of CTC with a minimum of INR 500,000 per year. The personal accident insurance cover for employees is covered from the date of joining the Company. The scheme is discretionary and the Company reserves the right in its absolute discretion to amend the scheme without prior notice.

Employee Deposit Linked Insurance(EDLI): All employees are covered under EDLI, as per “The Employees’ Deposit-Linked Insurance Scheme, 1976” under the EPFO Act. This amount is subject to any changes published by the Indian Government from time to time.

The scheme is discretionary and the Company reserves the right in its absolute discretion to amend the scheme without prior notice.

For detailed information, please refer to policies on the VMware intranet. Company benefits and policies are subject to withdrawal, change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees.

**ACCEPTANCE**

I have read, understood and accept the terms and conditions of the above Offer Letter including the compensation package relating to my services and employment with VMware Software India Private Limited.

{{Sig_es :signer1:signature _____}}
Employee Signature

{{Date1_es_:signer1:date:format(date,"mmm dd, yyyy")}}
Date

{{*N_es :signer1:fullname _____}}
Employee Name

{{*TentativeStartDate5_es :signer1:isdate(format="mmm dd, yyyy")}}
Tentative Start Date

Instructions:

1. Electronically sign and date this letter.
 - a. VMware India Confidential Information and Inventions Assignment Agreement
 - b. VMware India Securities Policy
 - c. VMware India Data Privacy Authorization for New Hires
 - d. VMware India Anti-Harassment Policy
 - e. VMware New Hire Privacy Agreement
 - f. Global Respectful Workplace Policy
 - g. VMware Business Conduct Guidelines and Receipt and Acknowledgement



Dear Tarun S

Additional Employment Terms– Future of Work For A Flexible Worker

As you are aware, VMware, Inc. and VMware Group Companies (as defined in the Employment Agreement, or if this term is undefined, VMware Group Companies means any subsidiary, holding company or parent company of VMware, Inc. or any subsidiary thereof or company within the VMware group of companies) (collectively referred to in this Letter as 'VMware') are seeking to implement its distributed working philosophy globally. As a result, VMware Software India Private Limited (the "Company" or "we" or "us") is proposing to make certain changes to the terms of your employment to reflect the fact that following the commencement of your employment with us, you will be designated as a **Flexible** worker, as set out in this contract variation letter ('Letter'):

1. Introduction

1.1 You are employed by the Company pursuant to the employment agreement which accompanies this Letter (the "Employment Agreement").

1.2 The terms set forth in this Letter:

1.2.1 Will apply to your employment with the Company and any terms relating to the matters contained within this Letter in the Employment Agreement will be varied accordingly to the extent provided for in this Letter;

1.2.2 Shall be read in conjunction with VMware's Global Distributed Work Policy (the 'Policy'), which is non-contractual and subject to amendment or withdrawal at VMware's sole discretion. The Policy sets out additional information in relation to **Flexible** working (as defined in section 1.1 of the Policy) that is imperative to the conduct of your role. You agree that you have read, understood and will comply with the terms of the Policy and you understand that failure to do so may result in disciplinary action being taken in respect of your employment including, but not limited to, termination of employment; and

1.2.3 Are subject always to any extenuating circumstances outside of the Company's control which necessitate alternative working arrangements, including Government and Authority requirements, guidance or directions.

1.3 For the avoidance of doubt, in the event of any conflict between the Employment Agreement and the terms in this Letter, the terms in this Letter, to the extent that they vary the terms in the Employment Agreement, shall prevail.

2. Scope

2.1 For the purposes of the Policy, you will be designated as a **Flexible** employee.

2.2 The terms of this Letter will be effective from the commencement date set out in your Employment Agreement and until amended or terminated in accordance with clause 9 of this Letter or as otherwise agreed in writing between you and the Company.



3. Place of Work

3.1 In accordance with the Policy, you will be assigned to the **Bangalore, India** site (“Assigned Site”) and shall be required to work from this site on days/times as designated by the Company from time to time. The Assigned Site will be recorded as your “Work Contact Information” in Workday. The Company reserves the right to vary the Assigned Site on a temporary or permanent basis.

For working time outside of that which is performed at your Assigned Site, you will work from any suitable location for the proper performance of your duties. You shall communicate the primary location of any such work to the Company, currently via Workday as your “Home Contact Information “ address. You are required to keep the primary location of your work in Workday up to date.

You may be required from time to time to visit and work at such other locations, including VMware sites, and for such times as the Company and/or your manager considers necessary for the proper performance of your duties. You understand and agree that you will be required to attend a VMware premises as and when business needs dictate such attendance.

3.2 The location where you perform your duties is required to be in **Bangalore** unless an alternative arrangement is specifically agreed in writing with the Company.

3.3 You are required to inform the Company as soon as possible if you plan to change your primary residence and you understand and agree that it is your responsibility to keep the Company updated in respect of your primary residence. You understand and agree that any failure to promptly disclose a change in your primary residence could result in disciplinary action including, but not limited to, termination of your employment. Where you plan to change your primary residence for any reason you are required to request prior approval for the continuation of the **Flexible** arrangement, or to seek an alternative working arrangement, in advance of you moving to the new primary residence. In such circumstances, the Company reserves the right to determine that the existing **Flexible** arrangement is consequently no longer appropriate, or to decline your proposed alternative arrangement, and require you to change to a working arrangement that is suitable to business needs and end your **Flexible** arrangement. You may be asked to sign a new document setting out any revisions to your existing arrangement.

3.4 You confirm that you are not in breach of any covenant or agreement when working from your primary residence. You confirm that where relevant, you have obtained all required employment and/or visa approvals from the relevant government authorities to enable you to work with the Company.

3.5 If you require any information in relation to your responsibilities in this regard, please contact apachr@vmware.com.

4. Hours of Work

4.1 Your normal hours of work are set out in your Employment Agreement. You may be required to work such additional hours as may be necessary for the proper performance of your duties without extra remuneration.

4.2 Where applicable, you are required to accurately record and report all hours worked in the normal way and in accordance with your Employment Agreement, the Company’s and VMware’s policies, and/or legal requirement.



4.3 You are responsible for regulating your own working time and taking necessary breaks as required by law. If you require any information in relation to your responsibilities in this regard, please contact apachrss@vmware.com.

5. Salary

5.1 You acknowledge and agree that your pay may vary in accordance with the terms of VMware's Compensation and Mobility Policy for Employee Requested Moves and any other relevant VMware or Company policy relating to pay zones (as in force and amended from time to time in VMware's sole discretion, "Pay Zone Policies"). As such, the Company reserves the right to adjust your pay in future in accordance with the Pay Zone Policies and applicable local law.

6. Confidentiality, Data Protection and Intellectual Property

6.1 All existing Confidentiality, Data Protection, Data Security and Intellectual Property obligations that you owe to the Company and VMware and where contained in the Employment Agreement or otherwise (including, but not limited to, in the Global Data Privacy Policy and the Acceptable Use Policy) remain unaffected by this Letter and are re-iterated in their entirety. You must read these policies and ensure that you comply with them in carrying out your work.

6.2 You are reminded of your obligation to notify the Information Security Operations Center (SOC@vmware.com) immediately upon becoming aware of a data breach.

7. Health and Safety

7.1 You agree to comply with all applicable health and safety laws as well as guidelines, instructions and/or policies which the Company or VMware may give to you from time to time (including the applicable terms of the Policy) and to complete without delay all health and safety risk assessments/questionnaires and/or trainings that the Company may send to you from time to time. Subject to applicable law, you are expected to take ownership of your safety and are encouraged and empowered to report any health and safety concerns to the Health & Safety Team (health_safety@vmware.com) or your manager.

8. Policies

8.1 You agree to continue to comply with all non-contractual Company and VMware policies, including (but not limited to) the Policy, Respectful Workplace Policy, Global Data Privacy Policy, Acceptable Use Policy, Compensation and Mobility Policy, Global Business Conduct Guidelines, Information Security Policies, and any other policies extended to you in your Employment Agreement or otherwise made available to you by the Company or VMware, all from time to time in force and which are available from the VMware Source Page. You must read these policies and ensure that you comply with them in carrying out your work. You understand and agree that any failure to comply with such policies could result in disciplinary action including, but not limited to, termination of your employment.



9. Termination of Flexible working

9.1 If at any time the Company, in its reasonable judgement, considers **Flexible** working arrangements to be unsatisfactory or the requirements of your work change such that **Flexible** working is no longer appropriate, in light of the Company's business needs, the Company may at its reasonable discretion give you reasonable notice, or may immediately in exceptional business circumstances, terminate and/or change your **Flexible** working arrangement to a different work arrangement, to a reasonable extent as business needs may justify.

9.2 On reasonable notice, you may request to change your current arrangement as a **Flexible** worker to a different work arrangement and to end **Flexible** working subject to Company approval, which shall be exercised reasonably and in accordance with business resources at the applicable time and the Company's policies. The Company may, at its sole discretion, consider your request however the Company shall not be under an obligation to change or end your **Flexible** working arrangement based on your request.

10. Monitoring

10.1 Subject to applicable law, the Company reserves the right to monitor your working time and the use of Company and VMware information and information systems in accordance with the VMware Acceptable Use Policy.

11. Right to Enter

11.1 You consent to the Company's representatives, at reasonable times and on reasonable notice, entering your primary residence to:

11.1.1 install, inspect, replace, repair, maintain or service Company property during your employment;

11.1.2 carry out health and safety risk assessments of Company property and your workstation during your employment; and

11.1.3 recover Company property on or after termination of your employment.

12. Miscellaneous

12.1 The changes to the Employment Agreement as set out above will be permanent changes to your terms and conditions of employment. You will have no right to revert back to your previous working pattern unless permitted by the Company in accordance with clause 9.2 above.

12.2 You agree to immediately return any property belonging to the Company or VMware on termination of your employment (howsoever arising) and the Company reserves its right, where permitted by applicable law, to deduct from your salary, or any other sums owed to you, any equivalent monies owed to the Company or VMware for failure to return any such property.

12.3 Unless explicitly varied by the terms of this Letter, all other terms and conditions set forth in the Employment Agreement will remain valid and unaffected by these changes.



12.4 This Letter and your Employment Agreement (and any amendments or documents referred to in it) constitutes the entire agreement between you and the Company and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between you and the Company, whether written or oral, relating to its subject matter.

If you agree to these changes to your Employment Agreement, please indicate your acceptance by e-signing this document along with the offer Letter.

If you have any questions, please contact apachrss@vmware.com.

Yours sincerely,



Teena Gomes
Director, Regional HR Services

For and on behalf of the Company

I agree that my Employment Agreement shall be varied by the revised terms and conditions set out in this Letter.

Signature: {{ Sig_es_:signer1:signature }}
Employee Printed Name: Tarun S

Date: {{ Date_es_:signer1:date }}



August 11, 2023

Dear Yeshwini J,

We are pleased to offer you a career opportunity with VMware Software India Private Limited (“the Company”) as **Associate Technical Support Engineer**. In this capacity you will be reporting to **Shirin Sasidharan**. This offer is subject to your acceptance of the following terms and conditions:

Annual Base Salary: You will receive an Annual Base Salary of **INR 790,104** as set out in Annexure A hereof payable in arrears on the last working day of each month. Such salary shall be subject to all applicable Indian Income Tax requirements. You shall be responsible for filing your personal returns and comply with other requirements under the India tax laws.

In addition to the Annual Base Salary, the company will provide you with additional compensation and benefits components as set out in **Annexure A** to this letter (“Compensation Package”)

Performance Bonus: You will be eligible to participate in VMware's Bonus Plan, pursuant to the terms and conditions of the Bonus Plan, as it may be amended from time to time. You will be eligible for an annual target bonus opportunity of **12%** of your eligible base pay. The bonus payment you receive will depend on VMware's achievement of its corporate goals and your individual performance, as determined by management. Newly hired employees are eligible for a pro-rated bonus if they have worked at least four full weeks in a bonus period. You must be employed on the bonus payment date to be eligible for a bonus payment. VMware reserves the right to modify or discontinue the Bonus Plan and/or your bonus opportunity at any time.

The base salary and On Target Earnings (if you are on a sales commission plan) provided in this offer letter is dependent upon your work location where you will perform your job duties as described in your Employment Contract. If you request to change your primary work location, you must first receive VMware approval in accordance with company policies. If you receive approval and relocate to another location, then your compensation and benefit arrangements will be re-evaluated and subject to change in accordance with VMware policies and applicable law.

Joining Bonus: A one-time sign-on bonus of **INR 75,000** less legal deductions will be paid within 45 days of your date of hire. If you terminate employment within your first year, you will be responsible for the reimbursement of the total amount of this bonus.

Annual Leave: You will receive annual leave in accordance with the Company's annual leave policy. The details of this policy may be found online at our Company intranet HR web page.

Public Holidays: You will be granted public holidays as listed for office employees by the local Government.

Site of Employment: The initial place of posting will be **Bangalore, India**. However, the company may, in its business interests, transfer you to any of its other offices in India or overseas, on such terms and conditions as are applicable as on the date of transfer.



You may also be deputed to any of our associate, sister concerns, subsidiaries, group company or any other affiliated companies/concerns/organizations/firms with whom the Company may make an arrangement or agreement from time to time, on such terms and conditions that are not less favorable than as contained in this offer letter.

You agree to work in accordance with the Company's scheduled time. You recognize that your duties may require you to engage in travel on behalf of the Company and that flexible hours must be maintained based upon the needs of the customers. You expressly agree to accept such reasonable travel and hours of work without additional compensation to the extent allowed under local labor law.

Hours of work: You will be required to work, from Monday to Friday, for not less than forty (40) hours of each week, and if necessary, for additional hours as might be required for performing your duties competently, without extra remuneration. Should your position in the Company fall within a 24/7 operation, you will be required to work non-standard shifts including nights, weekends and/or statutory holidays, or alternate work arrangements, as determined by the Company. You may also be required to participate in an on-call rotation and carry an appropriate communication device for the same from time to time. Any change in work arrangement will be communicated at a later date as applicable.

Probation Periods: You will be required to serve a probationary period of six (6) months which period may, at the sole discretion of the Company, be extended for such further periods as the Company may consider fit. Your employment may be terminated at any time during the probationary period by either party by giving thirty (30) days written notice to the other party. The Company may, however, elect to pay you your salary in lieu of part or all of the notice period.

Duties and Responsibilities: You shall perform the duties and responsibilities as set by the Company and that are consistent with your position within the Company. You must act in the best interests of the Company, serve it faithfully and diligently and comply with all legal requirements applicable to you and all lawful directions issued to you by the Company from time to time.

You agree that you shall not at any time during the term of this Agreement, without the prior written consent of the Company, be engaged, employed, concerned or interested, directly or indirectly, in any other employment, business or occupation that may conflict with your duties to the Company. Further, we have taken note that you are not bound by any competitive clauses by your current employer that would impact your availability and your ability to fully perform your obligations under your employment contract with the Company from the first day of employment.

Terms of Termination: After the conclusion of the probationary period, your employment may be terminated by either party at any time by giving thirty (30) days written notice to the other party. The Company may elect to pay you your salary in lieu of part or all of the notice period.

Your employment may, however, be terminated immediately and without notice at any time if you engage in serious misconduct, willfully or materially breach this agreement or are charged with any criminal offence which in the reasonable opinion of the Company brings the Company or any of its customers, partners or related entities into disrepute.

Effect of Termination: Upon expiry of this agreement pursuant to sections on Termination and Probation, you shall not be entitled to any compensation (other than salary for the days worked), severance pay, or indemnity whatsoever.



Policies and Procedures: You must comply with any policies and procedures (as amended from time to time) of the Company. Your employment is subject to the policies and rules of the Company as amended from time to time.

Entire Agreement: This Agreement, along with the VMware Offer Annex, constitutes the entire agreement between the parties about its subject matter and supersedes all previous agreements, understandings and negotiations on that matter.

E-Signature – Validity and Counterparts: Both You and the Company agree that the electronic (digital and/or encrypted) signatures of either party included in this Agreement is intended to authenticate their due consent to this agreement (including its annexures and exhibits) in writing and to have the same force and effect as original signatures by hand and accordingly, this Agreement may be executed by electronic signature and shall be considered as an original signature by hand for all purposes. Delivery of a copy of this Agreement (including its annexures and exhibits) or any other document contemplated hereby bearing an original or electronic signature by facsimile transmission or by electronic mail in “portable document format” (“.pdf”) form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, will have the same effect as physical delivery of the paper document bearing an original or electronic signature. Without limitation, “electronic signature” shall include faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

Conditions: The present agreement shall be interpreted and given effect exclusively in accordance with the laws of India. The parties agree to submit to the jurisdiction of the court of law in India, with respect to the adjudication of any dispute arising hereunder.

This offer of employment and your commencement and continuation of employment with VMware is conditional upon:

- (a) where relevant, the obtaining of all required employment and/or visa approvals from the relevant government authorities to enable you to work with VMware in India; and
- (b) VMware’s satisfaction with the results of any required reference and background checks as well as verification of your employment and salary history. Any false information provided by you or at your request at any stage of the hiring process may result in revocation of this offer of employment or immediate termination of your employment with no payment in lieu of notice or any other compensation to you, as applicable.

Please note that as a subsidiary of a US technology company, VMware is subject to certain restrictions on hiring nationals of the following countries: North Korea, Syria, Libya, Iran, Sudan, and Cuba. If you are a national of one of these countries, as a condition of this offer of employment, you are required to immediately notify the HR Shared Services Team at apachrss@vmware.com to enable them to determine if any such restrictions apply and their impact on your potential employment with VMware.

We are pleased to have you as a member of the Company and we look forward to working with you. We hope you will find VMware a great and rewarding place to be.

To indicate your acceptance of this offer, please review, sign and return one copy of this offer letter along with the signed VMware Confidentiality Information and Inventions Assignment Agreement and your proposed start date as confirmation of your acceptance of the terms set out within these documents. This offer expires 7 days from the date of this letter. If you do not accept or start by the required date, VMware reserves the right to withdraw this offer of employment.



Should you have any queries or require any clarification of any points, please do not hesitate to contact the Human Resources Department.

Best Regards



Teena Gomes,
Director, Regional HR Services



Annexure A Compensation and Benefits

Name: Yeshwini J

Position: Associate Technical Support Engineer

PARTICULARS - AMT in INR (Per Annum)

(i) ANNUAL BASIC SALARY: 395,052

(ii) FLEXI BENEFIT PLAN: 395,052

(iii) BASE SALARY (i)+(ii): 790,104

(iv) TARGET BONUS (12%): 94,812

(v) ON-TARGET EARNINGS (iii) + (iv): 884,916

Gratuity: You are entitled to a gratuity payment as per the provisions of the Payment of Gratuity Act, 1972 and any applicable Company policy.

Provident Fund: You will be required to subscribe to the applicable provident fund scheme. The Company will contribute towards the Provident Fund as required and published by the Indian Government from time to time.

Domiciliary Medical: This will be paid on a monthly basis and will be subject to exemptions available under the Income Tax Act and the respective schemes as published by the Indian Government from time to time.

Group MediClaim Insurance: All employees are covered under group MediClaim insurance, as per the Company policy. Under current policy, employee and dependents are covered up to INR 500,000 per year on a family (1+5) floater basis. The term family includes employee, spouse, children (up to 2 children) and parents.

An additional coverage of INR 200,000, INR 300,000, INR 500,000, INR 1,000,000 and INR 1,500,000 over and above the INR 500,000 per year coverage is available. The benefits of the policy are the same as the existing policy. The cost of incremental coverage will be borne by the employee.

Medical insurance cover for employee and dependents as declared at the time of joining by employee will be effected by default from the date of joining the Company. To facilitate prompt enrollment, employees are required to provide all information necessary for the insurance policy immediately on joining.

Mid-term inclusion and insurance coverage for newly married spouse and newborn infant is allowed. To facilitate prompt enrollment, employees are required to provide/update all necessary information with insurance company within 30 days of the event (marriage/ childbirth).

The scheme is discretionary and the Company reserves the right in its absolute discretion to amend the scheme without prior notice.

Group Term Life Insurance: All employees are covered under group term life insurance, as per the Company policy. Under current policy, employees are covered up to 2 times of CTC with a minimum of INR 500,000 per year. The term insurance cover for employees is covered from date of joining the Company.

The scheme is discretionary and the Company reserves the right in its absolute discretion to amend the scheme without prior notice.



Group Personal Accident Insurance: All employees are covered under group personal accident insurance, as per the Company policy. Under current policy, employees are covered up to 2 times of CTC with a minimum of INR 500,000 per year. The personal accident insurance cover for employees is covered from the date of joining the Company. The scheme is discretionary and the Company reserves the right in its absolute discretion to amend the scheme without prior notice.

Employee Deposit Linked Insurance(EDLI): All employees are covered under EDLI, as per “The Employees’ Deposit-Linked Insurance Scheme, 1976” under the EPFO Act. This amount is subject to any changes published by the Indian Government from time to time.

The scheme is discretionary and the Company reserves the right in its absolute discretion to amend the scheme without prior notice.

For detailed information, please refer to policies on the VMware intranet. Company benefits and policies are subject to withdrawal, change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees.

**ACCEPTANCE**

I have read, understood and accept the terms and conditions of the above Offer Letter including the compensation package relating to my services and employment with VMware Software India Private Limited.

{{Sig_es :signer1:signature _____}}

Employee Signature

{{Date1_es_:signer1:date:format(date,"mmm dd, yyyy")}}

Date

{{*N_es :signer1:fullname _____}}

Employee Name

{{*TentativeStartDate5_es :signer1:isdate(format="mmm dd, yyyy")}}

Tentative Start Date

Instructions:

1. Electronically sign and date this letter.
 - a. VMware India Confidential Information and Inventions Assignment Agreement
 - b. VMware India Securities Policy
 - c. VMware India Data Privacy Authorization for New Hires
 - d. VMware India Anti-Harassment Policy
 - e. VMware New Hire Privacy Agreement
 - f. Global Respectful Workplace Policy
 - g. VMware Business Conduct Guidelines and Receipt and Acknowledgement

Private - Protected

VMware Software India Private Limited

Kalyani Vista, Sy. No. 165/1 & 165/17, Doraisanipalya, 4th Phase, JP Nagar, Bengaluru - 560076, India

Phone: +91-80-4044 0000 fax: +91-80-4044 0096 Web: www.vmware.com



Dear Yeshwini J

Additional Employment Terms– Future of Work For A Flexible Worker

As you are aware, VMware, Inc. and VMware Group Companies (as defined in the Employment Agreement, or if this term is undefined, VMware Group Companies means any subsidiary, holding company or parent company of VMware, Inc. or any subsidiary thereof or company within the VMware group of companies) (collectively referred to in this Letter as 'VMware') are seeking to implement its distributed working philosophy globally. As a result, VMware Software India Private Limited (the "Company" or "we" or "us") is proposing to make certain changes to the terms of your employment to reflect the fact that following the commencement of your employment with us, you will be designated as a **Flexible** worker, as set out in this contract variation letter ('Letter'):

1. Introduction

1.1 You are employed by the Company pursuant to the employment agreement which accompanies this Letter (the "Employment Agreement").

1.2 The terms set forth in this Letter:

1.2.1 Will apply to your employment with the Company and any terms relating to the matters contained within this Letter in the Employment Agreement will be varied accordingly to the extent provided for in this Letter;

1.2.2 Shall be read in conjunction with VMware's Global Distributed Work Policy (the 'Policy'), which is non-contractual and subject to amendment or withdrawal at VMware's sole discretion. The Policy sets out additional information in relation to **Flexible** working (as defined in section 1.1 of the Policy) that is imperative to the conduct of your role. You agree that you have read, understood and will comply with the terms of the Policy and you understand that failure to do so may result in disciplinary action being taken in respect of your employment including, but not limited to, termination of employment; and

1.2.3 Are subject always to any extenuating circumstances outside of the Company's control which necessitate alternative working arrangements, including Government and Authority requirements, guidance or directions.

1.3 For the avoidance of doubt, in the event of any conflict between the Employment Agreement and the terms in this Letter, the terms in this Letter, to the extent that they vary the terms in the Employment Agreement, shall prevail.

2. Scope

2.1 For the purposes of the Policy, you will be designated as a **Flexible** employee.

2.2 The terms of this Letter will be effective from the commencement date set out in your Employment Agreement and until amended or terminated in accordance with clause 9 of this Letter or as otherwise agreed in writing between you and the Company.



3. Place of Work

3.1 In accordance with the Policy, you will be assigned to the **Bangalore, India** site (“Assigned Site”) and shall be required to work from this site on days/times as designated by the Company from time to time. The Assigned Site will be recorded as your “Work Contact Information” in Workday. The Company reserves the right to vary the Assigned Site on a temporary or permanent basis.

For working time outside of that which is performed at your Assigned Site, you will work from any suitable location for the proper performance of your duties. You shall communicate the primary location of any such work to the Company, currently via Workday as your “Home Contact Information “ address. You are required to keep the primary location of your work in Workday up to date.

You may be required from time to time to visit and work at such other locations, including VMware sites, and for such times as the Company and/or your manager considers necessary for the proper performance of your duties. You understand and agree that you will be required to attend a VMware premises as and when business needs dictate such attendance.

3.2 The location where you perform your duties is required to be in **Bangalore** unless an alternative arrangement is specifically agreed in writing with the Company.

3.3 You are required to inform the Company as soon as possible if you plan to change your primary residence and you understand and agree that it is your responsibility to keep the Company updated in respect of your primary residence. You understand and agree that any failure to promptly disclose a change in your primary residence could result in disciplinary action including, but not limited to, termination of your employment. Where you plan to change your primary residence for any reason you are required to request prior approval for the continuation of the **Flexible** arrangement, or to seek an alternative working arrangement, in advance of you moving to the new primary residence. In such circumstances, the Company reserves the right to determine that the existing **Flexible** arrangement is consequently no longer appropriate, or to decline your proposed alternative arrangement, and require you to change to a working arrangement that is suitable to business needs and end your **Flexible** arrangement. You may be asked to sign a new document setting out any revisions to your existing arrangement.

3.4 You confirm that you are not in breach of any covenant or agreement when working from your primary residence. You confirm that where relevant, you have obtained all required employment and/or visa approvals from the relevant government authorities to enable you to work with the Company.

3.5 If you require any information in relation to your responsibilities in this regard, please contact apachr@vmware.com.

4. Hours of Work

4.1 Your normal hours of work are set out in your Employment Agreement. You may be required to work such additional hours as may be necessary for the proper performance of your duties without extra remuneration.

4.2 Where applicable, you are required to accurately record and report all hours worked in the normal way and in accordance with your Employment Agreement, the Company’s and VMware’s policies, and/or legal requirement.



4.3 You are responsible for regulating your own working time and taking necessary breaks as required by law. If you require any information in relation to your responsibilities in this regard, please contact apachrss@vmware.com.

5. Salary

5.1 You acknowledge and agree that your pay may vary in accordance with the terms of VMware's Compensation and Mobility Policy for Employee Requested Moves and any other relevant VMware or Company policy relating to pay zones (as in force and amended from time to time in VMware's sole discretion, "Pay Zone Policies"). As such, the Company reserves the right to adjust your pay in future in accordance with the Pay Zone Policies and applicable local law.

6. Confidentiality, Data Protection and Intellectual Property

6.1 All existing Confidentiality, Data Protection, Data Security and Intellectual Property obligations that you owe to the Company and VMware and where contained in the Employment Agreement or otherwise (including, but not limited to, in the Global Data Privacy Policy and the Acceptable Use Policy) remain unaffected by this Letter and are re-iterated in their entirety. You must read these policies and ensure that you comply with them in carrying out your work.

6.2 You are reminded of your obligation to notify the Information Security Operations Center (SOC@vmware.com) immediately upon becoming aware of a data breach.

7. Health and Safety

7.1 You agree to comply with all applicable health and safety laws as well as guidelines, instructions and/or policies which the Company or VMware may give to you from time to time (including the applicable terms of the Policy) and to complete without delay all health and safety risk assessments/questionnaires and/or trainings that the Company may send to you from time to time. Subject to applicable law, you are expected to take ownership of your safety and are encouraged and empowered to report any health and safety concerns to the Health & Safety Team (health_safety@vmware.com) or your manager.

8. Policies

8.1 You agree to continue to comply with all non-contractual Company and VMware policies, including (but not limited to) the Policy, Respectful Workplace Policy, Global Data Privacy Policy, Acceptable Use Policy, Compensation and Mobility Policy, Global Business Conduct Guidelines, Information Security Policies, and any other policies extended to you in your Employment Agreement or otherwise made available to you by the Company or VMware, all from time to time in force and which are available from the VMware Source Page. You must read these policies and ensure that you comply with them in carrying out your work. You understand and agree that any failure to comply with such policies could result in disciplinary action including, but not limited to, termination of your employment.



9. Termination of Flexible working

9.1 If at any time the Company, in its reasonable judgement, considers **Flexible** working arrangements to be unsatisfactory or the requirements of your work change such that **Flexible** working is no longer appropriate, in light of the Company's business needs, the Company may at its reasonable discretion give you reasonable notice, or may immediately in exceptional business circumstances, terminate and/or change your **Flexible** working arrangement to a different work arrangement, to a reasonable extent as business needs may justify.

9.2 On reasonable notice, you may request to change your current arrangement as a **Flexible** worker to a different work arrangement and to end **Flexible** working subject to Company approval, which shall be exercised reasonably and in accordance with business resources at the applicable time and the Company's policies. The Company may, at its sole discretion, consider your request however the Company shall not be under an obligation to change or end your **Flexible** working arrangement based on your request.

10. Monitoring

10.1 Subject to applicable law, the Company reserves the right to monitor your working time and the use of Company and VMware information and information systems in accordance with the VMware Acceptable Use Policy.

11. Right to Enter

11.1 You consent to the Company's representatives, at reasonable times and on reasonable notice, entering your primary residence to:

11.1.1 install, inspect, replace, repair, maintain or service Company property during your employment;

11.1.2 carry out health and safety risk assessments of Company property and your workstation during your employment; and

11.1.3 recover Company property on or after termination of your employment.

12. Miscellaneous

12.1 The changes to the Employment Agreement as set out above will be permanent changes to your terms and conditions of employment. You will have no right to revert back to your previous working pattern unless permitted by the Company in accordance with clause 9.2 above.

12.2 You agree to immediately return any property belonging to the Company or VMware on termination of your employment (howsoever arising) and the Company reserves its right, where permitted by applicable law, to deduct from your salary, or any other sums owed to you, any equivalent monies owed to the Company or VMware for failure to return any such property.

12.3 Unless explicitly varied by the terms of this Letter, all other terms and conditions set forth in the Employment Agreement will remain valid and unaffected by these changes.



12.4 This Letter and your Employment Agreement (and any amendments or documents referred to in it) constitutes the entire agreement between you and the Company and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between you and the Company, whether written or oral, relating to its subject matter.

If you agree to these changes to your Employment Agreement, please indicate your acceptance by e-signing this document along with the offer Letter.

If you have any questions, please contact apachr@vmware.com.

Yours sincerely,



Teena Gomes
Director, Regional HR Services

For and on behalf of the Company

I agree that my Employment Agreement shall be varied by the revised terms and conditions set out in this Letter.

Signature: {{ Sig_es_:signer1:signature }}
Employee Printed Name: Yeshwini J

Date: {{ Date_es_:signer1:date }}



August 11, 2023

Dear Anarghya M B,

We are pleased to offer you a career opportunity with VMware Software India Private Limited (“the Company”) as **Associate Technical Support Engineer**. In this capacity you will be reporting to **Shirin Sasidharan**. This offer is subject to your acceptance of the following terms and conditions:

Annual Base Salary: You will receive an Annual Base Salary of **INR 790,104** as set out in Annexure A hereof payable in arrears on the last working day of each month. Such salary shall be subject to all applicable Indian Income Tax requirements. You shall be responsible for filing your personal returns and comply with other requirements under the India tax laws.

In addition to the Annual Base Salary, the company will provide you with additional compensation and benefits components as set out in **Annexure A** to this letter (“Compensation Package”)

Performance Bonus: You will be eligible to participate in VMware's Bonus Plan, pursuant to the terms and conditions of the Bonus Plan, as it may be amended from time to time. You will be eligible for an annual target bonus opportunity of **12%** of your eligible base pay. The bonus payment you receive will depend on VMware's achievement of its corporate goals and your individual performance, as determined by management. Newly hired employees are eligible for a pro-rated bonus if they have worked at least four full weeks in a bonus period. You must be employed on the bonus payment date to be eligible for a bonus payment. VMware reserves the right to modify or discontinue the Bonus Plan and/or your bonus opportunity at any time.

The base salary and On Target Earnings (if you are on a sales commission plan) provided in this offer letter is dependent upon your work location where you will perform your job duties as described in your Employment Contract. If you request to change your primary work location, you must first receive VMware approval in accordance with company policies. If you receive approval and relocate to another location, then your compensation and benefit arrangements will be re-evaluated and subject to change in accordance with VMware policies and applicable law.

Joining Bonus: A one-time sign-on bonus of **INR 75,000** less legal deductions will be paid within 45 days of your date of hire. If you terminate employment within your first year, you will be responsible for the reimbursement of the total amount of this bonus.

Annual Leave: You will receive annual leave in accordance with the Company's annual leave policy. The details of this policy may be found online at our Company intranet HR web page.

Public Holidays: You will be granted public holidays as listed for office employees by the local Government.

Site of Employment: The initial place of posting will be **Bangalore, India**. However, the company may, in its business interests, transfer you to any of its other offices in India or overseas, on such terms and conditions as are applicable as on the date of transfer.



You may also be deputed to any of our associate, sister concerns, subsidiaries, group company or any other affiliated companies/concerns/organizations/firms with whom the Company may make an arrangement or agreement from time to time, on such terms and conditions that are not less favorable than as contained in this offer letter.

You agree to work in accordance with the Company's scheduled time. You recognize that your duties may require you to engage in travel on behalf of the Company and that flexible hours must be maintained based upon the needs of the customers. You expressly agree to accept such reasonable travel and hours of work without additional compensation to the extent allowed under local labor law.

Hours of work: You will be required to work, from Monday to Friday, for not less than forty (40) hours of each week, and if necessary, for additional hours as might be required for performing your duties competently, without extra remuneration. Should your position in the Company fall within a 24/7 operation, you will be required to work non-standard shifts including nights, weekends and/or statutory holidays, or alternate work arrangements, as determined by the Company. You may also be required to participate in an on-call rotation and carry an appropriate communication device for the same from time to time. Any change in work arrangement will be communicated at a later date as applicable.

Probation Periods: You will be required to serve a probationary period of six (6) months which period may, at the sole discretion of the Company, be extended for such further periods as the Company may consider fit. Your employment may be terminated at any time during the probationary period by either party by giving thirty (30) days written notice to the other party. The Company may, however, elect to pay you your salary in lieu of part or all of the notice period.

Duties and Responsibilities: You shall perform the duties and responsibilities as set by the Company and that are consistent with your position within the Company. You must act in the best interests of the Company, serve it faithfully and diligently and comply with all legal requirements applicable to you and all lawful directions issued to you by the Company from time to time.

You agree that you shall not at any time during the term of this Agreement, without the prior written consent of the Company, be engaged, employed, concerned or interested, directly or indirectly, in any other employment, business or occupation that may conflict with your duties to the Company. Further, we have taken note that you are not bound by any competitive clauses by your current employer that would impact your availability and your ability to fully perform your obligations under your employment contract with the Company from the first day of employment.

Terms of Termination: After the conclusion of the probationary period, your employment may be terminated by either party at any time by giving thirty (30) days written notice to the other party. The Company may elect to pay you your salary in lieu of part or all of the notice period.

Your employment may, however, be terminated immediately and without notice at any time if you engage in serious misconduct, willfully or materially breach this agreement or are charged with any criminal offence which in the reasonable opinion of the Company brings the Company or any of its customers, partners or related entities into disrepute.

Effect of Termination: Upon expiry of this agreement pursuant to sections on Termination and Probation, you shall not be entitled to any compensation (other than salary for the days worked), severance pay, or indemnity whatsoever.



Policies and Procedures: You must comply with any policies and procedures (as amended from time to time) of the Company. Your employment is subject to the policies and rules of the Company as amended from time to time.

Entire Agreement: This Agreement, along with the VMware Offer Annex, constitutes the entire agreement between the parties about its subject matter and supersedes all previous agreements, understandings and negotiations on that matter.

E-Signature – Validity and Counterparts: Both You and the Company agree that the electronic (digital and/or encrypted) signatures of either party included in this Agreement is intended to authenticate their due consent to this agreement (including its annexures and exhibits) in writing and to have the same force and effect as original signatures by hand and accordingly, this Agreement may be executed by electronic signature and shall be considered as an original signature by hand for all purposes. Delivery of a copy of this Agreement (including its annexures and exhibits) or any other document contemplated hereby bearing an original or electronic signature by facsimile transmission or by electronic mail in “portable document format” (“.pdf”) form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, will have the same effect as physical delivery of the paper document bearing an original or electronic signature. Without limitation, “electronic signature” shall include faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

Conditions: The present agreement shall be interpreted and given effect exclusively in accordance with the laws of India. The parties agree to submit to the jurisdiction of the court of law in India, with respect to the adjudication of any dispute arising hereunder.

This offer of employment and your commencement and continuation of employment with VMware is conditional upon:

- (a) where relevant, the obtaining of all required employment and/or visa approvals from the relevant government authorities to enable you to work with VMware in India; and
- (b) VMware’s satisfaction with the results of any required reference and background checks as well as verification of your employment and salary history. Any false information provided by you or at your request at any stage of the hiring process may result in revocation of this offer of employment or immediate termination of your employment with no payment in lieu of notice or any other compensation to you, as applicable.

Please note that as a subsidiary of a US technology company, VMware is subject to certain restrictions on hiring nationals of the following countries: North Korea, Syria, Libya, Iran, Sudan, and Cuba. If you are a national of one of these countries, as a condition of this offer of employment, you are required to immediately notify the HR Shared Services Team at apachrss@vmware.com to enable them to determine if any such restrictions apply and their impact on your potential employment with VMware.

We are pleased to have you as a member of the Company and we look forward to working with you. We hope you will find VMware a great and rewarding place to be.

To indicate your acceptance of this offer, please review, sign and return one copy of this offer letter along with the signed VMware Confidentiality Information and Inventions Assignment Agreement and your proposed start date as confirmation of your acceptance of the terms set out within these documents. This offer expires 7 days from the date of this letter. If you do not accept or start by the required date, VMware reserves the right to withdraw this offer of employment.



Should you have any queries or require any clarification of any points, please do not hesitate to contact the Human Resources Department.

Best Regards



Teena Gomes,
Director, Regional HR Services



Annexure A Compensation and Benefits

Name: Anarghya M B
Position: Associate Technical Support Engineer

PARTICULARS - AMT in INR (Per Annum)

- (i) ANNUAL BASIC SALARY: 395,052
- (ii) FLEXI BENEFIT PLAN: 395,052
- (iii) BASE SALARY (i)+(ii): 790,104
- (iv) TARGET BONUS (12%): 94,812
- (v) ON-TARGET EARNINGS (iii) + (iv): 884,916

Gratuity: You are entitled to a gratuity payment as per the provisions of the Payment of Gratuity Act, 1972 and any applicable Company policy.

Provident Fund: You will be required to subscribe to the applicable provident fund scheme. The Company will contribute towards the Provident Fund as required and published by the Indian Government from time to time.

Domiciliary Medical: This will be paid on a monthly basis and will be subject to exemptions available under the Income Tax Act and the respective schemes as published by the Indian Government from time to time.

Group MediClaim Insurance: All employees are covered under group MediClaim insurance, as per the Company policy. Under current policy, employee and dependents are covered up to INR 500,000 per year on a family (1+5) floater basis. The term family includes employee, spouse, children (up to 2 children) and parents.

An additional coverage of INR 200,000, INR 300,000, INR 500,000, INR 1,000,000 and INR 1,500,000 over and above the INR 500,000 per year coverage is available. The benefits of the policy are the same as the existing policy. The cost of incremental coverage will be borne by the employee.

Medical insurance cover for employee and dependents as declared at the time of joining by employee will be effected by default from the date of joining the Company. To facilitate prompt enrollment, employees are required to provide all information necessary for the insurance policy immediately on joining.

Mid-term inclusion and insurance coverage for newly married spouse and newborn infant is allowed. To facilitate prompt enrollment, employees are required to provide/update all necessary information with insurance company within 30 days of the event (marriage/ childbirth).

The scheme is discretionary and the Company reserves the right in its absolute discretion to amend the scheme without prior notice.

Group Term Life Insurance: All employees are covered under group term life insurance, as per the Company policy. Under current policy, employees are covered up to 2 times of CTC with a minimum of INR 500,000 per year. The term insurance cover for employees is covered from date of joining the Company.

The scheme is discretionary and the Company reserves the right in its absolute discretion to amend the scheme without prior notice.



Group Personal Accident Insurance: All employees are covered under group personal accident insurance, as per the Company policy. Under current policy, employees are covered up to 2 times of CTC with a minimum of INR 500,000 per year. The personal accident insurance cover for employees is covered from the date of joining the Company. The scheme is discretionary and the Company reserves the right in its absolute discretion to amend the scheme without prior notice.

Employee Deposit Linked Insurance(EDLI): All employees are covered under EDLI, as per “The Employees’ Deposit-Linked Insurance Scheme, 1976” under the EPFO Act. This amount is subject to any changes published by the Indian Government from time to time.

The scheme is discretionary and the Company reserves the right in its absolute discretion to amend the scheme without prior notice.

For detailed information, please refer to policies on the VMware intranet. Company benefits and policies are subject to withdrawal, change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees.

**ACCEPTANCE**

I have read, understood and accept the terms and conditions of the above Offer Letter including the compensation package relating to my services and employment with VMware Software India Private Limited.

{{Sig_es :signer1:signature _____}}
Employee Signature

{{Date1_es_:signer1:date:format(date,"mmm dd, yyyy")}}
Date

{{*N_es :signer1:fullname _____}}
Employee Name

{{*TentativeStartDate5_es :signer1:isdate(format="mmm dd, yyyy")}}
Tentative Start Date

Instructions:

1. Electronically sign and date this letter.
 - a. VMware India Confidential Information and Inventions Assignment Agreement
 - b. VMware India Securities Policy
 - c. VMware India Data Privacy Authorization for New Hires
 - d. VMware India Anti-Harassment Policy
 - e. VMware New Hire Privacy Agreement
 - f. Global Respectful Workplace Policy
 - g. VMware Business Conduct Guidelines and Receipt and Acknowledgement



Dear Anarghya M B

Additional Employment Terms– Future of Work For A Flexible Worker

As you are aware, VMware, Inc. and VMware Group Companies (as defined in the Employment Agreement, or if this term is undefined, VMware Group Companies means any subsidiary, holding company or parent company of VMware, Inc. or any subsidiary thereof or company within the VMware group of companies) (collectively referred to in this Letter as 'VMware') are seeking to implement its distributed working philosophy globally. As a result, VMware Software India Private Limited (the "Company" or "we" or "us") is proposing to make certain changes to the terms of your employment to reflect the fact that following the commencement of your employment with us, you will be designated as a **Flexible** worker, as set out in this contract variation letter ('Letter'):

1. Introduction

1.1 You are employed by the Company pursuant to the employment agreement which accompanies this Letter (the "Employment Agreement").

1.2 The terms set forth in this Letter:

1.2.1 Will apply to your employment with the Company and any terms relating to the matters contained within this Letter in the Employment Agreement will be varied accordingly to the extent provided for in this Letter;

1.2.2 Shall be read in conjunction with VMware's Global Distributed Work Policy (the 'Policy'), which is non-contractual and subject to amendment or withdrawal at VMware's sole discretion. The Policy sets out additional information in relation to **Flexible** working (as defined in section 1.1 of the Policy) that is imperative to the conduct of your role. You agree that you have read, understood and will comply with the terms of the Policy and you understand that failure to do so may result in disciplinary action being taken in respect of your employment including, but not limited to, termination of employment; and

1.2.3 Are subject always to any extenuating circumstances outside of the Company's control which necessitate alternative working arrangements, including Government and Authority requirements, guidance or directions.

1.3 For the avoidance of doubt, in the event of any conflict between the Employment Agreement and the terms in this Letter, the terms in this Letter, to the extent that they vary the terms in the Employment Agreement, shall prevail.

2. Scope

2.1 For the purposes of the Policy, you will be designated as a **Flexible** employee.

2.2 The terms of this Letter will be effective from the commencement date set out in your Employment Agreement and until amended or terminated in accordance with clause 9 of this Letter or as otherwise agreed in writing between you and the Company.



3. Place of Work

3.1 In accordance with the Policy, you will be assigned to the **Bangalore, India** site (“Assigned Site”) and shall be required to work from this site on days/times as designated by the Company from time to time. The Assigned Site will be recorded as your “Work Contact Information” in Workday. The Company reserves the right to vary the Assigned Site on a temporary or permanent basis.

For working time outside of that which is performed at your Assigned Site, you will work from any suitable location for the proper performance of your duties. You shall communicate the primary location of any such work to the Company, currently via Workday as your “Home Contact Information “ address. You are required to keep the primary location of your work in Workday up to date.

You may be required from time to time to visit and work at such other locations, including VMware sites, and for such times as the Company and/or your manager considers necessary for the proper performance of your duties. You understand and agree that you will be required to attend a VMware premises as and when business needs dictate such attendance.

3.2 The location where you perform your duties is required to be in **Bangalore** unless an alternative arrangement is specifically agreed in writing with the Company.

3.3 You are required to inform the Company as soon as possible if you plan to change your primary residence and you understand and agree that it is your responsibility to keep the Company updated in respect of your primary residence. You understand and agree that any failure to promptly disclose a change in your primary residence could result in disciplinary action including, but not limited to, termination of your employment. Where you plan to change your primary residence for any reason you are required to request prior approval for the continuation of the **Flexible** arrangement, or to seek an alternative working arrangement, in advance of you moving to the new primary residence. In such circumstances, the Company reserves the right to determine that the existing **Flexible** arrangement is consequently no longer appropriate, or to decline your proposed alternative arrangement, and require you to change to a working arrangement that is suitable to business needs and end your **Flexible** arrangement. You may be asked to sign a new document setting out any revisions to your existing arrangement.

3.4 You confirm that you are not in breach of any covenant or agreement when working from your primary residence. You confirm that where relevant, you have obtained all required employment and/or visa approvals from the relevant government authorities to enable you to work with the Company.

3.5 If you require any information in relation to your responsibilities in this regard, please contact apachrss@vmware.com.

4. Hours of Work

4.1 Your normal hours of work are set out in your Employment Agreement. You may be required to work such additional hours as may be necessary for the proper performance of your duties without extra remuneration.

4.2 Where applicable, you are required to accurately record and report all hours worked in the normal way and in accordance with your Employment Agreement, the Company’s and VMware’s policies, and/or legal requirement.



4.3 You are responsible for regulating your own working time and taking necessary breaks as required by law. If you require any information in relation to your responsibilities in this regard, please contact apachrss@vmware.com.

5. Salary

5.1 You acknowledge and agree that your pay may vary in accordance with the terms of VMware's Compensation and Mobility Policy for Employee Requested Moves and any other relevant VMware or Company policy relating to pay zones (as in force and amended from time to time in VMware's sole discretion, "Pay Zone Policies"). As such, the Company reserves the right to adjust your pay in future in accordance with the Pay Zone Policies and applicable local law.

6. Confidentiality, Data Protection and Intellectual Property

6.1 All existing Confidentiality, Data Protection, Data Security and Intellectual Property obligations that you owe to the Company and VMware and where contained in the Employment Agreement or otherwise (including, but not limited to, in the Global Data Privacy Policy and the Acceptable Use Policy) remain unaffected by this Letter and are re-iterated in their entirety. You must read these policies and ensure that you comply with them in carrying out your work.

6.2 You are reminded of your obligation to notify the Information Security Operations Center (SOC@vmware.com) immediately upon becoming aware of a data breach.

7. Health and Safety

7.1 You agree to comply with all applicable health and safety laws as well as guidelines, instructions and/or policies which the Company or VMware may give to you from time to time (including the applicable terms of the Policy) and to complete without delay all health and safety risk assessments/questionnaires and/or trainings that the Company may send to you from time to time. Subject to applicable law, you are expected to take ownership of your safety and are encouraged and empowered to report any health and safety concerns to the Health & Safety Team (health_safety@vmware.com) or your manager.

8. Policies

8.1 You agree to continue to comply with all non-contractual Company and VMware policies, including (but not limited to) the Policy, Respectful Workplace Policy, Global Data Privacy Policy, Acceptable Use Policy, Compensation and Mobility Policy, Global Business Conduct Guidelines, Information Security Policies, and any other policies extended to you in your Employment Agreement or otherwise made available to you by the Company or VMware, all from time to time in force and which are available from the VMware Source Page. You must read these policies and ensure that you comply with them in carrying out your work. You understand and agree that any failure to comply with such policies could result in disciplinary action including, but not limited to, termination of your employment.



9. Termination of Flexible working

9.1 If at any time the Company, in its reasonable judgement, considers **Flexible** working arrangements to be unsatisfactory or the requirements of your work change such that **Flexible** working is no longer appropriate, in light of the Company's business needs, the Company may at its reasonable discretion give you reasonable notice, or may immediately in exceptional business circumstances, terminate and/or change your **Flexible** working arrangement to a different work arrangement, to a reasonable extent as business needs may justify.

9.2 On reasonable notice, you may request to change your current arrangement as a **Flexible** worker to a different work arrangement and to end **Flexible** working subject to Company approval, which shall be exercised reasonably and in accordance with business resources at the applicable time and the Company's policies. The Company may, at its sole discretion, consider your request however the Company shall not be under an obligation to change or end your **Flexible** working arrangement based on your request.

10. Monitoring

10.1 Subject to applicable law, the Company reserves the right to monitor your working time and the use of Company and VMware information and information systems in accordance with the VMware Acceptable Use Policy.

11. Right to Enter

11.1 You consent to the Company's representatives, at reasonable times and on reasonable notice, entering your primary residence to:

11.1.1 install, inspect, replace, repair, maintain or service Company property during your employment;

11.1.2 carry out health and safety risk assessments of Company property and your workstation during your employment; and

11.1.3 recover Company property on or after termination of your employment.

12. Miscellaneous

12.1 The changes to the Employment Agreement as set out above will be permanent changes to your terms and conditions of employment. You will have no right to revert back to your previous working pattern unless permitted by the Company in accordance with clause 9.2 above.

12.2 You agree to immediately return any property belonging to the Company or VMware on termination of your employment (howsoever arising) and the Company reserves its right, where permitted by applicable law, to deduct from your salary, or any other sums owed to you, any equivalent monies owed to the Company or VMware for failure to return any such property.

12.3 Unless explicitly varied by the terms of this Letter, all other terms and conditions set forth in the Employment Agreement will remain valid and unaffected by these changes.



12.4 This Letter and your Employment Agreement (and any amendments or documents referred to in it) constitutes the entire agreement between you and the Company and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between you and the Company, whether written or oral, relating to its subject matter.

If you agree to these changes to your Employment Agreement, please indicate your acceptance by e-signing this document along with the offer Letter.

If you have any questions, please contact apachr@vmware.com.

Yours sincerely,



Teena Gomes
Director, Regional HR Services

For and on behalf of the Company

I agree that my Employment Agreement shall be varied by the revised terms and conditions set out in this Letter.

Signature: {{ Sig_es_:signer1:signature }}
Employee Printed Name: Anarghya M B

Date: {{ Date_es_:signer1:date }}



August 11, 2023

Dear SRUSHTI K S,

We are pleased to offer you a career opportunity with VMware Software India Private Limited (“the Company”) as **Associate Technical Support Engineer**. In this capacity you will be reporting to **Shirin Sasidharan**. This offer is subject to your acceptance of the following terms and conditions:

Annual Base Salary: You will receive an Annual Base Salary of **INR 790,104** as set out in Annexure A hereof payable in arrears on the last working day of each month. Such salary shall be subject to all applicable Indian Income Tax requirements. You shall be responsible for filing your personal returns and comply with other requirements under the India tax laws.

In addition to the Annual Base Salary, the company will provide you with additional compensation and benefits components as set out in **Annexure A** to this letter (“Compensation Package”)

Performance Bonus: You will be eligible to participate in VMware's Bonus Plan, pursuant to the terms and conditions of the Bonus Plan, as it may be amended from time to time. You will be eligible for an annual target bonus opportunity of **12%** of your eligible base pay. The bonus payment you receive will depend on VMware's achievement of its corporate goals and your individual performance, as determined by management. Newly hired employees are eligible for a pro-rated bonus if they have worked at least four full weeks in a bonus period. You must be employed on the bonus payment date to be eligible for a bonus payment. VMware reserves the right to modify or discontinue the Bonus Plan and/or your bonus opportunity at any time.

The base salary and On Target Earnings (if you are on a sales commission plan) provided in this offer letter is dependent upon your work location where you will perform your job duties as described in your Employment Contract. If you request to change your primary work location, you must first receive VMware approval in accordance with company policies. If you receive approval and relocate to another location, then your compensation and benefit arrangements will be re-evaluated and subject to change in accordance with VMware policies and applicable law.

Joining Bonus: A one-time sign-on bonus of **INR 75,000** less legal deductions will be paid within 45 days of your date of hire. If you terminate employment within your first year, you will be responsible for the reimbursement of the total amount of this bonus.

Annual Leave: You will receive annual leave in accordance with the Company's annual leave policy. The details of this policy may be found online at our Company intranet HR web page.

Public Holidays: You will be granted public holidays as listed for office employees by the local Government.

Site of Employment: The initial place of posting will be **Bangalore, India**. However, the company may, in its business interests, transfer you to any of its other offices in India or overseas, on such terms and conditions as are applicable as on the date of transfer.



You may also be deputed to any of our associate, sister concerns, subsidiaries, group company or any other affiliated companies/concerns/organizations/firms with whom the Company may make an arrangement or agreement from time to time, on such terms and conditions that are not less favorable than as contained in this offer letter.

You agree to work in accordance with the Company's scheduled time. You recognize that your duties may require you to engage in travel on behalf of the Company and that flexible hours must be maintained based upon the needs of the customers. You expressly agree to accept such reasonable travel and hours of work without additional compensation to the extent allowed under local labor law.

Hours of work: You will be required to work, from Monday to Friday, for not less than forty (40) hours of each week, and if necessary, for additional hours as might be required for performing your duties competently, without extra remuneration. Should your position in the Company fall within a 24/7 operation, you will be required to work non-standard shifts including nights, weekends and/or statutory holidays, or alternate work arrangements, as determined by the Company. You may also be required to participate in an on-call rotation and carry an appropriate communication device for the same from time to time. Any change in work arrangement will be communicated at a later date as applicable.

Probation Periods: You will be required to serve a probationary period of six (6) months which period may, at the sole discretion of the Company, be extended for such further periods as the Company may consider fit. Your employment may be terminated at any time during the probationary period by either party by giving thirty (30) days written notice to the other party. The Company may, however, elect to pay you your salary in lieu of part or all of the notice period.

Duties and Responsibilities: You shall perform the duties and responsibilities as set by the Company and that are consistent with your position within the Company. You must act in the best interests of the Company, serve it faithfully and diligently and comply with all legal requirements applicable to you and all lawful directions issued to you by the Company from time to time.

You agree that you shall not at any time during the term of this Agreement, without the prior written consent of the Company, be engaged, employed, concerned or interested, directly or indirectly, in any other employment, business or occupation that may conflict with your duties to the Company. Further, we have taken note that you are not bound by any competitive clauses by your current employer that would impact your availability and your ability to fully perform your obligations under your employment contract with the Company from the first day of employment.

Terms of Termination: After the conclusion of the probationary period, your employment may be terminated by either party at any time by giving thirty (30) days written notice to the other party. The Company may elect to pay you your salary in lieu of part or all of the notice period.

Your employment may, however, be terminated immediately and without notice at any time if you engage in serious misconduct, willfully or materially breach this agreement or are charged with any criminal offence which in the reasonable opinion of the Company brings the Company or any of its customers, partners or related entities into disrepute.

Effect of Termination: Upon expiry of this agreement pursuant to sections on Termination and Probation, you shall not be entitled to any compensation (other than salary for the days worked), severance pay, or indemnity whatsoever.



Policies and Procedures: You must comply with any policies and procedures (as amended from time to time) of the Company. Your employment is subject to the policies and rules of the Company as amended from time to time.

Entire Agreement: This Agreement, along with the VMware Offer Annex, constitutes the entire agreement between the parties about its subject matter and supersedes all previous agreements, understandings and negotiations on that matter.

E-Signature – Validity and Counterparts: Both You and the Company agree that the electronic (digital and/or encrypted) signatures of either party included in this Agreement is intended to authenticate their due consent to this agreement (including its annexures and exhibits) in writing and to have the same force and effect as original signatures by hand and accordingly, this Agreement may be executed by electronic signature and shall be considered as an original signature by hand for all purposes. Delivery of a copy of this Agreement (including its annexures and exhibits) or any other document contemplated hereby bearing an original or electronic signature by facsimile transmission or by electronic mail in “portable document format” (“.pdf”) form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, will have the same effect as physical delivery of the paper document bearing an original or electronic signature. Without limitation, “electronic signature” shall include faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

Conditions: The present agreement shall be interpreted and given effect exclusively in accordance with the laws of India. The parties agree to submit to the jurisdiction of the court of law in India, with respect to the adjudication of any dispute arising hereunder.

This offer of employment and your commencement and continuation of employment with VMware is conditional upon:

- (a) where relevant, the obtaining of all required employment and/or visa approvals from the relevant government authorities to enable you to work with VMware in India; and
- (b) VMware’s satisfaction with the results of any required reference and background checks as well as verification of your employment and salary history. Any false information provided by you or at your request at any stage of the hiring process may result in revocation of this offer of employment or immediate termination of your employment with no payment in lieu of notice or any other compensation to you, as applicable.

Please note that as a subsidiary of a US technology company, VMware is subject to certain restrictions on hiring nationals of the following countries: North Korea, Syria, Libya, Iran, Sudan, and Cuba. If you are a national of one of these countries, as a condition of this offer of employment, you are required to immediately notify the HR Shared Services Team at apachrss@vmware.com to enable them to determine if any such restrictions apply and their impact on your potential employment with VMware.

We are pleased to have you as a member of the Company and we look forward to working with you. We hope you will find VMware a great and rewarding place to be.

To indicate your acceptance of this offer, please review, sign and return one copy of this offer letter along with the signed VMware Confidentiality Information and Inventions Assignment Agreement and your proposed start date as confirmation of your acceptance of the terms set out within these documents. This offer expires 7 days from the date of this letter. If you do not accept or start by the required date, VMware reserves the right to withdraw this offer of employment.



Should you have any queries or require any clarification of any points, please do not hesitate to contact the Human Resources Department.

Best Regards



Teena Gomes,
Director, Regional HR Services



Annexure A Compensation and Benefits

SRUSHTI K S

Position: Associate Technical Support Engineer

PARTICULARS - AMT in INR (Per Annum)

- (i) ANNUAL BASIC SALARY: 395,052
- (ii) FLEXI BENEFIT PLAN: 395,052
- (iii) BASE SALARY (i)+(ii): 790,104
- (iv) TARGET BONUS (12%): 94,812
- (v) ON-TARGET EARNINGS (iii) + (iv): 884,916

Gratuity: You are entitled to a gratuity payment as per the provisions of the Payment of Gratuity Act, 1972 and any applicable Company policy.

Provident Fund: You will be required to subscribe to the applicable provident fund scheme. The Company will contribute towards the Provident Fund as required and published by the Indian Government from time to time.

Domiciliary Medical: This will be paid on a monthly basis and will be subject to exemptions available under the Income Tax Act and the respective schemes as published by the Indian Government from time to time.

Group MediClaim Insurance: All employees are covered under group MediClaim insurance, as per the Company policy. Under current policy, employee and dependents are covered up to INR 500,000 per year on a family (1+5) floater basis. The term family includes employee, spouse, children (up to 2 children) and parents.

An additional coverage of INR 200,000, INR 300,000, INR 500,000, INR 1,000,000 and INR 1,500,000 over and above the INR 500,000 per year coverage is available. The benefits of the policy are the same as the existing policy. The cost of incremental coverage will be borne by the employee.

Medical insurance cover for employee and dependents as declared at the time of joining by employee will be effected by default from the date of joining the Company. To facilitate prompt enrollment, employees are required to provide all information necessary for the insurance policy immediately on joining.

Mid-term inclusion and insurance coverage for newly married spouse and newborn infant is allowed. To facilitate prompt enrollment, employees are required to provide/update all necessary information with insurance company within 30 days of the event (marriage/ childbirth).

The scheme is discretionary and the Company reserves the right in its absolute discretion to amend the scheme without prior notice.

Group Term Life Insurance: All employees are covered under group term life insurance, as per the Company policy. Under current policy, employees are covered up to 2 times of CTC with a minimum of INR 500,000 per year. The term insurance cover for employees is covered from date of joining the Company.

The scheme is discretionary and the Company reserves the right in its absolute discretion to amend the scheme without prior notice.



Group Personal Accident Insurance: All employees are covered under group personal accident insurance, as per the Company policy. Under current policy, employees are covered up to 2 times of CTC with a minimum of INR 500,000 per year. The personal accident insurance cover for employees is covered from the date of joining the Company. The scheme is discretionary and the Company reserves the right in its absolute discretion to amend the scheme without prior notice.

Employee Deposit Linked Insurance(EDLI): All employees are covered under EDLI, as per “The Employees’ Deposit-Linked Insurance Scheme, 1976” under the EPFO Act. This amount is subject to any changes published by the Indian Government from time to time.

The scheme is discretionary and the Company reserves the right in its absolute discretion to amend the scheme without prior notice.

For detailed information, please refer to policies on the VMware intranet. Company benefits and policies are subject to withdrawal, change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees.

**ACCEPTANCE**

I have read, understood and accept the terms and conditions of the above Offer Letter including the compensation package relating to my services and employment with VMware Software India Private Limited.

{{Sig_es_ :signer1:signature _____}}
Employee Signature

{{Date1_es_ :signer1:date:format(date,"mmm dd, yyyy")}}
Date

{{*N_es_ :signer1:fullname _____}}
Employee Name

{{*TentativeStartDate5_es_ :signer1:isdate(format="mmm dd, yyyy")}}
Tentative Start Date

Instructions:

1. Electronically sign and date this letter.
 - a. VMware India Confidential Information and Inventions Assignment Agreement
 - b. VMware India Securities Policy
 - c. VMware India Data Privacy Authorization for New Hires
 - d. VMware India Anti-Harassment Policy
 - e. VMware New Hire Privacy Agreement
 - f. Global Respectful Workplace Policy
 - g. VMware Business Conduct Guidelines and Receipt and Acknowledgement



Dear SRUSHTI K S

Additional Employment Terms– Future of Work For A Flexible Worker

As you are aware, VMware, Inc. and VMware Group Companies (as defined in the Employment Agreement, or if this term is undefined, VMware Group Companies means any subsidiary, holding company or parent company of VMware, Inc. or any subsidiary thereof or company within the VMware group of companies) (collectively referred to in this Letter as 'VMware') are seeking to implement its distributed working philosophy globally. As a result, VMware Software India Private Limited (the "Company" or "we" or "us") is proposing to make certain changes to the terms of your employment to reflect the fact that following the commencement of your employment with us, you will be designated as a **Flexible** worker, as set out in this contract variation letter ('Letter'):

1. Introduction

1.1 You are employed by the Company pursuant to the employment agreement which accompanies this Letter (the "Employment Agreement").

1.2 The terms set forth in this Letter:

1.2.1 Will apply to your employment with the Company and any terms relating to the matters contained within this Letter in the Employment Agreement will be varied accordingly to the extent provided for in this Letter;

1.2.2 Shall be read in conjunction with VMware's Global Distributed Work Policy (the 'Policy'), which is non-contractual and subject to amendment or withdrawal at VMware's sole discretion. The Policy sets out additional information in relation to **Flexible** working (as defined in section 1.1 of the Policy) that is imperative to the conduct of your role. You agree that you have read, understood and will comply with the terms of the Policy and you understand that failure to do so may result in disciplinary action being taken in respect of your employment including, but not limited to, termination of employment; and

1.2.3 Are subject always to any extenuating circumstances outside of the Company's control which necessitate alternative working arrangements, including Government and Authority requirements, guidance or directions.

1.3 For the avoidance of doubt, in the event of any conflict between the Employment Agreement and the terms in this Letter, the terms in this Letter, to the extent that they vary the terms in the Employment Agreement, shall prevail.

2. Scope

2.1 For the purposes of the Policy, you will be designated as a **Flexible** employee.

2.2 The terms of this Letter will be effective from the commencement date set out in your Employment Agreement and until amended or terminated in accordance with clause 9 of this Letter or as otherwise agreed in writing between you and the Company.



3. Place of Work

3.1 In accordance with the Policy, you will be assigned to the **Bangalore, India** site (“Assigned Site”) and shall be required to work from this site on days/times as designated by the Company from time to time. The Assigned Site will be recorded as your “Work Contact Information” in Workday. The Company reserves the right to vary the Assigned Site on a temporary or permanent basis.

For working time outside of that which is performed at your Assigned Site, you will work from any suitable location for the proper performance of your duties. You shall communicate the primary location of any such work to the Company, currently via Workday as your “Home Contact Information “ address. You are required to keep the primary location of your work in Workday up to date.

You may be required from time to time to visit and work at such other locations, including VMware sites, and for such times as the Company and/or your manager considers necessary for the proper performance of your duties. You understand and agree that you will be required to attend a VMware premises as and when business needs dictate such attendance.

3.2 The location where you perform your duties is required to be in **Bangalore** unless an alternative arrangement is specifically agreed in writing with the Company.

3.3 You are required to inform the Company as soon as possible if you plan to change your primary residence and you understand and agree that it is your responsibility to keep the Company updated in respect of your primary residence. You understand and agree that any failure to promptly disclose a change in your primary residence could result in disciplinary action including, but not limited to, termination of your employment. Where you plan to change your primary residence for any reason you are required to request prior approval for the continuation of the **Flexible** arrangement, or to seek an alternative working arrangement, in advance of you moving to the new primary residence. In such circumstances, the Company reserves the right to determine that the existing **Flexible** arrangement is consequently no longer appropriate, or to decline your proposed alternative arrangement, and require you to change to a working arrangement that is suitable to business needs and end your **Flexible** arrangement. You may be asked to sign a new document setting out any revisions to your existing arrangement.

3.4 You confirm that you are not in breach of any covenant or agreement when working from your primary residence. You confirm that where relevant, you have obtained all required employment and/or visa approvals from the relevant government authorities to enable you to work with the Company.

3.5 If you require any information in relation to your responsibilities in this regard, please contact apachrss@vmware.com.

4. Hours of Work

4.1 Your normal hours of work are set out in your Employment Agreement. You may be required to work such additional hours as may be necessary for the proper performance of your duties without extra remuneration.

4.2 Where applicable, you are required to accurately record and report all hours worked in the normal way and in accordance with your Employment Agreement, the Company’s and VMware’s policies, and/or legal requirement.



4.3 You are responsible for regulating your own working time and taking necessary breaks as required by law. If you require any information in relation to your responsibilities in this regard, please contact apachrss@vmware.com.

5. Salary

5.1 You acknowledge and agree that your pay may vary in accordance with the terms of VMware's Compensation and Mobility Policy for Employee Requested Moves and any other relevant VMware or Company policy relating to pay zones (as in force and amended from time to time in VMware's sole discretion, "Pay Zone Policies"). As such, the Company reserves the right to adjust your pay in future in accordance with the Pay Zone Policies and applicable local law.

6. Confidentiality, Data Protection and Intellectual Property

6.1 All existing Confidentiality, Data Protection, Data Security and Intellectual Property obligations that you owe to the Company and VMware and where contained in the Employment Agreement or otherwise (including, but not limited to, in the Global Data Privacy Policy and the Acceptable Use Policy) remain unaffected by this Letter and are re-iterated in their entirety. You must read these policies and ensure that you comply with them in carrying out your work.

6.2 You are reminded of your obligation to notify the Information Security Operations Center (SOC@vmware.com) immediately upon becoming aware of a data breach.

7. Health and Safety

7.1 You agree to comply with all applicable health and safety laws as well as guidelines, instructions and/or policies which the Company or VMware may give to you from time to time (including the applicable terms of the Policy) and to complete without delay all health and safety risk assessments/questionnaires and/or trainings that the Company may send to you from time to time. Subject to applicable law, you are expected to take ownership of your safety and are encouraged and empowered to report any health and safety concerns to the Health & Safety Team (health_safety@vmware.com) or your manager.

8. Policies

8.1 You agree to continue to comply with all non-contractual Company and VMware policies, including (but not limited to) the Policy, Respectful Workplace Policy, Global Data Privacy Policy, Acceptable Use Policy, Compensation and Mobility Policy, Global Business Conduct Guidelines, Information Security Policies, and any other policies extended to you in your Employment Agreement or otherwise made available to you by the Company or VMware, all from time to time in force and which are available from the VMware Source Page. You must read these policies and ensure that you comply with them in carrying out your work. You understand and agree that any failure to comply with such policies could result in disciplinary action including, but not limited to, termination of your employment.



9. Termination of Flexible working

9.1 If at any time the Company, in its reasonable judgement, considers **Flexible** working arrangements to be unsatisfactory or the requirements of your work change such that **Flexible** working is no longer appropriate, in light of the Company's business needs, the Company may at its reasonable discretion give you reasonable notice, or may immediately in exceptional business circumstances, terminate and/or change your **Flexible** working arrangement to a different work arrangement, to a reasonable extent as business needs may justify.

9.2 On reasonable notice, you may request to change your current arrangement as a **Flexible** worker to a different work arrangement and to end **Flexible** working subject to Company approval, which shall be exercised reasonably and in accordance with business resources at the applicable time and the Company's policies. The Company may, at its sole discretion, consider your request however the Company shall not be under an obligation to change or end your **Flexible** working arrangement based on your request.

10. Monitoring

10.1 Subject to applicable law, the Company reserves the right to monitor your working time and the use of Company and VMware information and information systems in accordance with the VMware Acceptable Use Policy.

11. Right to Enter

11.1 You consent to the Company's representatives, at reasonable times and on reasonable notice, entering your primary residence to:

11.1.1 install, inspect, replace, repair, maintain or service Company property during your employment;

11.1.2 carry out health and safety risk assessments of Company property and your workstation during your employment; and

11.1.3 recover Company property on or after termination of your employment.

12. Miscellaneous

12.1 The changes to the Employment Agreement as set out above will be permanent changes to your terms and conditions of employment. You will have no right to revert back to your previous working pattern unless permitted by the Company in accordance with clause 9.2 above.

12.2 You agree to immediately return any property belonging to the Company or VMware on termination of your employment (howsoever arising) and the Company reserves its right, where permitted by applicable law, to deduct from your salary, or any other sums owed to you, any equivalent monies owed to the Company or VMware for failure to return any such property.

12.3 Unless explicitly varied by the terms of this Letter, all other terms and conditions set forth in the Employment Agreement will remain valid and unaffected by these changes.



12.4 This Letter and your Employment Agreement (and any amendments or documents referred to in it) constitutes the entire agreement between you and the Company and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between you and the Company, whether written or oral, relating to its subject matter.

If you agree to these changes to your Employment Agreement, please indicate your acceptance by e-signing this document along with the offer Letter.

If you have any questions, please contact apachr@vmware.com.

Yours sincerely,



Teena Gomes
Director, Regional HR Services

For and on behalf of the Company

I agree that my Employment Agreement shall be varied by the revised terms and conditions set out in this Letter.

Signature: {{ Sig_es_:signer1:signature }}
Employee Printed Name: SRUSHTI K S

Date: {{ Date_es_:signer1:date }}



The Oxford Educational Institutions . <hodplacements@theoxford.edu>

Invitation -Recruitment process- Webomind Apps - The Oxford College of Engineering - 2024 Batch - Reg

Arpita Nanda <recruiter@webomindapps.com>

Mon, Feb 26, 2024 at 7:19 PM

To: "The Oxford Educational Institutions ." <hodplacements@theoxford.edu>

Cc: Manikanda Pandian <mani@webomindapps.com>, Rama Krishna <ramakrishna@webomindapps.com>, Ramya Krishnappa <ramya@webomindapps.com>

Dear Sir

I hope this message finds you well. We appreciate your collaboration during the recent campus recruitment process.

We are pleased to inform you that **Girish R, Sunil K, and Syed Azam** have been shortlisted. Could you Please Confirm the flexibility of their joining from Next Month. Our company is committed to providing flexibility for their internal and final exam schedules.

Kindly share the expected exam completion dates, and if there are any specific considerations, we aim to ensure a smooth onboarding process.

Arpita Nanda

-Let's Grow Together



www.webomindapps.com
www.webomindapps.ca

E: recruiter@webomindapps.com

M: 8088749165

IN: 24, 5th cross road, Koramangala
5th block, Bangalore

CA: 1 King Street W, Suite 4800 - 203
Toronto, ON M5H 1A1

M: +14378861554



The content of this email is confidential and intended for the recipient specified in message only. It is strictly forbidden to share any part of this message with any third party, without a written consent of the sender. If you received this message by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future.

[Quoted text hidden]



APPOINTMENT LETTER

January 20, 2024

Dear Sandhya.G,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Pankaj Ramachandra Gurav, 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

Sandhya.G

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept Decline

Signature Sandhya.G

Registered Office:

U 20/1/2024 3:40 PM

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

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

23159523



APPOINTMENT LETTER

January 20, 2024

Dear SHREE LAKSHMI M B,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Pankaj Ramachandra Gurav, 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

SHREE LAKSHMI M B

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept Decline

Signature SHREE LAKSHMI M B

Registered Office:

U 20/1/2024 3:40 PM

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

**Wipro
Limited**

T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur
Road

E :info@wipro.com

Bengaluru
560 035

W :wipro.com

India

C :L32102KA1945PLC020800

23159523



APPOINTMENT LETTER

January 20, 2024

Dear Usha P,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Pankaj Ramachandra Gurav, 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

Usha P

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept Decline
 Signature Usha P

Registered Office:

U 20/1/2024 3:40 PM

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

Wipro Limited T :+91 (80) 2844 0011
Doddakannelli F :+91 (80) 2844 0054
Sarjapur Road E :info@wipro.com
Bengaluru 560 035 W :wipro.com
India C :L32102KA1945PLC020800

23159523



APPOINTMENT LETTER

January 20, 2024

Dear Ashwini M 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 VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Pankaj Ramachandra Gurav, 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

Ashwini M 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.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept Decline

Signature Ashwini M S

Registered Office:

[U 20/1/2024 3:40 PM](#)

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

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

[23159523](#)



APPOINTMENT LETTER

January 20, 2024

Dear Keerthika P N,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Pankaj Ramachandra Gurav, 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

Keerthika P N

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept Decline

Signature Keerthika P N

Registered Office:

[U 20/1/2024 3:40 PM](#)

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

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

[23159523](#)



APPOINTMENT LETTER

January 20, 2024

Dear Lavanya 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 VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Pankaj Ramachandra Gurav, 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

Lavanya 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.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept Decline

Signature Lavanya S

Registered Office:

[U 20/1/2024 3:40 PM](#)

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

**Wipro
Limited**

T :+91 (80) 2844 0011

Doddakannelli **F** :+91 (80) 2844 0054

Sarjapur
Road

E :info@wipro.com

Bengaluru
560 035

W :wipro.com

India

C :L32102KA1945PLC020800

[23159523](#)



APPOINTMENT LETTER

January 20, 2024

Dear Sowjanya G,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Pankaj Ramachandra Gurav, 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: Sowjanya G

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept Decline

Signature Sowjanya G

U 20/1/2024 3:40 PM

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

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

23159523



APPOINTMENT LETTER

January 20, 2024

Dear M Nandashri ,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Pankaj Ramachandra Gurav, 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

M Nandashri

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept Decline

Signature M Nandashri

U 20/1/2024 3:40 PM

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

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

23159523



APPOINTMENT LETTER

January 20, 2024

Dear SWAPNIL 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 VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Pankaj Ramachandra Gurav, 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

SWAPNIL 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.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept Decline

Signature SWAPNIL S

Registered Office:

[U 20/1/2024 3:40 PM](#)

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

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

23159523



APPOINTMENT LETTER

January 20, 2024

Dear DHAVALA M U,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Pankaj Ramachandra Gurav, 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

DHAVALA M U

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept Decline

Signature DHAVALA M U

Registered Office:

[U 20/1/2024 3:40 PM](#)

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

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

[23159523](#)



APPOINTMENT LETTER

January 20, 2024

Dear DILEEP V,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Pankaj Ramachandra Gurav, 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

DILEEP V

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept Decline

Signature DILEEP V

Registered Office:

U 20/1/2024 3:40 PM

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

**Wipro
Limited**

T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur
Road

E :info@wipro.com

Bengaluru
560 035

W :wipro.com

India

C :L32102KA1945PLC020800

23159523



SEZ Unit 2-7th Floor, IT Building, M/s. Qubix Business Park Pvt. Ltd. SEZ, near Rajiv Gandhi Infotech Park, Phase-1 Hinjewadi, Pune- 411 057 Tel.: 02066046000/67119000

Ref:716516

Date: April 19, 2024

Simren BS

Opp. Seven Hills, PG Narsimha Reddy Layout, Garebhavi Palya , Near Amba Bajaj Bangalore, Karnataka India - 560068.

Dear Simren BS,

We are pleased to confirm our offer of employment to you as **Associate Software Eng.** in Grade **G1**.

During your training cum probation period of 12 months, you are entitled to an annual gross compensation package of **Rs.550,000 (Rupees Five Lakh Fifty Thousand Only)** (including Loyalty Bonus Applicable only once, on completion of 1st year from Date of joining) the breakup for which is given in Annexure A.

On successful completion of training cum probation period, you will be extended a full-time employment and your grade shall stand revised to G2. Changes in your compensation and other terms are subject to discretion of the company, statutory requirements, your performance in the company and other relevant criteria. Tax liability will be as per Income Tax rules.

LOCATION

The company may require you to work at any of the company locations or at the customer's site both within and outside India. You will be given reasonable notice of any travel or re-location requirement.

MEDICLAIM INSURANCE

- **Employee + Spouse + 2 Children:** All employees are entitled to a coverage of Group Mediclaim Insurance policy of an amount with maximum limit of Rs.3,00,000/- (Rupees Three Lakhs Only) from the day one with features like family floaters, maternity benefits etc. Employee can cover him self/herself and immediate family members i.e., legally wedded spouse and 2 dependent children (max. age up to 25 Yrs.) only.
- **Group Term Life Insurance:** All employees are entitled to a self-coverage of Group Term Life Insurance of an amount with maximum limit of Rs.20,00,000/- (Rupees Twenty Lakhs Only) from the day one.
- **Group Personal Accident Insurance:** All employees are entitled to a self-coverage of Group Personal Accident Insurance of an amount with maximum limit of Rs.25,00,000/- (Rupees Twenty-Five Lakhs Only) from the day one.
- **Parental Mediclaim Insurance:** In case, an employee wants to cover his/her dependent Parents or Parent-in-laws, he/she can enroll them under separate Voluntary Parents Mediclaim Policy.
- **Covid Insurance:** All employees are entitled to a self-coverage of Covid Insurance of an amount with maximum limit of Rs.50,000/- (Rupees Fifty Thousand Only) in case of hospitalization or home quarantine.



For more details on the above, employee can refer to the detailed Mediclaim policy available on company intranet or contact your location Facility Management Team.

CODE OF CONDUCT

We at Xoriant are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of the Company including the Code of Business Conduct and other policies of the Company as they form an integral part of the terms of your employment with Xoriant. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated/modi ed on a periodic basis and new Policies may be introduced and notified to the employees from time to time and you will be required to comply with the same.

PROFESSIONAL ETHICS

You will be required to deal with the Company's money, material and documents and other resources, with honesty and a high standard of ethics. If you are found guilty, at any point of time of moral turpitude or of dishonesty in dealing with the Company's money or material or documents or of theft or of misappropriation, regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in the appointment letter.



ANNUAL LEAVE/PUBLIC HOLIDAYS

You will be entitled to 18 days of Privilege leaves and 8 days of Casual leaves per calendar year of service, on pro-rata basis. Privilege leaves will get credited in the first week of every month for the previous month at the rate of 1.5 days per month on pro-rata basis. Casual leaves shall be credited in the first week of every quarter, at the rate of 2 days per quarter on pro-rata basis.

Also, in case of separation, balance Privilege leaves will be paid (encashed) in Full & Final Settlement on the basis of basic pay.

NO DUAL EMPLOYMENT

You shall devote your full time and attention to the performance of your duties incidental to your position with the Company. During your employment with the Company, you are refrained from taking up any other employment, consultancy, or any other job (with or without remuneration), without the prior written consent of the Company. In the event you breach the terms mentioned herein, the Company at its sole discretion may terminate your employment without any notice, with immediate effect.

NOTICE PERIOD/TERMINATION

a. This Appointment Letter may be terminated by either party by giving 60 Days written notice or gross monthly salary in lieu thereof ("Notice Period"). Any shortfall in the Notice Period shall be recovered from your full and final settlement. In case of resignation, the Company reserves the right to:

- i. relieve you earlier than the Notice Period;
- ii. extend your Notice Period for a satisfactory handover of charge and completing the pending assignments;
- iii. decide whether the Notice Period shall run concurrently with the period of any leave which may be granted to you;
- iv. direct you not to perform any of your duties and to remain away from the Company premises and/or not to contact clients or other employees of the Company for all or part of the Notice Period.

Your employment will be subject to termination by 60 Days written notice or salary in lieu of written notice from either side.

a.b. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediate previous working day. The Company reserves the right to pay or recover salary in lieu of notice period. Employees cannot use their accumulated leave to serve the notice period.

b.c. Company may terminate your employment immediately with or without notice on the occurrence of your:

- i. Embezzlement, intoxication or illegal drug abuse, unauthorized absence in excess of the Company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients;
- ii. Engaging in misconduct (wilful, intentional or otherwise) during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its sole discretion, may affect the performance of your obligations hereunder, may affect the Company and/or its affiliates and their employees, contractors and/or clients or may otherwise bring the Company and/or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; and/or
- iii. Involvement in any act of moral turpitude.
- iv. At any point of time during your service with the Company, you are found to be unfit or incapacitated on medical grounds and unable to work, you can be terminated from the services of the Company. The opinion of the Doctor appointed / authorized by the Company in this regard will be taken as final and binding.

RELOCATION EXPENSES

The termination of your employment with Xoriant Solutions for any reason on your own, or by the company for a cause like misconduct, fraud or moral turpitude, in each case within one year of your employment or transfer will result in forfeiture of your relocation expenses to be paid in full as part of the full and final settlement.

NON-DISCLOSURE AGREEMENT

I **Simren BS**, acknowledge that once I accept this offer letter any information concerning Xoriant Solutions Pvt. Ltd (including but not limited to pre-onboarding learning modules and learning platform details ,trade secrets and other proprietary information) is of a highly confidential nature, and that, as a result of my employment with Xoriant Solutions Pvt. Ltd prior to and during the Term are proprietary and confidential information concerning the business of Xoriant Solutions Pvt. Ltd and/or other members of the Xoriant Solutions Pvt. Ltd which, if known to the competitors, would damage Xoriant Solutions Pvt. Ltd businesses. Accordingly, I hereby agree that prior onboarding, during the Term and thereafter, I shall not divulge or appropriate for my own use, or for the use or benefit of any third party (other than Xoriant Solutions Pvt. Ltd and its representatives, or as directed in writing by Xoriant Solutions Pvt. Ltd), any information or knowledge concerning the business or internal, proprietary information of Xoriant Solutions Pvt. Ltd which is not generally available to the parties outside Xoriant Solutions Pvt Ltd.

Sharannya Poojary, we believe that people form the strongest foundation pillar of our organization. Our commitment lies in maintaining a challenging and intellectually stimulating environment with a high degree of ethical sensitivity. We look forward to having you join Xoriant Solutions Pvt. Ltd. Please do not hesitate to contact me if you need any further assistance.

In case of any query please feel to contact **Akash Suresh Gaikwad** email:AKASHS.GAIKWAD@XORIENT.COM.

Sincerely

For Xoriant Solutions Pvt.Ltd

A handwritten signature in black ink, reading "Vaishali Walimbe", written over a horizontal line. The signature is slanted upwards from left to right.

Vaishali Walimbe
Director, Talent Acquisition

HR Signatory
Actual Date of Joining:

Agreed & Accepted

Simren BS

Annexure A

SALARY STRUCTURE	PER MONTH	PER ANNUM
BASIC	11,250	135,000
HOUSE RENT ALLOWANCE	5,625	67,500
CONVEYANCE ALLOWANCE	1,600	19,200
FIXED ALLOWANCE	12,268	147,210
MEAL COUPON	2,200	26,400
GIFT CARD	417	5,000
FLEXI PLAN	0	0
A	33,360	400,310
MEDICAL ALLOWANCE	1,250	15,000
LEAVE TRAVEL ASSISTANCE	1,000	12,000
B	2,250	27,000
C = A + B	35,610	427,310
PROVIDENT FUND	1,350	16,200
GRATUITY	541	6,490
D	1,891	22,690
E = C + D	37,501	450,000
Loyalty Bonus*(Applicable only once, on completion of 1st year from Date of joining)		100,000
CTC = E + Loyalty Bonus		550,000

*Note- "If you remain continuously employed by the Company and provided that you have not received any type of Disciplinary Action, the Company will pay you a bonus in an amount of Rs.100,000, less applicable withholdings and deductions (the "Loyalty Bonus"). The Loyalty Bonus will be paid in a lump sum, post completion of one year along with confirmation appraisal."

Sincerely

For Xoriant Solutions Pvt.Ltd



Vaishali Walimbe
Director, Talent Acquisition

HR Signatory
Actual Date of Joining:

Agreed & Accepted on

Simren BS

Agreed & Accepted on
Simren BS



ANNEXURE B

These are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

BASIC

It is the basic amount of the CTC which is around 30% of the CTC and is taxable on all cases.

HRA

HRA is given to the extent of 50 % of your Basic. HRA exemption is applicable as per IT Rules on submission of rent receipts.

CONVEYANCE ALLOWANCE

Conveyance up to Rs.1600/- PM (Rupees One Thousand and Six Hundred Only Per Month) totaling to Rs.19200/- PA is taxable.

FIXED ALLOWANCE

Taxable

MEAL COUPON

These are the ticket coupons which are received on monthly basis and are exempt if claimed as coupons.

GIFT CARD

Tax free to the extent of Rs.5000/-pa (Rupees Five Thousand Only) per annum . It is given before Diwali. If Employee joins after Diwali, Gift card will be given in March.

FLEXI PLAN

This is a taxable portion wherein the employee claims (any or all) Meal Coupons, Gift Card, LTA, PF in their salary as taxable

MEDICAL ALLOWANCE

Medical Allowance up to Rs.1250/- PM (Rupees One Thousand Two Hundred and Fifty Only Per Month) totaling to Rs.15000/- PA is Taxable.

LEAVE TRAVEL ASSISTANCE

New employees are eligible for LTA provided leave is taken as per the rules of the Company. The maximum LTA that can be reimbursed is as per the amount mentioned in your CTC. This component is processed only on submission of bills. Employee can produce only Air / Train Tickets. If bills are not submitted then the entire amount is paid as taxable at the end of Year.

PROVIDENT FUND

You can participate in the Company's Employee's Provident Fund scheme, wherein the Company will match your annual contribution of 12% of your annual basic salary. The details are given in the Annexure.



GRATUITY

On completion of five years of service with the company, you will be eligible for gratuity as per the Payment of Gratuity Act. This amount will accrue to your account annually.

Sincerely

For Xoriant Solutions Pvt.Ltd

HR Signatory

Actual Date of Joining:

Agreed & Accepted on

Simren BS

**ANNEXURE C
DOCUMENT CHECK
LIST**

At the time of joining, you are requested to submit one independent set of photocopies of all the following documents:

Sr.No	Particulars
1.	Colour passport sized photographs – 8 Nos.
2.	Color photograph's soft copy for Company photo ID card <ul style="list-style-type: none"> · Specification as per Id photo design are: · Having fixed width of 520px · Left crop by right shoulder of employee , photo with standing position at 30 degree towards right side · Bottom crop by 3rd button of shirt just below the chest · Background should be white
3.	Certificates supporting your education qualifications: <ul style="list-style-type: none"> · SSC & HSC Mark sheets · Mark sheets (All Semesters) and convocation certificates of degree/ post graduation. · Additional Education Certificate and Mark sheets if any (Eg. Diploma, NIIT, MCSD, Novell Netware etc.)
4.	Following employment documents for previous all employers: <ul style="list-style-type: none"> · Appointment letter · Experience and relieving certificates. · Last 2 month's pay slip
5.	Valid passport (include if any previous visa / Work Permit authorization
6.	Pan Card
7.	Marriage Certificate
8.	Residential Proof Documents for opening bank account



I have read the contents of this letter and accept all the terms and conditions of this offer and the enclosed annexure in their totality and also confirm that I shall not be legally or otherwise entitled to any other perquisites, facilities, benefits, etc. than the mentioned in the same, either monetary or otherwise, unless and until the Company specifically agrees in writing ,herein after.

Name:Sharannya Poojary

Sign: _____

- 1) Annexure A: Salary Break up
- 2) Annexure B: Description of Salary Break up
- 3) Annexure C: Document

This Offer Letter is deemed to be treated as Appointment Letter upon you joining the company.

Sincerely

For Xoriant Solutions Pvt.Ltd

Vaishali Walimbe
Director, Talent Acquisition

Agreed & Accepted on

Sharannya Poojary

HR Signatory
Actual Date of Joining:

Agreed & Accepted on

Sharannya Poojary

Offer electronically accepted by: Poojary, Sharannya
Offer electronically accepted on: Apr 19, 2022 2:00 PM
Offer electronically accepted from: 106.196.27.238



SEZ Unit 2-7th Floor, IT Building, M/s. Qubix Business Park Pvt. Ltd. SEZ, near Rajiv Gandhi Infotech Park, Phase-1 Hinjewadi, Pune- 411 057 Tel.: 02066046000/67119000

Ref:7164716

Date: April 19, 2024

SUHAS MD

Opp. Seven Hills, PG Narsimha Reddy Layout, Garebhavi Palya , Near Amba Bajaj Bangalore,Karnataka India - 560068.

Dear SUHAS MD,

We are pleased to confirm our offer of employment to you as **Associate Software Eng.** in Grade **G1**.

During your training cum probation period of 12 months, you are entitled to an annual gross compensation package of **Rs.550,000 (Rupees Five Lakh Fifty Thousand Only)** (including Loyalty Bonus Applicable only once, on completion of 1st year from Date of joining) the breakup for which is given in Annexure A.

On successful completion of training cum probation period, you will be extended a full-time employment and your grade shall stand revised to G2. Changes in your compensation and other terms are subject to discretion of the company, statutory requirements, your performance in the company and other relevant criteria. Tax liability will be as per Income Tax rules.

LOCATION

The company may require you to work at any of the company locations or at the customer's site both within and outside India. You will be given reasonable notice of any travel or re-location requirement.

MEDICLAIM INSURANCE

- **Employee + Spouse + 2 Children:** All employees are entitled to a coverage of Group Mediciclaim Insurance policy of an amount with maximum limit of Rs.3,00,000/- (Rupees Three Lakhs Only) from the day one with features like family floaters, maternity benefits etc. Employee can cover him self/herself and immediate family members i.e., legally wedded spouse and 2 dependent children (max. age up to 25 Yrs.) only.
- **Group Term Life Insurance:** All employees are entitled to a self-coverage of Group Term Life Insurance of an amount with maximum limit of Rs.20,00,000/- (Rupees Twenty Lakhs Only) from the day one.
- **Group Personal Accident Insurance:** All employees are entitled to a self-coverage of Group Personal Accident Insurance of an amount with maximum limit of Rs.25,00,000/- (Rupees Twenty-Five Lakhs Only) from the day one.
- **Parental Mediciclaim Insurance:** In case, an employee wants to cover his/her dependent Parents or Parent-in-laws, he/she can enroll them under separate Voluntary Parents Mediciclaim Policy.
- **Covid Insurance:** All employees are entitled to a self-coverage of Covid Insurance of an amount with maximum limit of Rs.50,000/- (Rupees Fifty Thousand Only) in case of hospitalization or home quarantine.



For more details on the above, employee can refer to the detailed Mediclaim policy available on company intranet or contact your location Facility Management Team.

CODE OF CONDUCT

We at Xoriant are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of the Company including the Code of Business Conduct and other policies of the Company as they form an integral part of the terms of your employment with Xoriant. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated/modi ed on a periodic basis and new Policies may be introduced and notified to the employees from time to time and you will be required to comply with the same.

PROFESSIONAL ETHICS

You will be required to deal with the Company's money, material and documents and other resources, with honesty and a high standard of ethics. If you are found guilty, at any point of time of moral turpitude or of dishonesty in dealing with the Company's money or material or documents or of theft or of misappropriation, regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in the appointment letter.



ANNUAL LEAVE/PUBLIC HOLIDAYS

You will be entitled to 18 days of Privilege leaves and 8 days of Casual leaves per calendar year of service, on pro-rata basis. Privilege leaves will get credited in the first week of every month for the previous month at the rate of 1.5 days per month on pro-rata basis. Casual leaves shall be credited in the first week of every quarter, at the rate of 2 days per quarter on pro-rata basis.

Also, in case of separation, balance Privilege leaves will be paid (encashed) in Full & Final Settlement on the basis of basic pay.

NO DUAL EMPLOYMENT

You shall devote your full time and attention to the performance of your duties incidental to your position with the Company. During your employment with the Company, you are refrained from taking up any other employment, consultancy, or any other job (with or without remuneration), without the prior written consent of the Company. In the event you breach the terms mentioned herein, the Company at its sole discretion may terminate your employment without any notice, with immediate effect.

NOTICE PERIOD/TERMINATION

a. This Appointment Letter may be terminated by either party by giving 60 Days written notice or gross monthly salary in lieu thereof ("Notice Period"). Any shortfall in the Notice Period shall be recovered from your full and final settlement. In case of resignation, the Company reserves the right to:

- i. relieve you earlier than the Notice Period;
- ii. extend your Notice Period for a satisfactory handover of charge and completing the pending assignments;
- iii. decide whether the Notice Period shall run concurrently with the period of any leave which may be granted to you;
- iv. direct you not to perform any of your duties and to remain away from the Company premises and/or not to contact clients or other employees of the Company for all or part of the Notice Period.

Your employment will be subject to termination by 60 Days written notice or salary in lieu of written notice from either side.

a.b. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediate previous working day. The Company reserves the right to pay or recover salary in lieu of notice period. Employees cannot use their accumulated leave to serve the notice period.

b.c. Company may terminate your employment immediately with or without notice on the occurrence of your:

- i. Embezzlement, intoxication or illegal drug abuse, unauthorized absence in excess of the Company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients;
- ii. Engaging in misconduct (wilful, intentional or otherwise) during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its sole discretion, may affect the performance of your obligations hereunder, may affect the Company and/or its affiliates and their employees, contractors and/or clients or may otherwise bring the Company and/or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; and/or
- iii. Involvement in any act of moral turpitude.
- iv. At any point of time during your service with the Company, you are found to be unfit or incapacitated on medical grounds and unable to work, you can be terminated from the services of the Company. The opinion of the Doctor appointed / authorized by the Company in this regard will be taken as final and binding.

RELOCATION EXPENSES

The termination of your employment with Xoriant Solutions for any reason on your own, or by the company for a cause like misconduct, fraud or moral turpitude, in each case within one year of your employment or transfer will result in forfeiture of your relocation expenses to be paid in full as part of the full and final settlement.

NON-DISCLOSURE AGREEMENT

I **SUHAS MD**, acknowledge that once I accept this offer letter any information concerning Xoriant Solutions Pvt. Ltd (including but not limited to pre-onboarding learning modules and learning platform details ,trade secrets and other proprietary information) is of a highly confidential nature, and that, as a result of my employment with Xoriant Solutions Pvt. Ltd prior to and during the Term are proprietary and confidential information concerning the business of Xoriant Solutions Pvt. Ltd and/or other members of the Xoriant Solutions Pvt. Ltd which, if known to the competitors, would damage Xoriant Solutions Pvt. Ltd businesses. Accordingly, I hereby agree that prior onboarding, during the Term and thereafter, I shall not divulge or appropriate for my own use, or for the use or benefit of any third party (other than Xoriant Solutions Pvt. Ltd and its representatives, or as directed in writing by Xoriant Solutions Pvt. Ltd), any information or knowledge concerning the business or internal, proprietary information of Xoriant Solutions Pvt. Ltd which is not generally available to the parties outside Xoriant Solutions Pvt Ltd.

Sharannya Poojary, we believe that people form the strongest foundation pillar of our organization. Our commitment lies in maintaining a challenging and intellectually stimulating environment with a high degree of ethical sensitivity. We look forward to having you join Xoriant Solutions Pvt. Ltd. Please do not hesitate to contact me if you need any further assistance.

In case of any query please feel to contact **Akash Suresh Gaikwad** email:AkashS.Gaikwad@Xoriant.com.

Sincerely

For Xoriant Solutions Pvt.Ltd

A handwritten signature in black ink, reading "Vaishali Walimbe", is written over a solid black horizontal line. The signature is slanted upwards from left to right.

Vaishali Walimbe
Director, Talent Acquisition

HR Signatory
Actual Date of Joining:

Agreed & Accepted

SUHAS MD

Anne xure A

SALARY ST RUCT URE	PER MONT H	PER ANNUM
BASIC	11,250	135,000
HOUSE RENT ALLOWANCE	5,625	67,500
CONVEYANCE ALLOWANCE	1,600	19,200
FIXED ALLOWANCE	12,268	147,210
MEAL COUPON	2,200	26,400
GIFT CARD	417	5,000
FLEXI PLAN	0	0
A	33,360	400,310
MEDICAL ALLOWANCE	1,250	15,000
LEAVE TRAVEL ASSISTANCE	1,000	12,000
B	2,250	27,000
C = A + B	35,610	427,310
PROVIDENT FUND	1,350	16,200
GRATUITY	541	6,490
D	1,891	22,690
E = C + D	37,501	450,000
Loyalty Bonus*(Applicable o nly o nce ,o n completion of 1st year from Date of joining)		100,000
CT C = E + Loyalty Bonus		550,000

*Note- "If you remain continuously employed by the Company and provided that you have not received any type of Disciplinary Action, the Company will pay you a bonus in an amount of Rs.**100,000**, less applicable withholdings and deductions (the "Loyalty Bonus"). The Loyalty Bonus will be paid in a lump sum, post completion of one year along with confirmation appraisal."

Sincerely

For Xoriant Solutions Pvt.Ltd



Vaishali Walimbe
Director, Talent Acquisition

HR Signatory
Actual Date of Joining:

Agreed & Accepted on

SUHAS MD

Agreed & Accepted on
SUHAS MD



ANNEXURE B

These are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

BASIC

It is the basic amount of the CTC which is around 30% of the CTC and is taxable on all cases.

HRA

HRA is given to the extent of 50 % of your Basic. HRA exemption is applicable as per IT Rules on submission of rent receipts.

CONVEYANCE ALLOWANCE

Conveyance up to Rs.1600/- PM (Rupees One Thousand and Six Hundred Only Per Month) totaling to Rs.19200/- PA is taxable.

FIXED ALLOWANCE

Taxable

MEAL COUPON

These are the ticket coupons which are received on monthly basis and are exempt if claimed as coupons.

GIFT CARD

Tax free to the extent of Rs.5000/-pa (Rupees Five Thousand Only) per annum . It is given before Diwali. If Employee joins after Diwali, Gift card will be given in March.

FLEXI PLAN

This is a taxable portion wherein the employee claims (any or all) Meal Coupons, Gift Card, LTA, PF in their salary as taxable

MEDICAL ALLOWANCE

Medical Allowance up to Rs.1250/- PM (Rupees One Thousand Two Hundred and Fifty Only Per Month) totaling to Rs.15000/- PA is Taxable.

LEAVE TRAVEL ASSISTANCE

New employees are eligible for LTA provided leave is taken as per the rules of the Company. The maximum LTA that can be reimbursed is as per the amount mentioned in your CTC. This component is processed only on submission of bills. Employee can produce only Air / Train Tickets. If bills are not submitted then the entire amount is paid as taxable at the end of Year.

PROVIDENT FUND

You can participate in the Company's Employee's Provident Fund scheme, wherein the Company will match your annual contribution of 12% of your annual basic salary. The details are given in the Annexure.



GRATUITY

On completion of five years of service with the company, you will be eligible for gratuity as per the Payment of Gratuity Act. This amount will accrue to your account annually.

Sincerely

For Xoriant Solutions Pvt.Ltd

HR Signatory

Actual Date of Joining:

Agreed & Accepted on

SUHAS MD

**ANNEXURE C
DOCUMENT CHECK
LIST**

At the time of joining, you are requested to submit one independent set of photocopies of all the following documents:

Sr.No	Particulars
1.	Colour passport sized photographs – 8 Nos.
2.	Color photograph's soft copy for Company photo ID card <ul style="list-style-type: none"> · Specification as per Id photo design are: · Having fixed width of 520px · Left crop by right shoulder of employee , photo with standing position at 30 degree towards right side · Bottom crop by 3rd button of shirt just below the chest · Background should be white
3.	Certificates supporting your education qualifications: <ul style="list-style-type: none"> · SSC & HSC Mark sheets · Mark sheets (All Semesters) and convocation certificates of degree/ post graduation. · Additional Education Certificate and Mark sheets if any (Eg. Diploma, NIIT, MCSD, Novell Netware etc.)
4.	Following employment documents for previous all employers: <ul style="list-style-type: none"> · Appointment letter · Experience and relieving certificates. · Last 2 month's pay slip
5.	Valid passport (include if any previous visa / Work Permit authorization
6.	Pan Card
7.	Marriage Certificate
8.	Residential Proof Documents for opening bank account



I have read the contents of this letter and accept all the terms and conditions of this offer and the enclosed annexure in their totality and also confirm that I shall not be legally or otherwise entitled to any other perquisites, facilities, benefits, etc. than the mentioned in the same, either monetary or otherwise, unless and until the Company specifically agrees in writing ,herein after.

Name:Sharannya Poojary

Sign: _____

- 1) Annexure A: Salary Break up
- 2) Annexure B: Description of Salary Break up
- 3) Annexure C: Document

This Offer Letter is deemed to be treated as Appointment Letter upon you joining the company.

Sincerely

For Xoriant Solutions Pvt.Ltd

Vaishali Walimbe
Director, Talent Acquisition

Agreed & Accepted on

SUHAS MD

Agreed & Accepted on

SUHAS MD

HR Signatory

Actual Date of Joining:

Offer electronically accepted by: Poojary, Sharannya
Offer electronically accepted on: Apr 19, 2022 2:00 PM
Offer electronically accepted from: 106.196.27.238



Selection List: FY24 CGI | Engg Campus Placements

1 message

IN SM GEN Campus <IN.SM.GEN.Campus@cgi.com>

To: "The Oxford Educational Institutions ." <hodplacements@theoxford.edu>

Cc: "Karthikeyan, Vishnupriya" <vishnupriya.karthikeyan@cgi.com>, "Nadagouda, Krupa R" <krupa.nadagouda@cgi.com>

Classification: Public

Hi Dr, Bheemeswara,

We are excited to announce the final selection & our teams will reach out to the students for the further Offer process.

Name	Mobile Number	Personal Mail ID	Gender	College Name
Reshma K	8904554993	reshmak1703@gmail.com	Female	The Oxford College of Engineering
Bhumika YP	8904160682	bhumikaypece2024@gmail.com	Female	The Oxford College of Engineering
ARPITA SINHA	8235402308	arpita.sinha2404@gmail.com	Female	The Oxford College of Engineering
Harini N	9380197539	harininise2024@gmail.com	Female	The Oxford College of Engineering

Regards,

Campus Recruitment Team

CGI | India Global Delivery Centre



CONFIDENTIALITY NOTICE: Proprietary/Confidential Information belonging to CGI Group Inc. and its affiliates may be contained in this message. If you are not a recipient indicated or intended in this message (or responsible for delivery of

Please do not print this email unless it is necessary. Spread environmental awareness

From: IN SM GEN Campus <IN.SM.GEN.Campus@cgi.com>

Sent: Tuesday, July 23, 2024 11:49 AM

To: The Oxford Educational Institutions . <hodplacements@theoxford.edu>

Cc: Karthikeyan, Vishnupriya <vishnupriya.karthikeyan@cgi.com>; Nadagouda, Krupa R <krupa.nadagouda@cgi.com>

Subject: RE: FY24 CGI | Engg Campus Placements

Importance: High

Classification: Public

Hi Team,

PFB students have cleared the technical interviews (L2) –

Kindly let us know if then can attend HR discussion today b/w 2PM to 4 PM

Name	Mobile Number	Personal Mail ID	Gender	College Name
Reshma K	8904554993	reshmak1703@gmail.com	Female	The Oxford College of Engineering
Bhumika YP	8904160682	bhumikaypece2024@gmail.com	Female	The Oxford College of Engineering
ARPITA SINHA	8235402308	arpita.sinha2404@gmail.com	Female	The Oxford College of Engineering

Harini N	9380197539	harininise2024@gmail.com	Female	The Oxford College of Engineering
----------	------------	--------------------------	--------	-----------------------------------

Regards,

Campus Recruitment Team

CGI | India Global Delivery Centre



CONFIDENTIALITY NOTICE: Proprietary/Confidential Information belonging to CGI Group Inc. and its affiliates may be contained in this message. If you are not a recipient indicated or intended in this message (or responsible for delivery of

Please do not print this email unless it is necessary. Spread environmental awareness

From: The Oxford Educational Institutions . <hodplacements@theoxford.edu>
Sent: Sunday, July 21, 2024 7:21 AM
To: IN SM GEN Campus <IN.SM.GEN.Campus@cgi.com>
Cc: Karthikeyan, Vishnupriya <vishnupriya.karthikeyan@cgi.com>; Nadagouda, Krupa R <krupa.nadagouda@cgi.com>
Subject: Re: FY24 CGI | Engg Campus Placements

EXTERNAL SENDER: Do not click any links or open any attachments unless you trust the sender and know the content is safe.
EXPÉDITEUR EXTERNE: Ne cliquez sur aucun lien et n'ouvrez aucune pièce jointe à moins qu'ils ne proviennent d'un expéditeur fiable, ou que vous ayez l'assurance que le contenu provient d'une source sûre.

Dear Sir/Madam,

Thank you for the mail.

All the shortlisted students will attend virtual technical interview on Monday.

Kindly share the time schedule to us.



Thanks and Regards,

Dr. Bheemeswara Reddy V
Head | Corporate Relations,

The Oxford Educational Institutions

M: 9035806160
M: 9606083985
E: hodplacements@theoxford.edu

www.theoxford.edu

10th Milestone, Hosur Rd, Bommanahalli,
Bengaluru, Karnataka 560068

“Coming together is a beginning. Keeping together is progress. Working together is success.”

Henry Ford

On Sat, 20 Jul 2024 at 6:08 PM, IN SM GEN Campus <IN.SM.GEN.Campus@cgi.com> wrote:

Classification: Public

Hi Team,

We have scheduled the virtual L2 (technical) round on Monday as per the below slots, kindly cascade the information to them to ensure the availability:

Time Slot	Name	Mobile Number	Personal Mail ID	Gender	College Name
10:30 AM	Reshma K	8904554993	reshmak1703@gmail.com	Female	The Oxford College of Engineering
11 AM	Anarghya M B	9380862012	anarghyambise2024@gmail.com	Female	The Oxford College of Engineering
11:30 AM	Shreya V	9686704601	shreyavise2024@gmail.com	Female	The Oxford College of Engineering
12 PM	Bhumika YP	8904160682	bhumikaypece2024@gmail.com	Female	The Oxford College of Engineering
12:30 PM	ARPITA SINHA	8235402308	arpita.sinha2404@gmail.com	Female	The Oxford College of Engineering
2 PM	Brahmi Shetty	9945877037	brahmishettycise2024@gmail.com	Female	The Oxford College of Engineering
2:30 PM	Harini N	9380197539	harininise2024@gmail.com	Female	The Oxford College of Engineering

Regards,

Campus Recruitment Team

CGI | India Global Delivery Centre



CONFIDENTIALITY NOTICE: Proprietary/Confidential Information belonging to CGI Group Inc. and its affiliates may be contained in this message. If you are not a recipient indicated or intended in this message (or responsible for deliver



Please do not print this email unless it is necessary. Spread environmental awareness

From: The Oxford Educational Institutions . <hodplacements@theoxford.edu>

Sent: Friday, July 19, 2024 9:51 AM

To: IN SM GEN Campus <IN.SM.GEN.Campus@cgi.com>

Cc: Karthikeyan, Vishnupriya <vishnupriya.karthikeyan@cgi.com>; Nadagouda, Krupa R <krupa.nadagouda@cgi.com>

Subject: Re: FY24 CGI | Engg Campus Placements

EXTERNAL SENDER: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

EXPÉDITEUR EXTERNE: Ne cliquez sur aucun lien et n'ouvrez aucune pièce jointe à moins qu'ils ne proviennent d'un expéditeur fiable, ou que vous ayez l'assurance que le contenu provient d'une source sûre.

Dear Sir/ Madam,

We are confirming that all the shortlisted students will attend the virtual Technical interview on 22nd July 2024(Monday).

Kindly Consider & please share the time schedule for the same.



Thanks and Regards,

Dr. Bheemeswara Reddy V
Head | Corporate Relations,

The Oxford Educational Institutions

M: 9035806160
M: 9606083985
E: hodplacements@theoxford.edu

www.theoxford.edu

10th Milestone, Hosur Rd, Bommanahalli,
Bengaluru, Karnataka 560068

"Coming together is a beginning. Keeping together is progress. Working together is success."

Henry Ford

On Thu, Jul 18, 2024 at 4:52 PM IN SM GEN Campus <IN.SM.GEN.Campus@cgi.com> wrote:

Classification: Public

Hi Team,

The below students have cleared the Online Test (L1),

Request your confirmation to plan the virtual discussion - Technical Interview on 22nd July 2024.

Post your confirmation, we will share the interview link with the students

Name	Mobile Number	Personal Mail ID	Gender	College Name
Reshma K	8904554993	reshmak1703@gmail.com	Female	The Oxford College of Engineering
Anarghya M B	9380862012	anarghyambise2024@gmail.com	Female	The Oxford College of Engineering
Shreya V	9686704601	shreyavise2024@gmail.com	Female	The Oxford College of Engineering
Bhumika YP	8904160682	bhumikaypece2024@gmail.com	Female	The Oxford College of Engineering
ARPITA SINHA	8235402308	arpita.sinha2404@gmail.com	Female	The Oxford College of Engineering
Brahmi Shetty	9945877037	brahmishettycise2024@gmail.com	Female	The Oxford College of Engineering
Harini N	9380197539	harininise2024@gmail.com	Female	The Oxford College of Engineering

Regards,

Campus Recruitment Team

CGI | India Global Delivery Centre



CONFIDENTIALITY NOTICE: Proprietary/Confidential Information belonging to CGI Group Inc. and its affiliates may be contained in this message. If you are not a recipient indicated or intended in this message (or responsible for deli

Please do not print this email unless it is necessary. Spread environmental awareness

From: IN SM GEN Campus <IN.SM.GEN.Campus@cgi.com>

Sent: Monday, July 15, 2024 11:42 AM

To: The Oxford Educational Institutions . <hodplacements@theoxford.edu>

Cc: Karthikeyan, Vishnupriya <vishnupriya.karthikeyan@cgi.com>; Nadagouda, Krupa R <krupa.nadagouda@cgi.com>

Subject: RE: FY24 CGI | Engg Campus Placements

Classification: Public

Hi Team,

Thanks for sharing the database.

We have initiated the online assessment for all and the test link will be active till 17th July, 11:38 AM.

Below test requirements for your reference,

The test has below basic requirements:

- A Personal Computer / Laptop only with a functional webcam and microphone.
[Click Here](#) to test your device.
- Smooth and uninterrupted Internet connectivity (throughout the testing session – min. 2MBPS)

- You will be asked to take the picture along with your government ID card.

If your test is stuck in between, due to power failure/internet disconnection, **resume the test only after 5 mins**. You may login again using the same details. Please ensure

Browser/OS Requirements: This Assessment is best supported by the below-listed Browsers/Versions.

- Please take the test on the latest browser versions of either Mozilla Firefox or Google Chrome.
- In case you're taking the test on Windows 8, make sure you use the latest version and disable all the popups/ notifications.
- Block all other system/application pop-ups prior starting the test.
- Please shutdown/uninstall all the applications, that access the Webcam, during the test.

IMPORTANT NOTE: You are not allowed to open any other Browser / Switch between the Test Screen and other windows/ Minimize the Test Window/any other unf

For any issues related to the Online Test, please [Click Here](#) to Live Chat with us


Regards,

Campus Recruitment Team

CGI | India Global Delivery Centre



CONFIDENTIALITY NOTICE: Proprietary/Confidential Information belonging to CGI Group Inc. and its affiliates may be contained in this message. If you are not a recipient indicated or intended in this message (or responsible for deli

 Please do not print this email unless it is necessary. Spread environmental awareness

From: The Oxford Educational Institutions . <hodplacements@theoxford.edu>

Sent: Saturday, July 13, 2024 9:59 AM

To: IN SM GEN Campus <IN.SM.GEN.Campus@cgi.com>

Cc: Karthikeyan, Vishnupriya <vishnupriya.karthikeyan@cgi.com>; Nadagouda, Krupa R <krupa.nadagouda@cgi.com>

Subject: Re: FY24 CGI | Engg Campus Placements

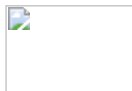
EXTERNAL SENDER: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

EXPÉDITEUR EXTERNE: Ne cliquez sur aucun lien et n'ouvrez aucune pièce jointe à moins qu'ils ne proviennent d'un expéditeur fiable, ou que vous ayez l'assurance que le contenu provient d'une source sûre.

Dear Sir/ Madam,

Hereby sharing the database of the Interested students below.

Kindly Consider & do the needful.



Thanks and Regards,

Dr. Bheemeswara Reddy V

Head | Corporate Relations,

The Oxford Educational Institutions

M: 9035806160

M: 9606083985

E: hodplacements@theoxford.edu

www.theoxford.edu

10th Milestone, Hosur Rd, Bommanahalli,
Bengaluru, Karnataka 560068

*"Coming together is a beginning. Keeping together is
progress. Working together is success."*

Henry Ford

On Fri, Jul 12, 2024 at 1:10 PM The Oxford Educational Institutions . <hodplacements@theoxford.edu> wrote:

Dear Sir/ Madam,

Greetings from The Oxford College of Engineering!!

Thank you for the Mail.

We share the interested students database by EOD Tomorrow.



Thanks and Regards,

Dr. Bheemeswara Reddy V
Head | Corporate Relations,

The Oxford Educational Institutions

M: 9035806160
M: 9606083985
E: hodplacements@theoxford.edu

www.theoxford.edu

10th Milestone, Hosur Rd, Bommanahalli,
Bengaluru, Karnataka 560068

“Coming together is a beginning. Keeping together is progress. Working together is success.”

Henry Ford

On Fri, Jul 12, 2024 at 12:48 PM IN SM GEN Campus <IN.SM.GEN.Campus@cgi.com> wrote:

Classification: Public

Make the most of your potential at CGI

Dear Placement Officer,

This email is with regards to the Campus Hiring for CGI.

As part of our continued campus relationship, we would like to initiate our campus graduate hiring for 2024 from your esteemed institute.

ELIGIBILITY CRITERIA

- **Degree:** BE/B.Tech (CSE, IT/IS, ECE, EEE) – Female students only.
- **Cut-off Marks:** 60% in 10th,12th and Degree
- **Additional Criteria:** No Current Backlog
- **Salary:** 3.91 LPA TTE (Total Target Earnings)
- **Designation:** Associate Software Engineer

- Service agreement - Applicable for 2 years.
- Open for work locations across - Bengaluru, Hyderabad, Chennai, Mumbai, and Pune.

SELECTION PROCESS

Each round is an elimination round.

Registration
(Online)

Communication
assessment
(Online)

Technica
assessme
(Online)



POST OFFER PROCESS

Pre-
onboarding
training
sessions

Letter will be
shared with the
work location
and DOJ

Onboard
on the C
Of Joini



Should you have any questions, please write to us at <in.sm.gen.campus@cgi.com>.

Best Regards,

2 attachments

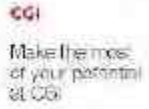


image004.jpg
82K



image005.png
1K



09-Sep-2024

Dear Adhayan Sharma,
B.E., Information Science and Engineering
The Oxford College of Engineering

Candidate ID – 31014930

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 as applicable post joining as a full-time employee, 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 Annexure**. 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 450,500/-**. 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, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement Annexure**. 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.

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) in 10th, 12th Diploma and Graduation/Post-Graduation and with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for only **1 day** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case you do not accept or decline within this time-period in the system, 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 Certified Skill Development (CSD) training program (if offered to you).

4. Training - Post Joining Cognizant:

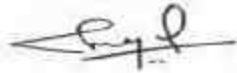
Post joining at Cognizant as full-time employee, one of the below options would be followed based on business demands.

- a) Based on your successful completion of internship or CSD training program (if offered to you), you could be onboarded directly to business without any additional training.
- b) Based on your successful completion or partial completion of internship or CSD training program (if offered to you), you could be onboarded and continue the training plan. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- c) Based on your successful completion or partial completion of internship or CSD training program (if offered to you), you could be onboarded and could be deployed into another formal training based on business demand to a specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- d) You could be onboarded directly without undergoing any internship or CSD training program and would be deployed into a formal training to a business specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- e) You could be onboarded directly to business without undergoing any internship or CSD training program and would be given on-the-job training, specific to their project or business needs. In the event of unsatisfactory performance during the on-the-job training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.

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:

Annexure A

Compensation and Benefits

Name: Adhayan Sharma	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	Company's contribution of PF #	1800	21,600
5	Advance Statutory Bonus***	2000	24,000
6	Special Allowance*	8599	103,188
	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

Note: The Insurance amount may vary subject to market conditions from time to time.

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

SI No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity

leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

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

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*****Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Annexure B

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

Adhayan Sharma, 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.
- d. You shall be flexible enough to take up the assigned role based on business requirement

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

d. 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 Adhayan Sharma



Maya Sreekumar
Vice President – Human Resources

I have read, understood and accept the above mentioned terms and conditions.

Signature:

Date:



09-Sep-2024

Dear Manoj Kumar G N,
B.E., Electronics & Communication Engineering
The Oxford College of Engineering

Candidate ID – 31014929

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 as applicable post joining as a full-time employee, 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 Annexure**. 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 450,500/-**. 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, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement Annexure**. 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.

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) in 10th, 12th Diploma and Graduation/Post-Graduation and with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for only **1 day** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case you do not accept or decline within this time-period in the system, 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 Certified Skill Development (CSD) training program (if offered to you).

4. Training - Post Joining Cognizant:

Post joining at Cognizant as full-time employee, one of the below options would be followed based on business demands.

- a) Based on your successful completion of internship or CSD training program (if offered to you), you could be onboarded directly to business without any additional training.
- b) Based on your successful completion or partial completion of internship or CSD training program (if offered to you), you could be onboarded and continue the training plan. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- c) Based on your successful completion or partial completion of internship or CSD training program (if offered to you), you could be onboarded and could be deployed into another formal training based on business demand to a specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- d) You could be onboarded directly without undergoing any internship or CSD training program and would be deployed into a formal training to a business specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- e) You could be onboarded directly to business without undergoing any internship or CSD training program and would be given on-the-job training, specific to their project or business needs. In the event of unsatisfactory performance during the on-the-job training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.

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:

Annexure A

Compensation and Benefits

Name: Manoj G N	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	Company's contribution of PF #	1800	21,600
5	Advance Statutory Bonus***	2000	24,000
6	Special Allowance*	8599	103,188
	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

Note: The Insurance amount may vary subject to market conditions from time to time.

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

SI No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity

leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

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

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*****Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Annexure B

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

Manoj Kumar G N, 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.
- d. You shall be flexible enough to take up the assigned role based on business requirement

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

d. 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

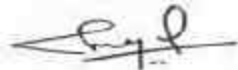
This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a 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 Manoj Kumar G N



Maya Sreekumar
Vice President – Human Resources

I have read, understood and accept the above mentioned terms and conditions.

Signature:

Date:



09-Sep-2024

Dear Yashaswini S,
B.E., Computer Science & Engineering
The Oxford College of Engineering

Candidate ID – 31014931

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 as applicable post joining as a full-time employee, 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 Annexure**. 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 450,500/-**. 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, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement Annexure**. 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.

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) in 10th, 12th Diploma and Graduation/Post-Graduation and with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for only **1 day** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case you do not accept or decline within this time-period in the system, 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 Certified Skill Development (CSD) training program (if offered to you).

4. Training - Post Joining Cognizant:

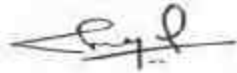
Post joining at Cognizant as full-time employee, one of the below options would be followed based on business demands.

- a) Based on your successful completion of internship or CSD training program (if offered to you), you could be onboarded directly to business without any additional training.
- b) Based on your successful completion or partial completion of internship or CSD training program (if offered to you), you could be onboarded and continue the training plan. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- c) Based on your successful completion or partial completion of internship or CSD training program (if offered to you), you could be onboarded and could be deployed into another formal training based on business demand to a specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- d) You could be onboarded directly without undergoing any internship or CSD training program and would be deployed into a formal training to a business specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- e) You could be onboarded directly to business without undergoing any internship or CSD training program and would be given on-the-job training, specific to their project or business needs. In the event of unsatisfactory performance during the on-the-job training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.

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:

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.

Annexure B

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

Yashaswini S, 21, 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.
- d. You shall be flexible enough to take up the assigned role based on business requirement

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

d. 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

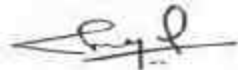
This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a 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 Yashaswini S



Maya Sreekumar

Vice President – Human Resources

I have read, understood and accept the above mentioned terms and conditions.

Signature:

Date:



09-Sep-2024

Dear Sathya Narayan L,
B.E., Information Technology
The Oxford College of Engineering

Candidate ID – 31014926

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 as applicable post joining as a full-time employee, 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 Annexure**. 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 450,500/-**. 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, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement Annexure**. 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.

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) in 10th, 12th Diploma and Graduation/Post-Graduation and with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for only **1 day** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case you do not accept or decline within this time-period in the system, 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 Certified Skill Development (CSD) training program (if offered to you).

4. Training - Post Joining Cognizant:

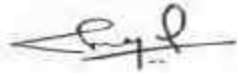
Post joining at Cognizant as full-time employee, one of the below options would be followed based on business demands.

- a) Based on your successful completion of internship or CSD training program (if offered to you), you could be onboarded directly to business without any additional training.
- b) Based on your successful completion or partial completion of internship or CSD training program (if offered to you), you could be onboarded and continue the training plan. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- c) Based on your successful completion or partial completion of internship or CSD training program (if offered to you), you could be onboarded and could be deployed into another formal training based on business demand to a specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- d) You could be onboarded directly without undergoing any internship or CSD training program and would be deployed into a formal training to a business specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- e) You could be onboarded directly to business without undergoing any internship or CSD training program and would be given on-the-job training, specific to their project or business needs. In the event of unsatisfactory performance during the on-the-job training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.

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:

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.

Annexure B

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

Sathya Narayan L, 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.
- d. You shall be flexible enough to take up the assigned role based on business requirement

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

d. 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 Sathya Narayan L



Maya Sreekumar
Vice President – Human Resources

I have read, understood and accept the above mentioned terms and conditions.

Signature:

Date:



Office number 424,
Phase1cloud9tower,
Vaishali Ghaziabad -201019
CIN-U74999UP2021PTC155863

25th October,2024

Bhanusha B M

The Oxford Educational Institutions

Subject-Offer letter for the Winter Internship

Dear Sir/Ma'am

On behalf of Deal Squard, I am excited to extend an offer to your students for a Winter Internship.

Regards,

pooja

Pooja,

This position is scheduled from 28th October 2024. In this role, they will report directly to Mona Kumari (Manager).

HR Manager,
Deal Squard





Office number 424,
Phase1cloud9tower,
Vaishali Ghaziabad -201019
CIN-U74999UP2021PTC155863

25th October,2024

Bhavadharani S

The Oxford Educational Institutions

Subject-Offer letter for the Winter Internship

Dear Sir/Ma'am

On behalf of Deal Squard, I am excited to extend an offer to your students for a Winter Internship.

Regards,

pooja

Pooja,

This position is scheduled from 28th October 2024. In this role, they will report directly to Mona Kumari (Manager).

HR Manager,
Deal Squard





Office number 424,
Phase1cloud9tower,
Vaishali Ghaziabad -201019
CIN-U74999UP2021PTC155863

25th October,2024

G. Chandru

The Oxford Educational Institutions

Subject-Offer letter for the Winter Internship

Dear Sir/Ma'am

On behalf of Deal Squard, I am excited to extend an offer to your students for a Winter Internship.

Regards,

pooja

Pooja,

This position is scheduled from 28th October 2024. In this role, they will report directly to Mona Kumari (Manager).

HR Manager,
Deal Squard





Office number 424,
Phase1cloud9tower,
Vaishali Ghaziabad -201019
CIN-U74999UP2021PTC155863

25th October,2024

Geethanjali N

The Oxford Educational Institutions

Subject-Offer letter for the Winter Internship

Dear Sir/Ma'am

On behalf of Deal Squard, I am excited to extend an offer to your students for a Winter Internship.

Regards,

pooja

Pooja,

This position is scheduled from 28th October 2024. In this role, they will report directly to Mona Kumari (Manager).

HR Manager,
Deal Squard





Office number 424,
Phase1cloud9tower,
Vaishali Ghaziabad -201019
CIN-U74999UP2021PTC155863

25th October,2024

Gokul Prasath P

The Oxford Educational Institutions

Subject-Offer letter for the Winter Internship

Dear Sir/Ma'am

On behalf of Deal Squard, I am excited to extend an offer to your students for a Winter Internship.

Regards,

pooja

Pooja,

This position is scheduled from 28th October 2024. In this role, they will report directly to Mona Kumari (Manager).

HR Manager,
Deal Squard





Office number 424,
Phase1cloud9tower,
Vaishali Ghaziabad -201019
CIN-U74999UP2021PTC155863

25th October,2024

Iqra Akhtar

The Oxford Educational Institutions

Subject-Offer letter for the Winter Internship

Dear Sir/Ma'am

On behalf of Deal Squard, I am excited to extend an offer to your students for a Winter Internship.

Regards,

pooja

Pooja,

This position is scheduled from 28th October 2024. In this role, they will report directly to Mona Kumari (Manager).

HR Manager,
Deal Squard





Office number 424,
Phase1cloud9tower,
Vaishali Ghaziabad -201019
CIN-U74999UP2021PTC155863

25th October,2024

Kannan

The Oxford Educational Institutions

Subject-Offer letter for the Winter Internship

Dear Sir/Ma'am

On behalf of Deal Squard, I am excited to extend an offer to your students for a Winter Internship.

Regards,

pooja

Pooja,

This position is scheduled from 28th October 2024. In this role, they will report directly to Mona Kumari (Manager).

HR Manager,
Deal Squard





Office number 424,
Phase1cloud9tower,
Vaishali Ghaziabad -201019
CIN-U74999UP2021PTC155863

25th October,2024

Kaviarasu T

The Oxford Educational Institutions

Subject-Offer letter for the Winter Internship

Dear Sir/Ma'am

On behalf of Deal Squard, I am excited to extend an offer to your students for a Winter Internship.

Regards,

pooja

Pooja,

This position is scheduled from 28th October 2024. In this role, they will report directly to Mona Kumari (Manager).

HR Manager,
Deal Squard





Office number 424,
Phase1cloud9tower,
Vaishali Ghaziabad -201019
CIN-U74999UP2021PTC155863

25th October,2024

Maruthi Prasad

The Oxford Educational Institutions

Subject-Offer letter for the Winter Internship

Dear Sir/Ma'am

On behalf of Deal Squard, I am excited to extend an offer to your students for a Winter Internship.

Regards,

pooja

Pooja,

This position is scheduled from 28th October 2024. In this role, they will report directly to Mona Kumari (Manager).

HR Manager,
Deal Squard





Office number 424,
Phase1cloud9tower,
Vaishali Ghaziabad -201019
CIN-U74999UP2021PTC155863

25th October,2024

Niveditha L

The Oxford Educational Institutions

Subject-Offer letter for the Winter Internship

Dear Sir/Ma'am

On behalf of Deal Squard, I am excited to extend an offer to your students for a Winter Internship.

Regards,

pooja

Pooja,

This position is scheduled from 28th October 2024. In this role, they will report directly to Mona Kumari (Manager).

HR Manager,
Deal Squard





Doppio Group Private Limited
StartupHuts, #334, 27th Main
HSR Layout, Sector 02, Bangalore-560102
Karnataka India

Letter of Internship and Employment Offer: Private and Confidential

December 07, 2023

Dear Dhilip Kumar B,

We are very pleased to invite you to join us as a **Technical Consultant** with **Doppio Group Private Limited (Doppio Group, Company, Employer), a wholly-owned subsidiary of Doppio Group Inc.**, a USA-based company. You will report to the **VP of Consulting Services**, Bangalore [or another person determined by the Company from time to time]. This offer is conditional upon having valid documents and is subject to verification and confirmation.

You will be joining **our internship program** for the first **3-4 months**. We hereby emphasize that your employment at Doppio Group will be confirmed upon the successful completion of the Internship Program.

Your internship and Employment are subject to a high degree of work ethics and diligence. The company is entitled to discontinue the internship and employment at any time with just cause.

You are requested to report to work on **Monday, 19th February 2024**, at our Bangalore office located at **StartupHuts, 1st Floor Cabin-C102 #334, 27th Main, HSR Layout, Sector 02, Bangalore-560102, Nearest Landmark: OPP to KLM fashion mall.**

- Your reporting time on the joining date is 11.00 am IST and the contact person is Ms. Ashwini Mahendra +91 9632164164.
- On your joining date, please bring the originals and one set of photocopies of the documents mentioned in ANNEXURE-B.
- For any clarifications, please contact ashwini@doppiogroup.com (Monday to Friday between 9:30 AM- 6:00 PM), +91 9632164164.

Our offer of Internship and employment is conditional upon you agreeing to and abiding by the terms and conditions defined by ANNEXURE-C. Kindly confirm your acceptance by sending a signed copy of this offer letter on all pages ASAP.

We look forward to a long and mutually rewarding relationship.

With best wishes

Yours sincerely
For Doppio Group Private Limited

Ashwini Mahendra
Director of Human Resources



www.doppiogroup.com
GSTIN: 29AAFCD6846FIZE

| Email: info@doppiogroup.com
| CIN U72900KA2016FTC092715



EMPLOYMENT AGREEMENT

ANNEXURE-A: Effective from 20 February 2024 (or Internship start date)

Location:	Bangalore
Designation:	Technical Consultant, Intern

Components	Monthly Stipend (In Rs.)
Basic Fixed Stipend	15,000.00

Effective from Full-Time employment start date:

Designation:	Technical Consultant
--------------	----------------------

Components	Annual Salary (In Rs.)
Basic	3,75,000.00
HRA	1,87,500.00
Conveyance & Medical Allowance	37,500.00
Telephone/Internet Allowance	36,000.00
EPF contribution	21,600.00
Special and other allowances	92,400.00
Total Fixed Pay	7,50,000.00

Notes:

- Your compensation is subject to deduction of income tax under the provisions of the Income Tax Act, 1961
- The above-mentioned CTC includes employer and employee contributions towards retirement benefits and taxes on employment as provided in law.
- You will be eligible for an Annual Bonus of up to **500 USD**.





ANNEXURE-B

We request you to provide us with scan copies of the following on your date of reporting.

Please note that the below documents are mandatory for **personnel records** and will be subject to **background verification**.

Documents

1. Aadhaar card
2. PAN card (if available)
3. Latest mark sheet
4. Current Address proof
5. Permanent address proof
6. Passport Size Photos
7. Copy of the Cheque or first page of the Bank Statement which has Bank account details





ANNEXURE-C

1. Other Benefits:

a. Company Leave benefits shall include:

- i. Ten National and festival holidays every calendar year. A list of these would be announced every year at the start of the calendar year.
- ii. Privileged/Paid leaves of 13 days in a year.
- iii. Sick leaves as per the leave policy of the organization.

b. Performance and Appraisals:

- i. Annual salaries raise consideration based on Individual Development Plan(IDP) and other measures of success.
- ii. Opportunity to achieve annual performance bonuses.

2. Position and duties:

a. You agree that you will perform effectively, diligently, and to the best of your ability all responsibilities assigned to you to achieve those results determined by the Company. You further agree that you will not engage in activities that have or may have an adverse impact on the reputation, image and business of the Company.

b. You shall faithfully and diligently serve Doppio Group and its associated companies. You shall diligently perform such duties and exercise such powers consistent with your employment as may from time to time be vested in you and shall obey the reasonable and lawful directions of your Manager. You shall devote yourself exclusively to the performance of your duties during normal working hours at your place of employment and at all other times that may be necessary for the proper performance of your duties except in case of illness or accident.

c. You may be required to travel on Company business for which you will be reimbursed as per the Company policy.

d. During the term of your employment, you shall disclose and execute assignments for the benefit of the Company in accordance with the terms and conditions of the Company.





3. Confidential Information: Employee agrees not to provide any third party with any confidential or proprietary information as to Doppio Group that the employee learns in the course of performing the Services or preparing the Works, including as to the terms and provisions of this agreement except to employee's legal and financial professional advisors. Employee shall hold in trust and confidence, and not disclose to others or use for employee's own benefit or for the benefit of another, any Proprietary Information which is disclosed to the employee by Doppio Group at any time. Employee shall disclose Proprietary Information received under this agreement to persons within its organization only if such persons (i) have a need to know and (ii) are bound in writing to protect the confidentiality of such Proprietary Information.

4. Conflicts of Interest:

a) During the term of the Employee's employment with the Employer, it is understood and agreed that any business opportunity relating to or similar to the Employer's actual or reasonably anticipated business opportunities (with the exception of personal investments in less than 5% of the equity of a business, investments in established family businesses, real estate, or investments in stocks and bonds traded on public stock exchanges) coming to the attention of the Employee, is an opportunity belonging to the Employer. Therefore, the Employee will advise the Employer of the opportunity and cannot pursue the opportunity, directly or indirectly, without the written consent of the Employer, which consent will not be unreasonably withheld.

b) During the term of the Employee's employment with the Employer, the Employee will not, directly or indirectly, engage or participate in any other business activities that the Employer, in its reasonable discretion, determines to be in conflict with the best interests of the Employer without the written consent of the Employer, which consent will not be unreasonably withheld.





5. Representation and Warranty of Employee.

a) Employee hereby represents and warrants that by accepting Employer's offer of employment and signing below, Employee currently has and will maintain the requisite skill level necessary to carry out Employee's assigned job duties for Employer.

b) Employee hereby represents and warrants to Employer that Employee is not party to any written or oral agreement with any third party that would restrict Employee's ability to enter into the herein Agreement or to perform Employee's obligations hereunder and that Employee will not, by joining Employer, breach any non-disclosure, proprietary rights, non-competition, non-solicitation or other covenant in favor of any third party.

6. Employee Representations and Warranties. Employee represents and warrants to Employer that: (a) Employee's employment by Employer and the performance of Employee's employment duties will not constitute a breach of any agreements to which Employee is a party, including any employment or non-competition agreement with any former employer, and (b) Employee has not disclosed and will not disclose to Employer, and will not use or disclose during the performance of Employee's employment services for Employer, any documents, materials, or information subject to any legally enforceable restrictions or obligations as to confidentiality.

7. General:

a) You agree that you have not, and will not, provide the Company with any false information or willfully suppressed any material information required herein or as part of your employment with the Company. Any violation of this provision shall subject you to immediate termination without notice. Please note that you are required to inform us if there are any agreements, oral or written, that you have entered into, and which relate to your commitments under this agreement.

b) If any of the provisions of this agreement are declared or found to be void or





unenforceable, the remaining provisions of this agreement shall continue in full force and effect.

c) The terms and conditions outlined in this Employment Agreement shall supersede and replace any existing agreement or understanding, if any, between the Company and you relating to the subject matter contained herein.

d) During your tenure of services, you may be advised to execute certain agreements for undergoing certain training programs, holding assets and training materials of the Company, credit policy compliances (if you are in the Sales/Technical Department), etc.

8. Separation & Termination:

a) The Company shall have the right to terminate your employment at any time due to your breach of the terms and conditions of this Employment Agreement. Upon such termination, you will be paid through the effective date of termination and thereafter the Company shall have no further obligation to you.

b) Your employment with the Company can be terminated by giving Ninety (90) days prior notice in writing from either side or Ninety (90) days pay in lieu of notice, as may be determined by the Company. However, in the event of any discrepancy or untrue information found in your application form or resume, willful neglect of your duties, breach of trust, gross indiscipline, or any other serious dereliction of duties that may be prejudicial to the interests of the Company, the Company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.

9. Governing Law: This Agreement shall be interpreted under and governed by the laws and decisions of the State of Karnataka, India (City Bangalore); applicable to agreements made and to be performed solely within said state.





Doppio Group Private Limited
StartupHuts, #334, 27th Main
HSR Layout, Sector 02, Bangalore-560102
Karnataka India

Acceptance and Acknowledgment

I HAVE READ THIS AGREEMENT CAREFULLY AND I UNDERSTAND AND ACCEPT THE OBLIGATIONS THAT IT IMPOSES UPON ME WITHOUT RESERVATION. NO PROMISES OR REPRESENTATIONS HAVE BEEN MADE TO ME TO INDUCE ME TO SIGN THIS AGREEMENT. I SIGN THIS AGREEMENT VOLUNTARILY AND FREELY, IN DUPLICATE, WITH THE UNDERSTANDING THAT ONE COUNTERPART WILL BE RETAINED BY THE COMPANY AND THE OTHER COUNTERPART WILL BE RETAINED BY ME.

DOPPIO GROUP PRIVATE LIMITED

EMPLOYEE

By:

Name: **Ashwini Mahendra**

Title: Director of Human Resources

Email: ashwini@doppiogroup.com

Signature & Date:

Name: Dhilip Kumar B





Doppio Group Private Limited
StartupHuts, #334, 27th Main
HSR Layout, Sector 02, Bangalore-560102
Karnataka India

Letter of Internship and Employment Offer: Private and Confidential

December 07, 2023

Dear Sowmya R,

We are very pleased to invite you to join us as a **Technical Consultant** with **Doppio Group Private Limited (Doppio Group, Company, Employer), a wholly-owned subsidiary of Doppio Group Inc.**, a USA-based company. You will report to the **VP of Consulting Services**, Bangalore [or another person determined by the Company from time to time]. This offer is conditional upon having valid documents and is subject to verification and confirmation.

You will be joining **our internship program** for the first **3-4 months**. We hereby emphasize that your employment at Doppio Group will be confirmed upon the successful completion of the Internship Program.

Your internship and Employment are subject to a high degree of work ethics and diligence. The company is entitled to discontinue the internship and employment at any time with just cause.

You are requested to report to work on **Monday, 19th February 2024**, at our Bangalore office located at **StartupHuts, 1st Floor Cabin-C102 #334, 27th Main, HSR Layout, Sector 02, Bangalore-560102, Nearest Landmark: OPP to KLM fashion mall.**

- Your reporting time on the joining date is 11.00 am IST and the contact person is Ms. Ashwini Mahendra +91 9632164164.
- On your joining date, please bring the originals and one set of photocopies of the documents mentioned in ANNEXURE-B.
- For any clarifications, please contact ashwini@doppiogroup.com (Monday to Friday between 9:30 AM- 6:00 PM), +91 9632164164.

Our offer of Internship and employment is conditional upon you agreeing to and abiding by the terms and conditions defined by ANNEXURE-C. Kindly confirm your acceptance by sending a signed copy of this offer letter on all pages ASAP.

We look forward to a long and mutually rewarding relationship.

With best wishes

Yours sincerely
For Doppio Group Private Limited

Ashwini Mahendra
Director of Human Resources



www.doppiogroup.com
GSTIN: 29AAFCD6846FIZE

| Email: info@doppiogroup.com
| CIN U72900KA2016FTC092715



EMPLOYMENT AGREEMENT

ANNEXURE-A: Effective from 20 February 2024 (or Internship start date)

Location:	Bangalore
Designation:	Technical Consultant, Intern

Components	Monthly Stipend (In Rs.)
Basic Fixed Stipend	15,000.00

Effective from Full-Time employment start date:

Designation:	Technical Consultant
--------------	----------------------

Components	Annual Salary (In Rs.)
Basic	3,75,000.00
HRA	1,87,500.00
Conveyance & Medical Allowance	37,500.00
Telephone/Internet Allowance	36,000.00
EPF contribution	21,600.00
Special and other allowances	92,400.00
Total Fixed Pay	7,50,000.00

Notes:

- Your compensation is subject to deduction of income tax under the provisions of the Income Tax Act, 1961
- The above-mentioned CTC includes employer and employee contributions towards retirement benefits and taxes on employment as provided in law.
- You will be eligible for an Annual Bonus of up to **500 USD**.





ANNEXURE-B

We request you to provide us with scan copies of the following on your date of reporting.

Please note that the below documents are mandatory for **personnel records** and will be subject to **background verification**.

Documents

1. Aadhaar card
2. PAN card (if available)
3. Latest mark sheet
4. Current Address proof
5. Permanent address proof
6. Passport Size Photos
7. Copy of the Cheque or first page of the Bank Statement which has Bank account details





ANNEXURE-C

1. Other Benefits:

a. Company Leave benefits shall include:

- i. Ten National and festival holidays every calendar year. A list of these would be announced every year at the start of the calendar year.
- ii. Privileged/Paid leaves of 13 days in a year.
- iii. Sick leaves as per the leave policy of the organization.

b. Performance and Appraisals:

- i. Annual salaries raise consideration based on Individual Development Plan(IDP) and other measures of success.
- ii. Opportunity to achieve annual performance bonuses.

2. Position and duties:

a. You agree that you will perform effectively, diligently, and to the best of your ability all responsibilities assigned to you to achieve those results determined by the Company. You further agree that you will not engage in activities that have or may have an adverse impact on the reputation, image and business of the Company.

b. You shall faithfully and diligently serve Doppio Group and its associated companies. You shall diligently perform such duties and exercise such powers consistent with your employment as may from time to time be vested in you and shall obey the reasonable and lawful directions of your Manager. You shall devote yourself exclusively to the performance of your duties during normal working hours at your place of employment and at all other times that may be necessary for the proper performance of your duties except in case of illness or accident.

c. You may be required to travel on Company business for which you will be reimbursed as per the Company policy.

d. During the term of your employment, you shall disclose and execute assignments for the benefit of the Company in accordance with the terms and conditions of the Company.





3. Confidential Information: Employee agrees not to provide any third party with any confidential or proprietary information as to Doppio Group that the employee learns in the course of performing the Services or preparing the Works, including as to the terms and provisions of this agreement except to employee's legal and financial professional advisors. Employee shall hold in trust and confidence, and not disclose to others or use for employee's own benefit or for the benefit of another, any Proprietary Information which is disclosed to the employee by Doppio Group at any time. Employee shall disclose Proprietary Information received under this agreement to persons within its organization only if such persons (i) have a need to know and (ii) are bound in writing to protect the confidentiality of such Proprietary Information.

4. Conflicts of Interest:

a) During the term of the Employee's employment with the Employer, it is understood and agreed that any business opportunity relating to or similar to the Employer's actual or reasonably anticipated business opportunities (with the exception of personal investments in less than 5% of the equity of a business, investments in established family businesses, real estate, or investments in stocks and bonds traded on public stock exchanges) coming to the attention of the Employee, is an opportunity belonging to the Employer. Therefore, the Employee will advise the Employer of the opportunity and cannot pursue the opportunity, directly or indirectly, without the written consent of the Employer, which consent will not be unreasonably withheld.

b) During the term of the Employee's employment with the Employer, the Employee will not, directly or indirectly, engage or participate in any other business activities that the Employer, in its reasonable discretion, determines to be in conflict with the best interests of the Employer without the written consent of the Employer, which consent will not be unreasonably withheld.





5. Representation and Warranty of Employee.

a) Employee hereby represents and warrants that by accepting Employer's offer of employment and signing below, Employee currently has and will maintain the requisite skill level necessary to carry out Employee's assigned job duties for Employer.

b) Employee hereby represents and warrants to Employer that Employee is not party to any written or oral agreement with any third party that would restrict Employee's ability to enter into the herein Agreement or to perform Employee's obligations hereunder and that Employee will not, by joining Employer, breach any non-disclosure, proprietary rights, non-competition, non-solicitation or other covenant in favor of any third party.

6. Employee Representations and Warranties. Employee represents and warrants to Employer that: (a) Employee's employment by Employer and the performance of Employee's employment duties will not constitute a breach of any agreements to which Employee is a party, including any employment or non-competition agreement with any former employer, and (b) Employee has not disclosed and will not disclose to Employer, and will not use or disclose during the performance of Employee's employment services for Employer, any documents, materials, or information subject to any legally enforceable restrictions or obligations as to confidentiality.

7. General:

a) You agree that you have not, and will not, provide the Company with any false information or willfully suppressed any material information required herein or as part of your employment with the Company. Any violation of this provision shall subject you to immediate termination without notice. Please note that you are required to inform us if there are any agreements, oral or written, that you have entered into, and which relate to your commitments under this agreement.

b) If any of the provisions of this agreement are declared or found to be void or





unenforceable, the remaining provisions of this agreement shall continue in full force and effect.

c) The terms and conditions outlined in this Employment Agreement shall supersede and replace any existing agreement or understanding, if any, between the Company and you relating to the subject matter contained herein.

d) During your tenure of services, you may be advised to execute certain agreements for undergoing certain training programs, holding assets and training materials of the Company, credit policy compliances (if you are in the Sales/Technical Department), etc.

8. Separation & Termination:

a) The Company shall have the right to terminate your employment at any time due to your breach of the terms and conditions of this Employment Agreement. Upon such termination, you will be paid through the effective date of termination and thereafter the Company shall have no further obligation to you.

b) Your employment with the Company can be terminated by giving Ninety (90) days prior notice in writing from either side or Ninety (90) days pay in lieu of notice, as may be determined by the Company. However, in the event of any discrepancy or untrue information found in your application form or resume, willful neglect of your duties, breach of trust, gross indiscipline, or any other serious dereliction of duties that may be prejudicial to the interests of the Company, the Company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.

9. Governing Law: This Agreement shall be interpreted under and governed by the laws and decisions of the State of Karnataka, India (City Bangalore); applicable to agreements made and to be performed solely within said state.





Doppio Group Private Limited
StartupHuts, #334, 27th Main
HSR Layout, Sector 02, Bangalore-560102
Karnataka India

Acceptance and Acknowledgment

I HAVE READ THIS AGREEMENT CAREFULLY AND I UNDERSTAND AND ACCEPT THE OBLIGATIONS THAT IT IMPOSES UPON ME WITHOUT RESERVATION. NO PROMISES OR REPRESENTATIONS HAVE BEEN MADE TO ME TO INDUCE ME TO SIGN THIS AGREEMENT. I SIGN THIS AGREEMENT VOLUNTARILY AND FREELY, IN DUPLICATE, WITH THE UNDERSTANDING THAT ONE COUNTERPART WILL BE RETAINED BY THE COMPANY AND THE OTHER COUNTERPART WILL BE RETAINED BY ME.

DOPPIO GROUP PRIVATE LIMITED

EMPLOYEE

By:

Name: **Ashwini Mahendra**

Title: Director of Human Resources

Email: ashwini@doppiogroup.com

Signature & Date:

Name: Sowmya R



To,
Mr Vanarahul B,

March 3, 2024

Subject: Letter of Intent

Dear Vanarahul,

With reference to your application and further discussion you had with us, we are pleased to offer you the position of **E commerce -Intern**, for **NewJaisa Technologies Ltd**. As per manually agreed terms and conditions laid down and governed by the Company. You will be operating from **Bangalore**.

Your Monthly compensation will be Rs.10000/-

We would like you to join us on or before **March 4th, 2024 beyond which the Offer would stand withdrawn, unless a new date is mutually agreed upon, by us in writing.**

This Letter of Intent is conditional, subject to submission of certificates & testimonials of educational qualification, work experience, & the information and furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting, you are being offered this position, the Management may take such action as it deems fit at its sole discretion.

Kindly revert with your acceptance for the offer and we welcome you to NewJaisa!

1. First 3 months will be internship and with 6 days working WFO (Mondays to Saturday). Your performance will be evaluated basis same. On approval, you will made permanent employee.
2. Variable Pay will be linked to your Performance against KPI.
3. Notice period, in case company or individual plan to terminate job is 15days. Failure to provide the same would mean company will not be liable to pay salary for the last month. In event, individual serves 15days notice, company will clear all salary compensation less any deductions within 15 days from last date.
4. Regular working days are from Mon-Sat. You will be entitled for public holidays, sick and casual leaves as per company policy.

Please sign in the duplicate copy as a token of your acceptance along with intimation of tentative date of joining within the period mentioned above.

For NewJaisa Technologies Ltd



Lokesh MR
Head-Human Resources

Please read the detailed terms as below. If you have any queries, feel free to get in touch with us. We look forward to your long and fruitful career association with our organization.

I **Vanarahul B** have read, understood and accepted the terms and conditions set out above.

Date:



Newjaisa Technologies Limited

(formerly known as Newjaisa Technologies Private Limited)

Registered Office Address-207/B2, 2nd Cross Road J.C

Industrial State Bikasipura MainRoad Off Kanakpura road Near

Delhi Public School, Bangalore, 560078 Karnataka, India .

Signature:

To,
Mr Hariharan A

March 3, 2024

Subject: Letter of Intent

Dear Hariharan,

With reference to your application and further discussion you had with us, we are pleased to offer you the position of **E commerce -Intern**, for **NewJaisa Technologies Ltd**. As per manually agreed terms and conditions laid down and governed by the Company. You will be operating from **Bangalore**.

Your Monthly compensation will be Rs.10000/-

We would like you to join us on or before **March 4th, 2024 beyond which the Offer would stand withdrawn, unless a new date is mutually agreed upon, by us in writing.**

This Letter of Intent is conditional, subject to submission of certificates & testimonials of educational qualification, work experience, & the information and furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting, you are being offered this position, the Management may take such action as it deems fit at its sole discretion.

Kindly revert with your acceptance for the offer and we welcome you to NewJaisa!

1. First 3 months will be internship and with 6 days working WFO (Mondays to Saturday). Your performance will be evaluated basis same. On approval, you will made permanent employee.
2. Notice period, in case company or individual plan to terminate job is 15days. Failure to provide the same would mean company will not be liable to pay salary for the last month. In event, individual serves 15days notice, company will clear all salary compensation less any deductions within 15 days from last date.
3. Regular working days are from Mon-Sat. You will be entitled for public holidays, sick and casual leaves as per company policy.

Please sign in the duplicate copy as a token of your acceptance along with intimation of tentative date of joining within the period mentioned above.

For NewJaisa Technologies Ltd



Lokesh MR
Head-Human Resources

Please read the detailed terms as below. If you have any queries, feel free to get in touch with us. We look forward to your long and fruitful career association with our organization.

I **Hariharan A** have read, understood and accepted the terms and conditions set out above.

Date:
Signature:

To,
Mr Prajval M V,

March 1, 2024

Subject: Letter of Intent

Dear Prajval,

With reference to your application and further discussion you had with us, we are pleased to offer you the position of **Social Media -Intern**, for **NewJaisa Technologies Ltd**. As per manually agreed terms and conditions laid down and governed by the Company. You will be operating from **Bangalore**.

Your Monthly compensation will be Rs.6000/-

We would like you to join us on or before **March 4th, 2024 beyond which the Offer would stand withdrawn, unless a new date is mutually agreed upon, by us in writing.**

This Letter of Intent is conditional, subject to submission of certificates & testimonials of educational qualification, work experience, & the information and furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting, you are being offered this position, the Management may take such action as it deems fit at its sole discretion.

Kindly revert with your acceptance for the offer and we welcome you to NewJaisa!

1. First 2 months will be internship and with 6 days working WFO (Mondays to Saturday). Your performance will be evaluated basis same. On approval, you will made permanent employee.
2. Variable Pay will be linked to your Performance against KPI.
3. Notice period, in case company or individual plan to terminate job is 15days. Failure to provide the same would mean company will not be liable to pay salary for the last month. In event, individual serves 15days notice, company will clear all salary compensation less any deductions within 15 days from last date.
4. Regular working days are from Mon-Sat. You will be entitled for public holidays, sick and casual leaves as per company policy.

Please sign in the duplicate copy as a token of your acceptance along with intimation of tentative date of joining within the period mentioned above.

For NewJaisa Technologies Ltd



Lokesh MR
Head-Human Resources

Please read the detailed terms as below. If you have any queries, feel free to get in touch with us. We look forward to your long and fruitful career association with our organization.

I **Prajval M V** have read, understood and accepted the terms and conditions set out above.

Date:



Newjaisa Technologies Limited

(formerly known as Newjaisa Technologies Private Limited)

Registered Office Address-207/B2, 2nd Cross Road J.C

Industrial State Bikasipura MainRoad Off Kanakpura road Near

Delhi Public School, Bangalore, 560078 Karnataka, India .

Signature:

To,
Mr Ravi Sankeshwar,

March 4, 2024

Subject: Letter of Intent

Dear Ravi Sankeshwar,

With reference to your application and further discussion you had with us, we are pleased to offer you the position of **Intern -Procurement**, for **NewJaisa Technologies Ltd**. As per manually agreed terms and conditions laid down and governed by the Company. You will be operating from **Bangalore**.

Your Monthly compensation will be Rs.10000/-

We would like you to join us on **March 5th, 2024 beyond which the Offer would stand withdrawn, unless a new date is mutually agreed upon, by us in writing.**

This Letter of Intent is conditional, subject to submission of certificates & testimonials of educational qualification, work experience, & the information and furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting, you are being offered this position, the Management may take such action as it deems fit at its sole discretion.

Kindly revert with your acceptance for the offer and we welcome you to NewJaisa!

1. First 6 months will be internship and with 6 days working WFO (Mondays to Saturday). Your performance will be evaluated basis same. On approval, you will made permanent employee.
2. Notice period, in case company or individual plan to terminate job is 15days. Failure to provide the same would mean company will not be liable to pay salary for the last month. In event, individual serves 15days notice, company will clear all salary compensation less any deductions within 15 days from last date.
3. Regular working days are from Mon-Sat. You will be entitled for public holidays, sick and casual leaves as per company policy.

Please sign in the duplicate copy as a token of your acceptance along with intimation of tentative date of joining within the period mentioned above.

For NewJaisa Technologies Ltd



Lokesh MR
Head-Human Resources

Please read the detailed terms as below. If you have any queries, feel free to get in touch with us. We look forward to your long and fruitful career association with our organization.

I **Ravi Sankeshwar** have read, understood and accepted the terms and conditions set out above.

Date:

Signature:

To,
Mr Tharunjaiy G S

March 1, 2024

Subject: Letter of Intent

Dear Tharunjaiy,

With reference to your application and further discussion you had with us, we are pleased to offer you the position of **Social Media -Intern**, for **NewJaisa Technologies Ltd**. As per manually agreed terms and conditions laid down and governed by the Company. You will be operating from **Bangalore**.

Your Monthly compensation will be Rs.6000/-

We would like you to join us on or before **March 4th, 2024 beyond which the Offer would stand withdrawn, unless a new date is mutually agreed upon, by us in writing.**

This Letter of Intent is conditional, subject to submission of certificates & testimonials of educational qualification, work experience, & the information and furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting, you are being offered this position, the Management may take such action as it deems fit at its sole discretion.

Kindly revert with your acceptance for the offer and we welcome you to NewJaisa!

1. First 2 months will be internship and with 6 days working WFO (Mondays to Saturday). Your performance will be evaluated basis same. On approval, you will made permanent employee.
2. Variable Pay will be linked to your Performance against KPI.
3. Notice period, in case company or individual plan to terminate job is 15days. Failure to provide the same would mean company will not be liable to pay salary for the last month. In event, individual serves 15days notice, company will clear all salary compensation less any deductions within 15 days from last date.
4. Regular working days are from Mon-Sat. You will be entitled for public holidays, sick and casual leaves as per company policy.

Please sign in the duplicate copy as a token of your acceptance along with intimation of tentative date of joining within the period mentioned above.

For NewJaisa Technologies Ltd



Lokesh MR
Head-Human Resources

Please read the detailed terms as below. If you have any queries, feel free to get in touch with us. We look forward to your long and fruitful career association with our organization.

I **Tharunjaiy G S** have read, understood and accepted the terms and conditions set out above.

Date:



Newjaisa Technologies Limited

(formerly known as Newjaisa Technologies Private Limited)

Registered Office Address-207/B2, 2nd Cross Road J.C

Industrial State Bikasipura MainRoad Off Kanakpura road Near

Delhi Public School, Bangalore, 560078 Karnataka, India .

Signature:

**Update On Campus Drive Status | 25 and 26th July 2024**

1 message

Bindhu S <Bindhu@stavtar.com>

To: "The Oxford Educational Institutions ." <hodplacements@theoxford.edu>

Cc: Sathyavathi MC <msathyavathi@stavtar.com>

Dear Sir,

I Hope This message finds you well.

I am writing to express my sincere gratitude for your all your support and efforts in organizing the recent campus drive at The Oxford College of Engineering on 25th July 2024.

Below is the selected candidates details and offer letter will be shared by this week.

Full name of Student	Gender	Email ID	Contact No.	College Name
Prahallad SP	Male	prahalladsp002@gmail.com	8050322128	The Oxford College of Engineering
RAGHUL P	Male	raghulpise2024@gmail.com	7406038715	The Oxford College of Engineering
Syed sulaiman zamani	Male	Sulaiman.ise.2024@gmail.com	8495914995	The Oxford College of Engineering

I believe that by continuing to work together, we can create even more opportunities for our students and achieve greater success.

Thank you once again for your continued support and partnership. I look forward to connecting with you for future requirements.

Thanks,

Bindhu S

**Bindhu S**

Direct: +1 (212) 479-2407 | Mobile: +91 (953) 838-8176

286 Madison Avenue, 19th Floor, New York, NY 10017

Bindhu@stavtar.com | www.stavtar.com

Notice: This message is solely for the use of the intended recipient(s) and may contain information and attachments that are confidential, privileged or otherwise sensitive in nature. Any unauthorized disclosure of contents is strictly prohibited and may be in violation of law. If you have received this communication in error, please notify the sender immediately by email and delete this email and its contents. Stavtar communications as legally allowed.

12/04/2024

Sakshin Kumar. S
The Oxford College of Engineering, Bangalore

TRAINEE OFFER LETTER

Dear Sakshin Kumar. S,

We are pleased to inform you that you are hereby offered the position of a Trainee Medical Scribe in the Medical Scribing Department of our Organization. Presented here are the details of our offer to you in the role of “Trainee Medical Scribe.”

Medical Scribe Training: Our training program is designed to implement an objective, scalable, and process-oriented training methodology to transition you into a Medical Scribe in the shortest possible time.

Responsibilities: It is expected that Medical Scribe trainees will make a personal commitment to get the most out of the training program and to transition into the Medical Scribe OJT phase within the stipulated timeframe.

Whilst undergoing training, trainees are expected to:

1. Behave in a professional manner.
2. Apply oneself to understanding the various aspects covered in the training program such as concise/creative writing skills, English grammar, medical terminology, scribing essentials, communication etiquette, typing skills, etc.
3. Meet the required criteria at every stage of the training which will be measured from time to time (weekly, bimonthly, and monthly evaluations) and become eligible to transition to the next stage of training and finally clear the OJT evaluation.
4. Understand in letter and spirit the core ideology of OG’s security policy under the framework of HIPPA, HITECH, and all the policies relating to confidentiality of patient information.
5. Maintain excellent job attendance.

Training Cost:

- Phase I Baseline Training – Free Online Training for 2 months.
- Phase II Training - on successful completion of 2 months online training, monthly stipend is revised to Rs 10,000.
- Phase III Training - on successful completion of Phase II, as a qualified Production-Ready Scribe (DR), you will be moved as an employee and you stand to earn a monthly remuneration of Rs. 22,000 per month.

Salary on Completion of Training:

On successful completion of the OG Healthcare Medical Scribe training program, i.e. meeting the 8 criteria to be a Doctor Approved (DA) scribe, you qualify to handle Medical Scribing services independently for the assigned physician. At this stage, you stand to earn CTC of Rs. 5,00,000 per Annum.

Work Week and Timings: Your training will begin at 9 a.m. and end at 6 p.m. on all weekdays during the first level of training and thereafter you will move to night shift 9 p.m. to 6 a.m.

Leaves: You will not be entitled to leaves during your training period. However, National Festival Holidays will be applicable as per the NFH list published by the company at the beginning of the calendar year.

You will be governed by the rules, regulations, and policies of the company as applicable to you.

Welcome to OG Healthcare.



Raffath Sultana
Lead – HR



12/04/2024

Srinidhi N
The Oxford College of Engineering, Bangalore

TRAINEE OFFER LETTER

Dear Srinidhi N,

We are pleased to inform you that you are hereby offered the position of a Trainee Medical Scribe in the Medical Scribing Department of our Organization. Presented here are the details of our offer to you in the role of “Trainee Medical Scribe.”

Medical Scribe Training: Our training program is designed to implement an objective, scalable, and process-oriented training methodology to transition you into a Medical Scribe in the shortest possible time.

Responsibilities: It is expected that Medical Scribe trainees will make a personal commitment to get the most out of the training program and to transition into the Medical Scribe OJT phase within the stipulated timeframe.

Whilst undergoing training, trainees are expected to:

1. Behave in a professional manner.
2. Apply oneself to understanding the various aspects covered in the training program such as concise/creative writing skills, English grammar, medical terminology, scribing essentials, communication etiquette, typing skills, etc.
3. Meet the required criteria at every stage of the training which will be measured from time to time (weekly, bimonthly, and monthly evaluations) and become eligible to transition to the next stage of training and finally clear the OJT evaluation.
4. Understand in letter and spirit the core ideology of OG’s security policy under the framework of HIPPA, HITECH, and all the policies relating to confidentiality of patient information.
5. Maintain excellent job attendance.

Training Cost:

- Phase I Baseline Training – Free Online Training for 2 months.
- Phase II Training - on successful completion of 2 months online training, monthly stipend is revised to Rs 10,000.
- Phase III Training - on successful completion of Phase II, as a qualified Production-Ready Scribe (DR), you will be moved as an employee and you stand to earn a monthly remuneration of Rs. 22,000 per month.

Salary on Completion of Training:

On successful completion of the OG Healthcare Medical Scribe training program, i.e. meeting the 8 criteria to be a Doctor Approved (DA) scribe, you qualify to handle Medical Scribing services independently for the assigned physician. At this stage, you stand to earn CTC of Rs. 5,00,000 per Annum.

Work Week and Timings: Your training will begin at 9 a.m. and end at 6 p.m. on all weekdays during the first level of training and thereafter you will move to night shift 9 p.m. to 6 a.m.

Leaves: You will not be entitled to leaves during your training period. However, National Festival Holidays will be applicable as per the NFH list published by the company at the beginning of the calendar year.

You will be governed by the rules, regulations, and policies of the company as applicable to you.

Welcome to OG Healthcare.



Raffath Sultana
Lead – HR



12/04/2024

Divya J
The Oxford College of Engineering, Bangalore

TRAINEE OFFER LETTER

Dear Divya J,

We are pleased to inform you that you are hereby offered the position of a Trainee Medical Scribe in the Medical Scribing Department of our Organization. Presented here are the details of our offer to you in the role of “Trainee Medical Scribe.”

Medical Scribe Training: Our training program is designed to implement an objective, scalable, and process-oriented training methodology to transition you into a Medical Scribe in the shortest possible time.

Responsibilities: It is expected that Medical Scribe trainees will make a personal commitment to get the most out of the training program and to transition into the Medical Scribe OJT phase within the stipulated timeframe.

Whilst undergoing training, trainees are expected to:

1. Behave in a professional manner.
2. Apply oneself to understanding the various aspects covered in the training program such as concise/creative writing skills, English grammar, medical terminology, scribing essentials, communication etiquette, typing skills, etc.
3. Meet the required criteria at every stage of the training which will be measured from time to time (weekly, bimonthly, and monthly evaluations) and become eligible to transition to the next stage of training and finally clear the OJT evaluation.
4. Understand in letter and spirit the core ideology of OG’s security policy under the framework of HIPPA, HITECH, and all the policies relating to confidentiality of patient information.
5. Maintain excellent job attendance.

Training Cost:

- Phase I Baseline Training – Free Online Training for 2 months.
- Phase II Training - on successful completion of 2 months online training, monthly stipend is revised to Rs 10,000.
- Phase III Training - on successful completion of Phase II, as a qualified Production-Ready Scribe (DR), you will be moved as an employee and you stand to earn a monthly remuneration of Rs. 22,000 per month.

Salary on Completion of Training:

On successful completion of the OG Healthcare Medical Scribe training program, i.e. meeting the 8 criteria to be a Doctor Approved (DA) scribe, you qualify to handle Medical Scribing services independently for the assigned physician. At this stage, you stand to earn CTC of Rs. 5,00,000 per Annum.

Work Week and Timings: Your training will begin at 9 a.m. and end at 6 p.m. on all weekdays during the first level of training and thereafter you will move to night shift 9 p.m. to 6 a.m.

Leaves: You will not be entitled to leaves during your training period. However, National Festival Holidays will be applicable as per the NFH list published by the company at the beginning of the calendar year.

You will be governed by the rules, regulations, and policies of the company as applicable to you.

Welcome to OG Healthcare.



Raffath Sultana
Lead – HR



12/04/2024

Pavani S
The Oxford College of Engineering, Bangalore

TRAINEE OFFER LETTER

Dear Pavani S,

We are pleased to inform you that you are hereby offered the position of a Trainee Medical Scribe in the Medical Scribing Department of our Organization. Presented here are the details of our offer to you in the role of “Trainee Medical Scribe.”

Medical Scribe Training: Our training program is designed to implement an objective, scalable, and process-oriented training methodology to transition you into a Medical Scribe in the shortest possible time.

Responsibilities: It is expected that Medical Scribe trainees will make a personal commitment to get the most out of the training program and to transition into the Medical Scribe OJT phase within the stipulated timeframe.

Whilst undergoing training, trainees are expected to:

1. Behave in a professional manner.
2. Apply oneself to understanding the various aspects covered in the training program such as concise/creative writing skills, English grammar, medical terminology, scribing essentials, communication etiquette, typing skills, etc.
3. Meet the required criteria at every stage of the training which will be measured from time to time (weekly, bimonthly, and monthly evaluations) and become eligible to transition to the next stage of training and finally clear the OJT evaluation.
4. Understand in letter and spirit the core ideology of OG’s security policy under the framework of HIPPA, HITECH, and all the policies relating to confidentiality of patient information.
5. Maintain excellent job attendance.

Training Cost:

- Phase I Baseline Training – Free Online Training for 2 months.
- Phase II Training - on successful completion of 2 months online training, monthly stipend is revised to Rs 10,000.
- Phase III Training - on successful completion of Phase II, as a qualified Production-Ready Scribe (DR), you will be moved as an employee and you stand to earn a monthly remuneration of Rs. 22,000 per month.

Salary on Completion of Training:

On successful completion of the OG Healthcare Medical Scribe training program, i.e. meeting the 8 criteria to be a Doctor Approved (DA) scribe, you qualify to handle Medical Scribing services independently for the assigned physician. At this stage, you stand to earn CTC of Rs. 5,00,000 per Annum.

Work Week and Timings: Your training will begin at 9 a.m. and end at 6 p.m. on all weekdays during the first level of training and thereafter you will move to night shift 9 p.m. to 6 a.m.

Leaves: You will not be entitled to leaves during your training period. However, National Festival Holidays will be applicable as per the NFH list published by the company at the beginning of the calendar year.

You will be governed by the rules, regulations, and policies of the company as applicable to you.

Welcome to OG Healthcare.



Raffath Sultana
Lead – HR



12/04/2024

Abhishek P
The Oxford College of Engineering, Bangalore

TRAINEE OFFER LETTER

Dear Abhishek P,

We are pleased to inform you that you are hereby offered the position of a Trainee Medical Scribe in the Medical Scribing Department of our Organization. Presented here are the details of our offer to you in the role of “Trainee Medical Scribe.”

Medical Scribe Training: Our training program is designed to implement an objective, scalable, and process-oriented training methodology to transition you into a Medical Scribe in the shortest possible time.

Responsibilities: It is expected that Medical Scribe trainees will make a personal commitment to get the most out of the training program and to transition into the Medical Scribe OJT phase within the stipulated timeframe.

Whilst undergoing training, trainees are expected to:

1. Behave in a professional manner.
2. Apply oneself to understanding the various aspects covered in the training program such as concise/creative writing skills, English grammar, medical terminology, scribing essentials, communication etiquette, typing skills, etc.
3. Meet the required criteria at every stage of the training which will be measured from time to time (weekly, bimonthly, and monthly evaluations) and become eligible to transition to the next stage of training and finally clear the OJT evaluation.
4. Understand in letter and spirit the core ideology of OG’s security policy under the framework of HIPPA, HITECH, and all the policies relating to confidentiality of patient information.
5. Maintain excellent job attendance.

Training Cost:

- Phase I Baseline Training – Free Online Training for 2 months.
- Phase II Training - on successful completion of 2 months online training, monthly stipend is revised to Rs 10,000.
- Phase III Training - on successful completion of Phase II, as a qualified Production-Ready Scribe (DR), you will be moved as an employee and you stand to earn a monthly remuneration of Rs. 22,000 per month.

Salary on Completion of Training:

On successful completion of the OG Healthcare Medical Scribe training program, i.e. meeting the 8 criteria to be a Doctor Approved (DA) scribe, you qualify to handle Medical Scribing services independently for the assigned physician. At this stage, you stand to earn CTC of Rs. 5,00,000 per Annum.

Work Week and Timings: Your training will begin at 9 a.m. and end at 6 p.m. on all weekdays during the first level of training and thereafter you will move to night shift 9 p.m. to 6 a.m.

Leaves: You will not be entitled to leaves during your training period. However, National Festival Holidays will be applicable as per the NFH list published by the company at the beginning of the calendar year.

You will be governed by the rules, regulations, and policies of the company as applicable to you.

Welcome to OG Healthcare.



Raffath Sultana
Lead – HR



12/04/2024

Vibha J
The Oxford College of Engineering, Bangalore

TRAINEE OFFER LETTER

Dear Vibha J,

We are pleased to inform you that you are hereby offered the position of a Trainee Medical Scribe in the Medical Scribing Department of our Organization. Presented here are the details of our offer to you in the role of “Trainee Medical Scribe.”

Medical Scribe Training: Our training program is designed to implement an objective, scalable, and process-oriented training methodology to transition you into a Medical Scribe in the shortest possible time.

Responsibilities: It is expected that Medical Scribe trainees will make a personal commitment to get the most out of the training program and to transition into the Medical Scribe OJT phase within the stipulated timeframe.

Whilst undergoing training, trainees are expected to:

1. Behave in a professional manner.
2. Apply oneself to understanding the various aspects covered in the training program such as concise/creative writing skills, English grammar, medical terminology, scribing essentials, communication etiquette, typing skills, etc.
3. Meet the required criteria at every stage of the training which will be measured from time to time (weekly, bimonthly, and monthly evaluations) and become eligible to transition to the next stage of training and finally clear the OJT evaluation.
4. Understand in letter and spirit the core ideology of OG’s security policy under the framework of HIPPA, HITECH, and all the policies relating to confidentiality of patient information.
5. Maintain excellent job attendance.

Training Cost:

- Phase I Baseline Training – Free Online Training for 2 months.
- Phase II Training - on successful completion of 2 months online training, monthly stipend is revised to Rs 10,000.
- Phase III Training - on successful completion of Phase II, as a qualified Production-Ready Scribe (DR), you will be moved as an employee and you stand to earn a monthly remuneration of Rs. 22,000 per month.

Salary on Completion of Training:

On successful completion of the OG Healthcare Medical Scribe training program, i.e. meeting the 8 criteria to be a Doctor Approved (DA) scribe, you qualify to handle Medical Scribing services independently for the assigned physician. At this stage, you stand to earn CTC of Rs. 5,00,000 per Annum.

Work Week and Timings: Your training will begin at 9 a.m. and end at 6 p.m. on all weekdays during the first level of training and thereafter you will move to night shift 9 p.m. to 6 a.m.

Leaves: You will not be entitled to leaves during your training period. However, National Festival Holidays will be applicable as per the NFH list published by the company at the beginning of the calendar year.

You will be governed by the rules, regulations, and policies of the company as applicable to you.

Welcome to OG Healthcare.



Raffath Sultana
Lead – HR

12/04/2024

Shannen Sheril
The Oxford College of Engineering, Bangalore

TRAINEE OFFER LETTER

Dear Shannen Sheril,

We are pleased to inform you that you are hereby offered the position of a Trainee Medical Scribe in the Medical Scribing Department of our Organization. Presented here are the details of our offer to you in the role of “Trainee Medical Scribe.”

Medical Scribe Training: Our training program is designed to implement an objective, scalable, and process-oriented training methodology to transition you into a Medical Scribe in the shortest possible time.

Responsibilities: It is expected that Medical Scribe trainees will make a personal commitment to get the most out of the training program and to transition into the Medical Scribe OJT phase within the stipulated timeframe.

Whilst undergoing training, trainees are expected to:

1. Behave in a professional manner.
2. Apply oneself to understanding the various aspects covered in the training program such as concise/creative writing skills, English grammar, medical terminology, scribing essentials, communication etiquette, typing skills, etc.
3. Meet the required criteria at every stage of the training which will be measured from time to time (weekly, bimonthly, and monthly evaluations) and become eligible to transition to the next stage of training and finally clear the OJT evaluation.
4. Understand in letter and spirit the core ideology of OG’s security policy under the framework of HIPPA, HITECH, and all the policies relating to confidentiality of patient information.
5. Maintain excellent job attendance.

Training Cost:

- Phase I Baseline Training – Free Online Training for 2 months.
- Phase II Training - on successful completion of 2 months online training, monthly stipend is revised to Rs 10,000.
- Phase III Training - on successful completion of Phase II, as a qualified Production-Ready Scribe (DR), you will be moved as an employee and you stand to earn a monthly remuneration of Rs. 22,000 per month.

Salary on Completion of Training:

On successful completion of the OG Healthcare Medical Scribe training program, i.e. meeting the 8 criteria to be a Doctor Approved (DA) scribe, you qualify to handle Medical Scribing services independently for the assigned physician. At this stage, you stand to earn CTC of Rs. 5,00,000 per Annum.

Work Week and Timings: Your training will begin at 9 a.m. and end at 6 p.m. on all weekdays during the first level of training and thereafter you will move to night shift 9 p.m. to 6 a.m.

Leaves: You will not be entitled to leaves during your training period. However, National Festival Holidays will be applicable as per the NFH list published by the company at the beginning of the calendar year.

You will be governed by the rules, regulations, and policies of the company as applicable to you.

Welcome to OG Healthcare.



Raffath Sultana
Lead – HR



12/04/2024

Deeksha R
The Oxford College of Engineering, Bangalore

TRAINEE OFFER LETTER

Dear Deeksha R,

We are pleased to inform you that you are hereby offered the position of a Trainee Medical Scribe in the Medical Scribing Department of our Organization. Presented here are the details of our offer to you in the role of “Trainee Medical Scribe.”

Medical Scribe Training: Our training program is designed to implement an objective, scalable, and process-oriented training methodology to transition you into a Medical Scribe in the shortest possible time.

Responsibilities: It is expected that Medical Scribe trainees will make a personal commitment to get the most out of the training program and to transition into the Medical Scribe OJT phase within the stipulated timeframe.

Whilst undergoing training, trainees are expected to:

1. Behave in a professional manner.
2. Apply oneself to understanding the various aspects covered in the training program such as concise/creative writing skills, English grammar, medical terminology, scribing essentials, communication etiquette, typing skills, etc.
3. Meet the required criteria at every stage of the training which will be measured from time to time (weekly, bimonthly, and monthly evaluations) and become eligible to transition to the next stage of training and finally clear the OJT evaluation.
4. Understand in letter and spirit the core ideology of OG’s security policy under the framework of HIPPA, HITECH, and all the policies relating to confidentiality of patient information.
5. Maintain excellent job attendance.

Training Cost:

- Phase I Baseline Training – Free Online Training for 2 months.
- Phase II Training - on successful completion of 2 months online training, monthly stipend is revised to Rs 10,000.
- Phase III Training - on successful completion of Phase II, as a qualified Production-Ready Scribe (DR), you will be moved as an employee and you stand to earn a monthly remuneration of Rs. 22,000 per month.

Salary on Completion of Training:

On successful completion of the OG Healthcare Medical Scribe training program, i.e. meeting the 8 criteria to be a Doctor Approved (DA) scribe, you qualify to handle Medical Scribing services independently for the assigned physician. At this stage, you stand to earn CTC of Rs. 5,00,000 per Annum.

Work Week and Timings: Your training will begin at 9 a.m. and end at 6 p.m. on all weekdays during the first level of training and thereafter you will move to night shift 9 p.m. to 6 a.m.

Leaves: You will not be entitled to leaves during your training period. However, National Festival Holidays will be applicable as per the NFH list published by the company at the beginning of the calendar year.

You will be governed by the rules, regulations, and policies of the company as applicable to you.

Welcome to OG Healthcare.



Raffath Sultana
Lead – HR



12/04/2024

Sahana J
The Oxford College of Engineering, Bangalore

TRAINEE OFFER LETTER

Dear Sahana J,

We are pleased to inform you that you are hereby offered the position of a Trainee Medical Scribe in the Medical Scribing Department of our Organization. Presented here are the details of our offer to you in the role of “Trainee Medical Scribe.”

Medical Scribe Training: Our training program is designed to implement an objective, scalable, and process-oriented training methodology to transition you into a Medical Scribe in the shortest possible time.

Responsibilities: It is expected that Medical Scribe trainees will make a personal commitment to get the most out of the training program and to transition into the Medical Scribe OJT phase within the stipulated timeframe.

Whilst undergoing training, trainees are expected to:

1. Behave in a professional manner.
2. Apply oneself to understanding the various aspects covered in the training program such as concise/creative writing skills, English grammar, medical terminology, scribing essentials, communication etiquette, typing skills, etc.
3. Meet the required criteria at every stage of the training which will be measured from time to time (weekly, bimonthly, and monthly evaluations) and become eligible to transition to the next stage of training and finally clear the OJT evaluation.
4. Understand in letter and spirit the core ideology of OG’s security policy under the framework of HIPPA, HITECH, and all the policies relating to confidentiality of patient information.
5. Maintain excellent job attendance.

Training Cost:

- Phase I Baseline Training – Free Online Training for 2 months.
- Phase II Training - on successful completion of 2 months online training, monthly stipend is revised to Rs 10,000.
- Phase III Training - on successful completion of Phase II, as a qualified Production-Ready Scribe (DR), you will be moved as an employee and you stand to earn a monthly remuneration of Rs. 22,000 per month.

Salary on Completion of Training:

On successful completion of the OG Healthcare Medical Scribe training program, i.e. meeting the 8 criteria to be a Doctor Approved (DA) scribe, you qualify to handle Medical Scribing services independently for the assigned physician. At this stage, you stand to earn CTC of Rs. 5,00,000 per Annum.

Work Week and Timings: Your training will begin at 9 a.m. and end at 6 p.m. on all weekdays during the first level of training and thereafter you will move to night shift 9 p.m. to 6 a.m.

Leaves: You will not be entitled to leaves during your training period. However, National Festival Holidays will be applicable as per the NFH list published by the company at the beginning of the calendar year.

You will be governed by the rules, regulations, and policies of the company as applicable to you.

Welcome to OG Healthcare.



Raffath Sultana
Lead – HR



12/04/2024

Meghana M Raju
The Oxford College of Engineering, Bangalore

TRAINEE OFFER LETTER

Dear Meghana M Raju,

We are pleased to inform you that you are hereby offered the position of a Trainee Medical Scribe in the Medical Scribing Department of our Organization. Presented here are the details of our offer to you in the role of “Trainee Medical Scribe.”

Medical Scribe Training: Our training program is designed to implement an objective, scalable, and process-oriented training methodology to transition you into a Medical Scribe in the shortest possible time.

Responsibilities: It is expected that Medical Scribe trainees will make a personal commitment to get the most out of the training program and to transition into the Medical Scribe OJT phase within the stipulated timeframe.

Whilst undergoing training, trainees are expected to:

1. Behave in a professional manner.
2. Apply oneself to understanding the various aspects covered in the training program such as concise/creative writing skills, English grammar, medical terminology, scribing essentials, communication etiquette, typing skills, etc.
3. Meet the required criteria at every stage of the training which will be measured from time to time (weekly, bimonthly, and monthly evaluations) and become eligible to transition to the next stage of training and finally clear the OJT evaluation.
4. Understand in letter and spirit the core ideology of OG’s security policy under the framework of HIPPA, HITECH, and all the policies relating to confidentiality of patient information.
5. Maintain excellent job attendance.

Training Cost:

- Phase I Baseline Training – Free Online Training for 2 months.
- Phase II Training - on successful completion of 2 months online training, monthly stipend is revised to Rs 10,000.
- Phase III Training - on successful completion of Phase II, as a qualified Production-Ready Scribe (DR), you will be moved as an employee and you stand to earn a monthly remuneration of Rs. 22,000 per month.

Salary on Completion of Training:

On successful completion of the OG Healthcare Medical Scribe training program, i.e. meeting the 8 criteria to be a Doctor Approved (DA) scribe, you qualify to handle Medical Scribing services independently for the assigned physician. At this stage, you stand to earn CTC of Rs. 5,00,000 per Annum.

Work Week and Timings: Your training will begin at 9 a.m. and end at 6 p.m. on all weekdays during the first level of training and thereafter you will move to night shift 9 p.m. to 6 a.m.

Leaves: You will not be entitled to leaves during your training period. However, National Festival Holidays will be applicable as per the NFH list published by the company at the beginning of the calendar year.

You will be governed by the rules, regulations, and policies of the company as applicable to you.

Welcome to OG Healthcare.



Raffath Sultana
Lead – HR

12/04/2024

Greeshma N
The Oxford College of Engineering, Bangalore

TRAINEE OFFER LETTER

Dear Greeshma N,

We are pleased to inform you that you are hereby offered the position of a Trainee Medical Scribe in the Medical Scribing Department of our Organization. Presented here are the details of our offer to you in the role of “Trainee Medical Scribe.”

Medical Scribe Training: Our training program is designed to implement an objective, scalable, and process-oriented training methodology to transition you into a Medical Scribe in the shortest possible time.

Responsibilities: It is expected that Medical Scribe trainees will make a personal commitment to get the most out of the training program and to transition into the Medical Scribe OJT phase within the stipulated timeframe.

Whilst undergoing training, trainees are expected to:

1. Behave in a professional manner.
2. Apply oneself to understanding the various aspects covered in the training program such as concise/creative writing skills, English grammar, medical terminology, scribing essentials, communication etiquette, typing skills, etc.
3. Meet the required criteria at every stage of the training which will be measured from time to time (weekly, bimonthly, and monthly evaluations) and become eligible to transition to the next stage of training and finally clear the OJT evaluation.
4. Understand in letter and spirit the core ideology of OG’s security policy under the framework of HIPPA, HITECH, and all the policies relating to confidentiality of patient information.
5. Maintain excellent job attendance.

Training Cost:

- Phase I Baseline Training – Free Online Training for 2 months.
- Phase II Training - on successful completion of 2 months online training, monthly stipend is revised to Rs 10,000.
- Phase III Training - on successful completion of Phase II, as a qualified Production-Ready Scribe (DR), you will be moved as an employee and you stand to earn a monthly remuneration of Rs. 22,000 per month.

Salary on Completion of Training:

On successful completion of the OG Healthcare Medical Scribe training program, i.e. meeting the 8 criteria to be a Doctor Approved (DA) scribe, you qualify to handle Medical Scribing services independently for the assigned physician. At this stage, you stand to earn CTC of Rs. 5,00,000 per Annum.

Work Week and Timings: Your training will begin at 9 a.m. and end at 6 p.m. on all weekdays during the first level of training and thereafter you will move to night shift 9 p.m. to 6 a.m.

Leaves: You will not be entitled to leaves during your training period. However, National Festival Holidays will be applicable as per the NFH list published by the company at the beginning of the calendar year.

You will be governed by the rules, regulations, and policies of the company as applicable to you.

Welcome to OG Healthcare.



Raffath Sultana
Lead – HR