

MARATHWADA MITRA MANDAL'S
COLLEGE OF COMMERCE

Affiliated to Savitribai Phule Pune University, Re-Accredited by NAAC with "A" Grade,
ISO 9001:2008 Certified, Awarded as Best College by Savitribai Phule Pune University




Dr. Devidas Golhar
Principal

15.01.2022

TO WHOM SO EVER IT MAY CONCERN

This is to certify that the attached list of 23 placed students for the Academic Year 2020-21 is true as per my knowledge and is based on the offer letters or other evidences submitted by the concerned students as on 31.12.2021.




Dr. Devidas Golhar
Principal

ENCL:- List of Placed Students A.Y.2020-21



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202 A, Deccan Gymkhana, Pune - 411004

principal@mmcc.edu.in, enquiry@mmcc.edu.in, www.mmcc.edu.in

List of Students Placed in A.Y.2020-21

Sr. No	Name of student placed	Program graduated from	Name of the employer	Pay package at appointment
1	Samiksha jain	BBA-CA	Wipro	185856/-
2	Prathamesh Mhaske	BBA-CA	Wipro	185856/-
3	Neha Padhaye	BCom	Northern Trust	269000/-
4	Shweta Raskar	BBA	SS&C	2,30,784/-
5	Rushal Chaudhari	BBA-IB	KIME Careers	1,20,000/-
6	Shweta Ravikumar	BBA-IB	Boyd and Moore Executive Search	3,00,000/-
7	Vikrant Moolya	MCom	Cognizant	205,754.00
8	Suraj Shelar	MCom	Piramal Capital & Finance	318000/-
9	Shivani Desai	BCom	Huron Eurasia Pvt.Ltd	495000/-
10	Tarisha Mathur	MCom	Infosys	200000/-
11	Siddhi Jadhav	MCom	eClerx Services Ltd.	224061/-
12	Sai Wandhekar	MCOM	Wurth Industrial Services India Pvt.Ltd.	280320/-
13	Abhishek Satonkar	MCOM	IndusInd Bank	180001/-
14	Rajat Shinde	MCOM	Allen Institute	330000/-



Sr. No	Name of student placed	Program graduated from	Name of the employer	Pay package at appointment
15	Swati Gavali	MCOM	Hemant Shah & Associates LLP	80000/-
16	Shubham Walgude	MCOM	PDCC Bank	120000/-
17	Priyanka Joshi	MCOM	Infosys BPM	191004/-
18	Sourabh Gaikwad	MCOM	XPO Logistics	200000/-
19	Tejashree Surushe	MCOM	Cognizant	211500/-
20	Omkar Nama	MCOM	Allied Digital	120000/-
21	Ghogare Rushikesh	MAMJC	Reporter at Maharashtra Media	180000/-
22	Mahesh Jagtap	MAMJC	Reporter at Daily Sakal Newspaper	192000/-
23	Mohire Prasanna V.	MAMJC	Content Developer and Manager for an IT company in Pune	200000/-




Dr. Devidas Golhar
PRINCIPAL
 Sarathwada Mitra Mandal
 College of Commerce
 Pune-411 004

Offer Letter

Ref:4641

Date: 28th October, 2020

To,

OMKAR NAMA
Contact Details - 7410007222

We refer to your interview with us, we are pleased to offer you the position of a “**Security Operation Analyst**” and your compensation will be as mutually discussed.

A detail letter with the terms & conditions of appointment will be issued to you on the day of your joining subject to complying of the joining formalities.

We look forward to your joining. The Period of your contract employment will be from **29th October, 2020 to “28th October, 2021” (Both dates inclusive).**

You will be attached to **Pune** office all your administrative & functional issues. Your work place will be determined by the Regional Head of your location.

You are requested to confirm the acceptance of your offer letter being issued to you within 3 working days of the date of this offer, else the offer made to you will stand automatically withdrawn.

You are requested to submit the copies of documents as mentioned in the list enclosed with the offer letter on your joining day along with originals for verification as the process of joining formalities.

Please understand that incase if any discrepancy is found in the documents submitted or under verification process, the offer of employment will be automatically revoked and your appointment with the organization cancelled.

The Following documents (Scanned Copy) to be submitted on the day of Joining:-

1. Scan Passport size photograph.
2. Educational Certificates, S.S.C, H.S.C & Graduation.
3. Post-Graduation Certificate (If you have done any certification like MCP, MCSE, CCNA, PMP, then pls. do get these certificates with candidate id or certificate id with validity)
4. Certificates of other professional courses (If Applicable).
5. Residential Proof (Ration card/electricity bill/ passport/driving license/ voter id).
6. I-Card Proof (Pan card/ voter id/passport/driving license).**(Pan Card Mandatory)**
7. All the past Experience certificates/Relieving letter/ Acceptance copy of the resignation from your previous employer. (if applicable).
8. 2 Post card size family photographs (If ESIC is applicable).
9. Medical Certificates or fit for work certificate by a Doctor **(Mandatory)**

Note: ORIGINAL documents for verification are a must at the time of joining.

Documents (Hard Photocopy) required for Opening the Bank Salary Account

1. 2 Passport Size Photograph.
2. Ration Card & Electricity Bill / Passport Xerox / Pan Card Xerox

Note: The submission of all the above mentioned documents is essential for payroll to process your monthly salary due. Kindly ensure that all the papers are submitted to meet the above mentioned criteria

EMOLUMENTS

You shall be paid a gross monthly emolument of Rs. **10,000/-** per month.

Retention Bonus Clause:

You are additionally entitled for a one time Retention Bonus of Amount Rs. **12000/-** (Twelve Thousand Rupees only) which will be payable one time after completion of 1 year of service with Allied Digital Services Ltd.

Other Benefits & Details:

* Coverages as under:

- Group Personal Accident Insurance for Self - For accident and death coverage.
- Group Mediclaim Insurance for Self + 3 (Spouse + 2 dependent child) – For health coverage.(ESIC exempted employees only)
- Group Term Life Insurance for Self – For death coverage. (Remuneration wise)

*Terms and Conditions apply for any queries please get in touch with HR.

Any changes in the policy will be under management's discretion.

Signed / scanned copy of the **Offer letter** as having understood, and accepted the terms of employment with Allied Digital Services Ltd.

For Allied Digital Services Ltd

ALWYN
DSOUZA

Digitally signed
by ALWYN
DSOUZA
Date: 2020.10.28
16:14:09 +05'30'

Alwyn D'souza

Talent Acquisition Manager

DECLARATION:

I have gone through all the Terms & Conditions specified in the Offer Letter and I have understood the same. I hereby accept the Terms & Conditions specified, and agree to abide by the policies laid out.

Signature: _____

Name: _____

Date of Acceptance: _____

Compensation Detail Table (Annexure A)

IndusInd Bank

Name		Abhishek Satish Satonkar
Grade Nomenclature		EXE
Market Designation		Aadhar Delivery Executive
Branch		Paud Road Branch
Compensation Heads	(Rs. PM)	(Rs. PA)
Basic	5,537	66,442
HRA	2,768	33,221
Conveyance Allowance	800	9,600
Officer Allowance	509	6,104
Statutory Bonus	1,400	16,800
Medical Reimbursement	1,250	15,000
Monthly Gross - (A)	12264	1,47,167
LTA - (B)	542	6,500
Employer PF Contribution - (C)	1,037	12,438
Annual Guaranteed Cash - D (A+B+C)	13843	1,66,105
Gratuity - (E)	266	3,196
Insurance Costing - Mediclaim & GPAL - (F)	892	10,700
Cost to Company - G (D+E+F)	15001	1,80,001

Eligibility for Annual Appraisal Process:

- 1) Inclusion in annual appraisal process is subject to an employee being on the rolls of the Bank on or before September 30th of any financial year
- 2) The Company may pay Performance Bonus every year based on the Company's & Individual's Performance. There is no minimum guaranteed Performance Bonus.
- 3) An employee would be eligible for Performance Bonus (if any) provided s/he is an active employee and not serving resignation notice as of the date of disbursement of performance bonus.

Regards,
 Dashpreet Kaur Whan
 Regional Resource Manager - Branch Banking

Compensation Detail Table (Annexure A)

IndusInd Bank

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Regards,
 Dashpreet Kaur Whan
 Regional Resource Manager - Branch Banking

Ref RT / 4058

Date: 15-Dec-18

Mr. Rajat Rajendra Shinde
#9552216880 | rajatshinde700@gmail.com

LETTER OF OFFER

Dear Rajat,

Based on your job application submitted and the interview discussions you had with us, we are pleased to offer you an Employment with **ALLEN Career Institute**. Details of the terms and conditions of the offer are as under:

1. You will be designated as Head in Stores and Purchase Department and will be initially posted at our **Pune** Centre.
2. You are requested to report at **10:00 am** on **01-Jan-19** at **ALLEN Career Institute, Multi Planet, 711/C, Shankar Sheth Road, Opp. Kumar Pacific Mall, Pune** for completing your joining formalities.

Contact Person (Mobile No.): **Ms. Lekhika Vijay | #09001597147**

3. Your CTC will be ` **3.30 Lakh** per annum as per the attached "AnnexureA".
4. Your employment will be subject to the Terms & Conditions, as per Appointment Letter / ALLEN Service Agreement, which you need to sign at the time of your joining. Please note that if any information provided by you is found false during (academic & employment) background verification, then your employment will be terminated with immediate effect.
5. Please bring along the below-listed documents **in original** and 1 set of Photocopy on your day of joining:
 - a) Date of Birth proof certificate (S.S.C).
 - b) Academic Certificates Semester/Year wise (all from 10th to Highest).
 - c) Resignation Letter with acknowledgment.
 - d) Relieving and Experience letter from the previous employer.
 - e) Salary Slips of last 3 months.
 - f) Six recent passport size photographs.
 - g) Form 16 / Bank statement of last 6 months.
 - h) PAN Card (3 copies).**
 - i) Aadhar Card (3 copies).**
 - j) Address Proof (Voter ID / Driving License / UID / Passport) (3 copies).**
6. As a token of your acceptance of this offer, please reply to this email.
For any query feel free to contact us on all working days at #0744-2751129. You may also send your query to careers@allen.ac.in.

Wishing you all the best for a great career with ALLEN!

Yours truly,

For ALLEN Career Institute



HUMAN RESOURCES

Annexure A

Gross Annual Package (INR)	
Basic	1,94,800
HRA	97,200
Uniform Allowance	24,000
LTA	14,000
Special Allowance	0
NPS	*Flexi Component
CTC	3,30,000

*For more detail, kindly discuss with HR.

HRD/InfosysBPM/1001474470

12-November-20

Ms. Gayatri Sudarshan Machcha

Nanpeth City post office ,
Pune 411002

STRICTLY PRIVATE & CONFIDENTIAL

Dear Gayatri Sudarshan Machcha,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

- | | | | |
|----|-------------------------------|---|--------------------------|
| a) | Role | : | Process Executive |
| b) | Role designation | : | Junior Accountant |
| c) | Job Level | : | 2B |
| d) | Date of Joining | : | 18-November-20 |
| e) | Location of Posting | : | Pune |
| f) | Gross Salary per month | : | Rs. 15917/- |

Please refer to the Appendices to this letter for details of your CTC and other allowances.

We are pleased to inform you that you will be additionally covered under “**Infosys Performance & Loyalty 2.08 Plan**”, upon completion of a minimum of 18 months with Infosys BPM Limited. This is subject to your successful completion of requisite certifications and meeting performance criteria as laid down by the organization. Your compensation will also be revised on achievement of this milestone to INR 208,000 per annum in the subsequent quarter, subject to fulfilling the conditions as laid out in the policy.

1. Voice and Shift Allowances

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

- **Voice Allowance** - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.
- **Shift Allowance** - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

All allowances are payable as per the policies of the Company, which are subject to change from time to time

2. Joining Bonus

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.

3. Submission of documents

You are required to submit originals and two photocopies of the following documents on the date of joining the Company. In case of any discrepancy found in the documents/details furnished, the company reserves the right to revoke the offer letter/terminate your employment without any prior notice or notice period.

Sl. No.	Document	Details
1	10 th standard marks card*	Mandatory
2	12 th Standard marks card*	Mandatory
3	Marks cards for all the years of graduation, degree, diploma certificate*	Mandatory
4	Relieving Letter from all organizations worked*	Mandatory
5	Passport size photographs*	6 numbers (mandatory)
6	Professional Qualification marks cards* and certificate (if applicable)	Mandatory
7	Post graduate mark cards* and certificate(if applicable)	Mandatory
8	NSR registration number or ITPIN number or web registration number	Mandatory
9	Passport**	Optional
10	Driving License	Optional
11	ID Proof - One ID proof issued by the Govt. of India - Driving license /Passport/PAN Card/Voter's ID	Mandatory
12	Aadhar Card***	Mandatory

* Failure to produce the document on the date of joining will entail suitable action by the Organization including withdrawal of employment offer & termination of employment. Originals of the above documents that you have submitted will be returned to you post verification. Under situations where the employee works for a client which needs the employee to furnish details on his past employments, the same will need to be provided.

** The Company reserves the right to initiate background verification (BGV) for all employees.

*** Certain statutory regulations relating to employment processes (including but not limited to enrolment to Employee's Provident Fund Scheme) mandate the employer to produce Aadhar card details of its employees. For this purpose, all employees are required to produce their Aadhar card details to the Company prior to or at the time of joining the Company.

4. Background Verification

The Company may, in its sole discretion conduct background checks, prior to or after your date of joining the Company, including but not limited to, for the purpose of validating your identity, your suitability to the concerned employment, the address provided by you, the education details provided by you, the details of your prior work experience (if any) and criminal checks. You expressly consent to, the Company conducting such background checks. In this connection, you are required to furnish the documents as mentioned in the section titled as 'Submission of Documents' in this Offer Letter and the Company reserves the right to seek further documents in addition to the documents listed in the said section to substantiate the details you have provided to the Company.

If the Company is not satisfied with the outcome of the background checks and/or any concerns are raised in a background check, attributable to, false information or mis-statement or misrepresentations or omission of facts in the details provided by you, the Company reserves the right to withdraw this Offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

5. National Skills Registry

The Company has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service & quality and in order to do this, we have maintained a strong focus on compliance. NASSCOM, the premier industry Organization has conceived the "National Skills Registry" that promises more effective information security standards. It aims to register employees working in our industry on a web enabled database and uniquely identify each industry person based on bio-metrics. You are required to complete your web registration with National Skills Registry before you join the Company. You will also have to produce the proof of registration when you join the Company. Failure to produce the proof of registration as acceptable to the Company on the date of joining may entail in the withdrawal of this Letter of offer and no rights shall arise/be enforceable by you under this Letter of offer. The cost of your registration with National Skills Registry and the subsequent verification of your database by Nasscom's empaneled background checkers will have to be borne by you. For more information on national skills registry, please visit www.nationalskillsregistry.com.

6. Relocation benefits

As per the Company's policies you will be entitled to relocation benefits at the time of joining the Company. The Company will reimburse the relocation expenses incurred by you on actuals, provided you submit to the Company the receipts/invoices evidencing those expenses. The relocation benefits will be recovered from you, in case you choose to leave your employment within 180 days of your joining the Company.

7. Transfer/Secondment

Please refer to the 1 page of this Offer of employment for your location of posting. However, you can be transferred/seconded to any of the Company's units/departments or affiliate entities/partners situated anywhere in India or abroad. The terms and conditions relating to transfer/secondment shall be as stated in the relevant documents executed at the time of such secondment/transfer.

8. Probation Period

You will be on probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. Probation can be extended for a further period at the sole discretion of the Company.

Please note that as per the Company's policies, all confirmations take place only on the 1st working day of a month. If the date of joining of an employee falls between the 1st and 15th day (both days inclusive) of a month, then the employee would be confirmed effective the 1st day of the 7th month from his/her date of joining subject to fulfillment of all criteria related to confirmation. If the date of joining of an employee falls between the 16th and the last day (both days inclusive) of a month, then the employee would be confirmed on the 1st day of the 8 month subject to fulfillment of all criteria related to confirmation.

During your probationary period, the Company can dispense with your services without ascribing any reasons on giving you **30 calendar day's prior notice or basic and dearness allowance and basket of allowances** in lieu of such notice. Similarly, it will be permissible for you to resign from our services subject to a calendar month's prior notice of your intention to do so, however, the Company may, at its discretion, dispense with such notice and ask you to pay basic and dearness allowance and basket of allowances in lieu of notice. It is expressly understood and agreed between us that neither party will have cause for complaint if the other party wishes to take advantage of this right of termination.

If you are considered satisfactory in all aspects, your employment will be confirmed on the expiry of your probationary period.

9. Notice Period

As an employee of the Company, you will be required to give either (a) 30 calendar days' notice or (b) one month's salary in lieu thereof, in case you decide to leave our services. Please note that acceptance of payment in lieu of notice period and the issue of the relieving order is at the Company's discretion. Similarly, the Company can terminate your services by giving 30 calendar days' notice or salary in lieu thereof, at the Company's sole discretion.

Notwithstanding the above, in the event of your violation of the Code of Conduct and the Disciplinary policy of the Company, the Company can terminate your services by giving you up to 30 calendar days' notice or payment of salary in lieu thereof.

"Salary" for the purposes of this section will be basic and dearness allowance and basket of allowances.

10. Training Period and Process

Upon joining the Company, you may be required to undergo training programs-as stipulated by the organization. Upon successful completion of a training program, which includes scoring the minimum stipulated grades or passing the assessment and certification process as mandated for the process and the client, you may be assigned to a process team at Organization's sole discretion. Upon failure to complete requisite assessments and certifications, the Company is free to take suitable action as it deems fit which can include termination of your employment.

11. Organizational Rules

You will familiarize with and adhere to the Organization's Rules and Regulations in force and as modified by the Organization from time to time. You shall execute such agreements/bonds as required by the Organization. Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

12. Personal taxation

Your salary and the perquisites are subject to income tax as per Indian Tax Laws and all personal taxation will have to be deducted at source as per the laws applicable from time to time and the Company does not accept any responsibility for its accuracy.

13. Termination of employment

Your services with the Company may be terminated by either party upon giving a written notice of 30 calendar days notice or salary in lieu of such notice.

The Company may also terminate your services, should you be absent from work or incapacitated from properly performing your duties owing to ill health or accident for a period of 30 days, by giving you 15 days' notice in writing of its intention to do so. Further the Company reserves the right to terminate the service for your failure to pass the Company's-requisite assessments and certifications as applicable.

You are liable to be summarily dismissed should you be guilty of breach of this appointment, insobriety, addiction to drugs, dishonesty, disobedience, neglect of duty or any other misconduct under the Company's service rules which is detrimental to the business or interests of the Company.

14. Other Terms & Conditions

- You agree not to undertake employment, whether full-time or part-time, as the Director/Partner/member/employee of any other company/entity engaged in any form of business activity without the consent of the Company. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the sole discretion of the Company.
- All or any of the privilege and benefits extended can be altered or withdrawn by the Company at any time.
- You will be governed by the schemes relating to personal accident, medical insurance and transport facilities in accordance with company regulations, as changed from time to time.
- You will be governed by the rules and regulations of the company as applicable to your category of employees, which may change from time to time.
- Validity of this letter would be 7 days from the offer. The offer will be void if not accepted within 7 days of issuance. Your employment is also contingent upon your starting work with the Infosys BPM as per the joining date mentioned.

In token of your acceptance of this offer, kindly sign and return a copy at the earliest to:

Mr. Raghavendra. K
Senior Vice President & Global Head- Human Resource Development
Infosys BPM Ltd,
Building 48, 4th Floor, Section 1,
Electronic City, Hosur Road,
Bangalore -560100

We welcome you to the Infosys BPM family and wish you a rewarding career over the years to come. Yours

sincerely,



Raghavendra K Senior Vice President & Global Head- Human Resources Development

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

Sign your name

Print your name Location

Please carry this letter with you as you would have to produce the same to the security personnel for entry into the premises of the Company. Also, please carry with you a photo identity card and address proof that you have (Passport, Driving License, Voters ID card etc.) which would have to be produced at the time of joining. Failure to produce the documents as stated in original, this Offer of employment shall deemed to be cancelled and withdrawn and no rights shall arise or enforceable by you under this Letter of Offer.

APPENDIX 1

COMPENSATION DETAILS

Name	Gayatri Sudarshan Machcha	
Role Designation	Junior Accountant	
Job Level	2B	
Date of Joining	18-November-20	
Location of Posting	Pune	
Fixed Components		Amount in INR per month
Basic		10031
Fixed Dearness Allowance (FDA)		1100
Basket of Allowances (BOA)*		557
Sub Total 1		11688
Statutory Components		
Company Contribution to Provident Fund		1336
Gratuity		535
Bonus		2358
Sub Total 2		4229
Gross Salary per month - Sub Total 1+2		15917
Total Annual CTC		191004

Over and above the gross salary mentioned above you will be eligible to the following allowances provided you satisfy the conditions as laid down in Clause 1 of this letter

Voice Allowance (paid monthly on individual performance and allocation to a voice process)	Rs 2500
Shift Allowance (paid monthly if you are working in night shift)	As applicable

* Basket of Allowances (BOA) comprises of HRA, LTA, Medical, Children's Education and Conveyance to be split according to an individual's tax plan.

ESI (Employee's State Insurance) may also be applicable to individual employees as per statutory regulations. If ESI is applicable, employee will contribute 1.75% of salary as ESI contribution while the Company will contribute 4.75% of salary as ESI contribution. Salary for the purpose of ESI calculation includes Subtotal 1 and Bonus.

The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act, 1972 including but not limited to the minimum service periods set forth therein

Offered by: Date: 12-November-20 _____ Sign your name Pallavi _____ Print your name 964684 HRD _____ Emp No. Dept.. Name	Candidate: Date: _____, 20____ _____ Sign your name Gayatri Sudarshan Machcha _____ Print your name	SAP data provided by: Date: _____, 20____ _____ Sign your name _____ Print your name _____ Emp No. Dept.. Name	SAP data updated by: Date: _____, 20____ _____ Sign your name _____ Print your name _____ Emp No. Dept.. Name
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APPENDIX 2

Deductions*

Deduction	Description	Month of Deduction	Approximate Amount
Mysore Accommodation	Accommodation provided in Mysore during the training period will be charged	13 th /14 th month from joining	Up to Rs. 133/day*
Transport** (based on location)	The transport rates depend on the distance travelled	Monthly	Rs. 250** - Rs. 1085**

*The amounts mentioned above are indicative and may vary based on location of posting.

**The above amounts are subject to change.

*The first deduction mentioned above will be made in the 13th /14th month from joining. In case you leave the company before that, this amount will be deducted from your Full & Final Settlement.

APPENDIX 3

Shift Definition			
In Time	Total Hours	Out Time	Shift
Shift 2 - From 2:30 PM to 5:29 PM			
2:30 PM	9:15	11:45 PM	2
3:00 PM	9:15	12:15 AM	2
3:30 PM	9:15	12:45 AM	2
4:00 PM	9:15	1:15 AM	2
4:30 PM	9:15	1:45 AM	2
5:00 PM	9:15	2:15 AM	2
Shift 3 - From 5:30 PM – 2:29 AM			
5:30 PM	9:15	2:45 AM	3
6:00 PM	9:15	3:15 AM	3
6:30 PM	9:15	3:45 AM	3
7:00 PM	9:15	4:15 AM	3
7:30 PM	9:15	4:45 AM	3
8:00 PM	9:15	5:15 AM	3
8:30 PM	9:15	5:45 AM	3
9:00 PM	9:15	6:15 AM	3
9:30 PM	9:15	6:45 AM	3
10:00 PM	9:15	7:15 AM	3
10:30 PM	9:15	7:45 AM	3
11:00 PM	9:15	8:15 AM	3
11:30 PM	9:15	8:45 AM	3
12:00 AM	9:15	9:15 AM	3
12:30 AM	9:15	9:45 AM	3
1:00 AM	9:15	10:15 AM	3
1:30 AM	9:15	10:45 AM	3
2:00 AM	9:15	11:15 AM	3
Shift 4 - From 2:30 AM – 5:30 AM			
2:30 AM	9:15	11:45 AM	4
3:00 AM	9:15	12:15 PM	4
3:30 AM	9:15	12:45 PM	4
4:00 AM	9:15	1:15 PM	4
4:30 AM	9:15	1:45 PM	4
5:00 AM	9:15	2:15 PM	4
5:30 AM	9:15	2:45 PM	4
Shift 1 - After 5:31 AM (anytime swipe after 5:31)			
6:00 AM	9:15	3:15 PM	1
6:29 AM	9:15	3:44 PM	1
Shift 1-After 12:30 PM- 2:30 PM			
12:30 PM	9:15	9:45 PM	1
1:00 PM	9:15	10:15 PM	1
1:30 PM	9:15	10:45 PM	1
2:00 PM	9:15	11:15 PM	1
2:00 PM - 2:29 PM			1
Shift 0-After 6:30 AM (any time after 6:30 AM)			
6:30 AM	9:15	3:45 PM	0
7:00 AM	9:15	4:15 PM	0
7:30 AM	9:15	4:45 PM	0
8:00 AM	9:15	5:15 PM	0
8:30 AM	9:15	5:45 PM	0
9:00 AM	9:15	6:15 PM	0
9:30 AM	9:15	6:45 PM	0
10:00 AM	9:15	7:15 PM	0
10:30 AM	9:15	7:45 PM	0
11:00 AM	9:15	8:15 PM	0
11:30 AM	9:15	8:45 PM	0
12:00 PM	9:15	9:15 PM	0
12:29 PM	9:15	9:44 PM	0

Shift Allowance Payout Scenarios

(Optional: Shift Allowance cycle is from 1st - 30th /31st of the previous month)

Shift 0:

Refer appendix above for timings, this shift is not eligible for any allowance.

Shift 1:

Refer appendix above for timings, this is eligible for an allowance of 600/- per month.

Shift 2:

Refer appendix above for timings, this is eligible for an allowance of 1,500/- per month.

Shift 3:

Refer appendix above for timings, this is eligible for an allowance of 2,000/- per month.

Shift 4:

Refer appendix above for timings, this is eligible for an allowance of 2,300/- per month

APPENDIX 4

ADDENDUM TO EMPLOYMENT LETTER

I, _____ do hereby acknowledge and confirm the following:

- (1) I am accepting employment with Infosys BPM Limited ("Infosys BPM"), with the employee number _____ effective from _____. Now, as per the presents below, I agree to the terms herein, and acknowledge that this is a material condition of my employment with Infosys BPM.
- (2) I may be required, on behalf of Infosys BPM, to provide services to, or solicit business from, various clients of Infosys BPM (each such client hereinafter referred to as a "Customer").
- (3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with InfosysBPM for any reason, I will not:
 - a. accept any offer of employment from any Customer, where I had worked in an official capacity with that customer in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM;
 - b. accept any offer of employment from a Named Competitor of Infosys BPM, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM.

For the purposes of this Addendum, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:

- i. Tech Mahindra Limited
- ii. Genpact Limited
- iii. WNS Limited
- iv. Tata Consultancy Services Limited
- v. Accenture Limited
- vi. International Business Machine Corporation
- vii. Cognizant Technology Solutions
- viii. Wipro Ltd
- ix. HCL Limited

Place:

Employee Signature:

Date:

Employee Name:

Employee Number:

Acknowledged by Infosys BPM Limited:

IndusInd Bank

AL Ref No :9f9fab5c2d894dc1

04-Dec-21

Abhishek Satish Satonkar

Kothrud Depo

Pune.

Pincode: 411038

Contact No:9834785461

Sub: Letter of Appointment

Dear Abhishek Satish Satonkar,

With reference to your application and subsequent discussions and interviews, we are pleased to offer you an employment in the services of the Bank as Aadhar Delivery Executive for General Banking Operations department in the Junior Management cadre of the Bank. Your appointment will be in the grade of Executive and will be effective from the date you report for duty, which shall not be later than 13-Dec-21. You are therefore requested to report for duty on or before the said date at the initial place of posting as mentioned below. This letter of appointment is open for acceptance within 7 working days from the date of issuance of this letter. This letter of appointment is subject to below given terms and conditions apart from the policies and processes existing at present. The terms and conditions may be added or deleted or altered by the Bank, from time to time, without your concurrence or acceptance .

1. You are initially posted at the Bank's Paud Road Branch in Pune. Your appointment in the Bank is subject to transfer to any Branch / Office / Department / Section, etc. anywhere in India or outside India, depending upon the exigencies of Bank's requirements. Your employment may also be subject to transfer to the Bank's associate or subsidiary units/ companies/firms, etc., depending upon the exigencies. In case of such transfer the terms and conditions of your employment including gross salary and benefits, etc., as stated in this letter will continue to be applicable unless otherwise specified through a written communication by the competent authority.
2. Your services in the Bank shall begin with a probation of Six Months and you would be confirmed in the employment of the Bank upon successful completion of the probation. Your overall performance, output, conduct and behaviour during the probation, will be judged by an appropriate officer or officers, before confirming you in the employment. If it is found that your overall performance, output, conduct and behaviour, during the probation, is not satisfactory, you will not be confirmed in the employment. You will be informed in writing by the Human Resources Department about the confirmation, as and when done. Till then you will be considered / treated as on probation. Until you are not informed in writing that you have been 'confirmed' in the employment, either during or after the completion of Six Months of probation, it should be presumed that your Probation stands extended. No separate intimation or notification would be issued to you, about the extension of the probation. You will be considered and treated as 'on probation' and 'not being confirmed in the employment of the Bank' until you are specifically informed in writing by the Human Resources Department of the Bank. In any case, you will not be deemed to be confirmed in the employment of the Bank merely because you have completed the initial period of six months of probation or any extended period or deemed to be extended period, as the case may be, until and unless you are specifically informed in writing by an order of the authorized official of the Human Resources Department. Your employment, during the initial period of probation of six months or during the extended period or deemed to be extended period, shall be liable to be discontinued anytime without any notice, if your overall performance, output, conduct and behaviour, is not found to be satisfactory.
3. The bank shall be free to terminate your employment any time during the period of probation without any notice, if your performance, output, conduct and behaviour are not found to be satisfactory and acceptable to the Bank.

Candidate's signature: _____

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Pune Regional Office : IndusInd Bank Limited, GE-132, Forteliza Apartment,
Opp Mariplex Goldadlabs, Kalyani Nagar, Pune 411014., Tel: (0020) 26650280

Registered Office : 2401 Gen. Thimmayya Road, Pune 411 001, India
Tel.: (020) 2634 3201 Fax: (020) 2634 3241 Visit us at www.indusind.com
CIN: L65191PN1994PLC076333





Date: 07-October-2020

Sai Rajendra Wandhekar,
719-1, Wandhekar building,
Landgeali, Near Mohini hotel,
Saswad, Pune-412301

Wuerth Industrial Services India Pvt. Ltd.
Gat No. :396, Behind Atlas Copco Warehouse,
Pune - Nagar Road, Lonikand,
Tal. Haveli, Dist. Pune - 412216.
Tel. : +91 (0) 2067312400
Fax : + 91 (0) 20 67312499
www.wuerth-industry.in

Dear Sai,

With reference to your application and subsequent interview; we are pleased to offer you employment with **Wuerth Industrial Services India Pvt. Ltd. as "Junior Sales Support Analyst"** You will be given a detailed appointment letter with company's term & conditions at the time of joining.

Sai Wandhekar		
Description	Per Month (INR)	Per Annum (INR)
Basic	15,000.00	1,80,000.00
HRA	6,000.00	72,000.00
Education Allowance	-	-
Periodicals & Magazines Allowance	-	-
Telephone Reimbursement	-	-
Fuel Reimbursement	-	-
Car Maintenance	-	-
LTA	-	-
Other Allowance	560.00	6,720.00
TOTAL GROSS SALARY	21,560.00	
PF Employer contribution	1,800.00	21,600.00
CTC Per Year		2,80,320.00
Monthly Deduction:-		
Professional Tax	200.00	
Provident Fund	1,800.00	
ESIC Employee Cont.	-	
NET PAY AFTER DEDCUTIONS	19,560.00	

Your joining date is on or before **08th - October - 2020** This offer is valid only for 7 working days & will stand cancelled if you fail to submit resignation acceptance from earlier employer. For the period of six months you will be on probation.

Wuerth Industrial Services India Pvt. Ltd. warmly welcomes you in our organization.

For Wuerth Industrial Services India Pvt. Ltd.

Bhavana Bhakare
Head - HR & Admin

Ref No: 17091873
29-Jul-2021



Vikrant Moolya

Dear **Vikrant**,

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Process Executive - Data** with **Cognizant Technology Solutions India Private Limited** ("**Cognizant**"). Your place of posting will be **Pune**.

Your annual total compensation will be **INR 205,754**. Please see **Compensation and Benefits** for additional details on your compensation. Cognizant has considered **0 months** of your experience as relevant in this offer, which will be kept up-to-date in our records.

Your appointment will be governed by the terms and conditions of employment presented in **Employment Agreement**, as well as any rules, regulations and practices currently in place at the time of employment.

We request that you join us on or before **03-Aug-2021**.

Please note:

- This offer is subject to satisfactory professional reference checks
- This offer is valid for three (3) months from the date of offer. Any extension shall be at the discretion of Cognizant and shall be communicated to you in writing
- Prior to beginning work with Cognizant, you must provide evidence of your right to work in India and other documentation requested by Cognizant

We are delighted to welcome you to the team! You are joining Cognizant at an exciting time, and we know your fresh thinking and expertise will help us accomplish great things.

If you have any further questions or need clarification on this offer, please feel free to contact us.

Best regards,

For **Cognizant Technology Solutions India Private Limited** ("**Cognizant**"),

Suresh Bethavandu
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

Compensation and Benefits

Name: Vikrant Moolya **Designation:** Process Executive - Data

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1344.196429	16,130
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	4268	51,216
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	434	5,208
	Annual Gross Compensation		205,754
	Annual Total Compensation		205,754
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		225,254

As an associate you are entitled to the following additional benefits:

- Floating medical insurance coverage
- Round-the-clock group personal accident insurance coverage
- Group term life insurance coverage
- Employees' compensation insurance benefit as per the Employee's Compensation Act
- Gratuity on separation after four (4) years and 240 calendar days of continuous service, payable as per the Payment of Gratuity Act

Leave and vacation:

- From your date of joining, you will be entitled to the following leave amounts as per your eligibility in line with statutory requirements. Leaves require manager approval in advance.

Category of Leave

- Earned Leave – 18 days
- Sick Leave – 12 days
- Casual Leave – 6 days
- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit (Amendment) 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 India Leave Policy.

Provident Fund Wages:

For the purpose of computing contributions to the Provident Fund, Pension Fund and EDLI

Scheme, "Monthly Gross Salary" as stated in "Compensation and Benefits" of this letter, excluding "Advance Statutory Bonus" and "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.

Employee State Insurance (ESI):

Eligible Wages Eligibility for ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF and ESI contribution from the monthly Gross Compensation (AGC/12) as stated in Compensation and Benefits of this letter.

Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an associate in a particular month, including any recurring (or) ad hoc special payouts during the month.

ESI contribution shall continue until the end of the contribution period (April – September and October – March), if the associate contributes for at least one month in the contribution period.

*** Flexible Benefit Plan:**

Your compensation has been structured to ensure that you can apportion components of your salary to suit your individual preferences. This plan will enable you to

1. Choose from an array of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

#* Advance Statutory Bonus is in line with the provisions of the Payment of Bonus Act

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. The Annual Gross Compensation will remain the same
- Cognizant has made this offer in good faith after expending significant time and resources during the hiring process. We hope you will join us, but recognize 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 decide not to join us after signing the offer letter, Cognizant reserves the right not to consider you for future career opportunities with the company. We look forward to welcoming you to Cognizant

Joining Bonus

With reference to our discussion, we wish to inform you of an additional joining bonus of **INR 25,000**.

This joining bonus payout will be subject to the conditions given below,

1. You joining Cognizant by **03-Aug-2021**
2. You will receive the payment on successful completion of 30 days of service with Cognizant. The payout will be processed along with the monthly salary only.

The below conditions apply:

1. The Joining Bonus is valid provided you remain active in India payroll, until **ONE YEAR** from

the DOJ.

2. The Joining Bonus will be paid to you through payroll and will be governed by statutory deductions.
3. This payout is subject to you being active on India payroll of the company as on the payout date and not serving notice period.
4. If you choose to resign from the services of your employment contract or if you exit due to disciplinary proceedings as per Cognizant policy, within **ONE YEAR from the DOJ** from the receipt of the Joining Bonus you are bound to repay the full amount failing which the company reserves its rights to recover the said payout from your salary/ full and final settlement.
5. In case of any conflict between the contents of this letter and any other terms and conditions of your employment (including the code of conduct), then such provision(s) in the terms and conditions of employment shall prevail.

I have read, understood and accept the above-mentioned terms.

Signature:

Date:

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of 29-Jul-2021 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 shall, unless counter to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Vikrant Moolya, ____ (Age) ,residing at _____
(hereinafter referred to as "you," "your" or "yourself," which shall, unless counter 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 honor and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.

b) Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate

disciplinary action(s) including termination of your employment.

c) You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirements. 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 are private, business sensitive, confidential and/or proprietary (together, "Confidential Information"). You are obliged to keep this 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 a breach. The obligations imposed upon you under this clause 4 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, 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 the 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 communicated 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 accordance with any applicable laws currently in place. Any changes to be made to the above work timing 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. Shift timing may change from time to time as per any Company policy, and will be communicated to you in advance.

d) Your working hours shall be monitored by the Company through appropriate systems and processes, as updated from time to time. You are expected to comply with these processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference checks in line with Company 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 a 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, if your background verification report is found to be unfavorable or unsuccessful after you join the Company, the Company reserves the right to terminate your employment.

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. Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will 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 that 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 them carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines or processes, please reach out to your HR talent manager. It is your responsibility stay 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 client needs, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/training and up-skilling opportunities. 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 three (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 employment with 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, embezzlement, misappropriation, misuse or causing damage to the Company's assets/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 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 4, 5, 9 and 11 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 our 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 the 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 the Company, its affiliates and their employees, contractors or clients without the 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 the 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

Vikrant Moolya



Suresh Bethavandu

Global Head-Talent Acquisition

I have read, understood and accept the above-mentioned terms.

Signature:

Date:



Prathamesh Mhaske <pavanmhaske17@gmail.com>

Wipro Campus Update_LOI

1 message

Campus HR Team <wipro+email+1hrll-0f11f51d8a@talent.icims.com>
 Reply-To: Campus HR Team <wipro+email+1hrll-0f11f51d8a@talent.icims.com>
 To: pavanmhaske17@gmail.com

Thu, Jul 1, 2021 at 7:48 PM

July 1, 2021

Dear Prathamesh Mhaske ,
 Resume Number - 20823142

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below. Do reach out to us should you have any clarifications.

Period	Scholarship	ESI	Consolidated Scholarship* (INR Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,
 For **Wipro Limited**,

Apama Shailen
 General Manager - Human Resources

This message was sent to pavanmhaske17@gmail.com. If you don't want to receive these emails from this company in the future, please go to:

<https://wipro.icims.com/icims2/?r=3A1520823142&contactid=8550453>

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Samiksha Jain <samiksha99jain@gmail.com>

Wipro Campus Update_LOI

5 messages

Campus HR Team <wipro+email+u092-681b12e616@talent.icims.com>
 Reply-To: Campus HR Team <wipro+email+u092-681b12e616@talent.icims.com>
 To: samiksha99jain@gmail.com

Tue, Mar 16, 2021 at 12:42 AM

March 16, 2021

Dear Samiksha jain ,
 Resume Number - 20858966

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below. Do reach out to us should you have any clarifications.

Period	Scholarship	ESI	Consolidated Scholarship* (INR Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,
 For **Wipro Limited**,

Sunil Kalachar

This message was sent to samiksha99jain@gmail.com. If you don't want to receive these emails from this company in the future, please go to:

<https://wipro.icims.com/icims2/?r=A3E220858966&contactId=4549601>

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Samiksha Jain <samiksha99jain@gmail.com>
 To: Preksha Jain <preksha95.jain@gmail.com>

Tue, Mar 16, 2021 at 9:23 AM

[Quoted text hidden]

Samiksha Jain <samiksha99jain@gmail.com>
 To: ncjain1958@gmail.com
 Cc: jainanirudh95@gmail.com

Wed, Mar 17, 2021 at 11:54 AM

Ref RT / 4058

Date: 15-Dec-18

Mr. Rajat Rajendra Shinde
#9552216880 | rajatshinde700@gmail.com

LETTER OF OFFER

Dear Rajat,

Based on your job application submitted and the interview discussions you had with us, we are pleased to offer you an Employment with **ALLEN Career Institute**. Details of the terms and conditions of the offer are as under:

1. You will be designated as Head in Stores and Purchase Department and will be initially posted at our **Pune** Centre.
2. You are requested to report at **10:00 am** on **01-Jan-19** at **ALLEN Career Institute, Multi Planet, 711/C, Shankar Sheth Road, Opp. Kumar Pacific Mall, Pune** for completing your joining formalities.

Contact Person (Mobile No.): **Ms. Lekhika Vijay | #09001597147**

3. Your CTC will be ` **3.30 Lakh** per annum as per the attached "AnnexureA".
4. Your employment will be subject to the Terms & Conditions, as per Appointment Letter / ALLEN Service Agreement, which you need to sign at the time of your joining. Please note that if any information provided by you is found false during (academic & employment) background verification, then your employment will be terminated with immediate effect.
5. Please bring along the below-listed documents **in original** and 1 set of Photocopy on your day of joining:
 - a) Date of Birth proof certificate (S.S.C).
 - b) Academic Certificates Semester/Year wise (all from 10th to Highest).
 - c) Resignation Letter with acknowledgment.
 - d) Relieving and Experience letter from the previous employer.
 - e) Salary Slips of last 3 months.
 - f) Six recent passport size photographs.
 - g) Form 16 / Bank statement of last 6 months.
 - h) PAN Card (3 copies).**
 - i) Aadhar Card (3 copies).**
 - j) Address Proof (Voter ID / Driving License / UID / Passport) (3 copies).**
6. As a token of your acceptance of this offer, please reply to this email.
For any query feel free to contact us on all working days at #0744-2751129. You may also send your query to careers@allen.ac.in.

Wishing you all the best for a great career with ALLEN!

Yours truly,

For ALLEN Career Institute



HUMAN RESOURCES

Annexure A

Gross Annual Package (INR)	
Basic	1,94,800
HRA	97,200
Uniform Allowance	24,000
LTA	14,000
Special Allowance	0
NPS	*Flexi Component
CTC	3,30,000

*For more detail, kindly discuss with HR.



Personal & Confidential

25 October 2021

Shivani Netaji Desai

Flat No A-7/101, 10 Elite, Kate Puram Chowk, ,
Bhauso Kadam Nagar, Pimple Gurav, Pune, PIN: 411027,
Maharashtra, India

Dear Shivani,

Offer of Employment

On behalf of Huron Eurasia India Pvt. Ltd., I am pleased to extend to you an offer of employment for the position of Associate EPM Consultant [Analyst I], reporting directly to Rohit Tungare, Director at Huron. In this role, you shall be based out of our office in Pune, India.

Should you accept the above offer, Your Total Fixed Pay of **INR 4,50,000** will be payable in 12 monthly installments in a year as explained below.

Salary Break Up	Per Month [in INR]	Per Annum [in INR]
Basic Salary	18,750	2,25,000
House Rent Allowance	7,500	90,000
Special Allowance	9,450	1,13,400
Other Benefits		
PF Contribution Employer	1,800	21,600
Total Fixed Pay	37,500	4,50,000
Target Variable Pay* [Conditional Amount]		45,000
Cost to the Company		4,95,000

Other Benefits*	
Medical Insurance Per Annum (Including Family)	INR 5,00,000/-
Group Term Life Insurance Plan	Three times multiple of CTC
Group Personal Accident Insurance Plan	Three times multiple of CTC
General Purpose Interest Free Loan	Up to three times the monthly TFP
Cell Phone & Internet Connection Reimbursement - Team and Job Role based	Up to INR 24000 p.a.
Leave Encashment	As Per Company Policy
*As per company policy and subject to change as per the discretion of the company.	

- (i) ***Target Variable Pay** - You will qualify for a variable compensation component of up to **INR. 45,000** which is up to **10% of your total fixed pay**. The Variable Pay may vary and will be formally assessed as a part of the performance review process. The Variable Pay will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Pay is at the discretion of the Company and will be primarily based on two factors: (1) Individual Performance and (2) Company Performance. The Company may amend or terminate the Variable Pay Plan at any time. It is hereby clarified that the Variable pay amounts paid to the



Employee shall include the statutory bonus (if applicable) payable to the Employee under the provisions of the Payment of Bonus Act, 1965.

- (ii) **Joining Bonus:** You are eligible for a Joining Bonus if you join Huron, along with the 3rd month payroll after the Commencement Date, the Company shall pay to Employee a Joining Bonus in the amount of **INR. 25,000** subject to applicable taxes and withholdings ("Joining Bonus"). If Employee resigns or is terminated for Cause within One year (12 Months) after the first payment of the Joining Bonus is made, Employee must repay the "Joining Bonus" in full.
- (iii) **Benefits:** You will be eligible to participate in the employee benefit plans and programs applicable to Huron Eurasia India Private Limited employees.

A Contract of Employment will be drawn up and presented to you for completion on or before your first day of employment if you accept this offer. The terms of your employment will be contained in the Contract of Employment and the Employee Policies as contained in the Employee Handbook.

Company reserves all rights to withdraw this offer any time prior to your anticipated commencement date of 09 May 2022 either due to any unanticipated changes in business climate in general or any changes in the hiring goals of the company.

This offer of employment is open for acceptance till 27 October 2021, end of business, after which it shall become null and void. I do look forward to welcoming you to the team.

Yours truly,

For Huron Eurasia India Private Limited

Authorized Signatory

Name: George William Anthony

Designation: Senior Manager, Human Resources

Statement of Acceptance

I, **Shivani Netaji Desai**, aged about [22], being the son/daughter/wife of [**Netaji R. Desai**], residing at [Flat No A-7/101, 10 Elite, Kate Puram Chowk, Bhauso Kadam Nagar, Pimple Gurav, Pune, Maharashtra, 411027, India] accept the position specified herein. I shall commence employment on: 09/05/22.

Signature

26/10/21

Date

HRD/InfosysBPM/1001474470

12-November-20

Ms. Gayatri Sudarshan Machcha

Nanpeth City post office ,
Pune 411002

STRICTLY PRIVATE & CONFIDENTIAL

Dear Gayatri Sudarshan Machcha,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

- | | | | |
|----|-------------------------------|---|--------------------------|
| a) | Role | : | Process Executive |
| b) | Role designation | : | Junior Accountant |
| c) | Job Level | : | 2B |
| d) | Date of Joining | : | 18-November-20 |
| e) | Location of Posting | : | Pune |
| f) | Gross Salary per month | : | Rs. 15917/- |

Please refer to the Appendices to this letter for details of your CTC and other allowances.

We are pleased to inform you that you will be additionally covered under “**Infosys Performance & Loyalty 2.08 Plan**”, upon completion of a minimum of 18 months with Infosys BPM Limited. This is subject to your successful completion of requisite certifications and meeting performance criteria as laid down by the organization. Your compensation will also be revised on achievement of this milestone to INR 208,000 per annum in the subsequent quarter, subject to fulfilling the conditions as laid out in the policy.

1. Voice and Shift Allowances

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

- **Voice Allowance** - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.
- **Shift Allowance** - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

All allowances are payable as per the policies of the Company, which are subject to change from time to time

2. Joining Bonus

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.

3. Submission of documents

You are required to submit originals and two photocopies of the following documents on the date of joining the Company. In case of any discrepancy found in the documents/details furnished, the company reserves the right to revoke the offer letter/terminate your employment without any prior notice or notice period.

Sl. No.	Document	Details
1	10 th standard marks card*	Mandatory
2	12 th Standard marks card*	Mandatory
3	Marks cards for all the years of graduation, degree, diploma certificate*	Mandatory
4	Relieving Letter from all organizations worked*	Mandatory
5	Passport size photographs*	6 numbers (mandatory)
6	Professional Qualification marks cards* and certificate (if applicable)	Mandatory
7	Post graduate mark cards* and certificate(if applicable)	Mandatory
8	NSR registration number or ITPIN number or web registration number	Mandatory
9	Passport**	Optional
10	Driving License	Optional
11	ID Proof - One ID proof issued by the Govt. of India - Driving license /Passport/PAN Card/Voter's ID	Mandatory
12	Aadhar Card***	Mandatory

* Failure to produce the document on the date of joining will entail suitable action by the Organization including withdrawal of employment offer & termination of employment. Originals of the above documents that you have submitted will be returned to you post verification. Under situations where the employee works for a client which needs the employee to furnish details on his past employments, the same will need to be provided.

** The Company reserves the right to initiate background verification (BGV) for all employees.

*** Certain statutory regulations relating to employment processes (including but not limited to enrolment to Employee's Provident Fund Scheme) mandate the employer to produce Aadhar card details of its employees. For this purpose, all employees are required to produce their Aadhar card details to the Company prior to or at the time of joining the Company.

4. Background Verification

The Company may, in its sole discretion conduct background checks, prior to or after your date of joining the Company, including but not limited to, for the purpose of validating your identity, your suitability to the concerned employment, the address provided by you, the education details provided by you, the details of your prior work experience (if any) and criminal checks. You expressly consent to, the Company conducting such background checks. In this connection, you are required to furnish the documents as mentioned in the section titled as 'Submission of Documents' in this Offer Letter and the Company reserves the right to seek further documents in addition to the documents listed in the said section to substantiate the details you have provided to the Company.

If the Company is not satisfied with the outcome of the background checks and/or any concerns are raised in a background check, attributable to, false information or mis-statement or misrepresentations or omission of facts in the details provided by you, the Company reserves the right to withdraw this Offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

5. National Skills Registry

The Company has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service & quality and in order to do this, we have maintained a strong focus on compliance. NASSCOM, the premier industry Organization has conceived the "National Skills Registry" that promises more effective information security standards. It aims to register employees working in our industry on a web enabled database and uniquely identify each industry person based on bio-metrics. You are required to complete your web registration with National Skills Registry before you join the Company. You will also have to produce the proof of registration when you join the Company. Failure to produce the proof of registration as acceptable to the Company on the date of joining may entail in the withdrawal of this Letter of offer and no rights shall arise/be enforceable by you under this Letter of offer. The cost of your registration with National Skills Registry and the subsequent verification of your database by Nasscom's empaneled background checkers will have to be borne by you. For more information on national skills registry, please visit www.nationalskillsregistry.com.

6. Relocation benefits

As per the Company's policies you will be entitled to relocation benefits at the time of joining the Company. The Company will reimburse the relocation expenses incurred by you on actuals, provided you submit to the Company the receipts/invoices evidencing those expenses. The relocation benefits will be recovered from you, in case you choose to leave your employment within 180 days of your joining the Company.

7. Transfer/Secondment

Please refer to the 1 page of this Offer of employment for your location of posting. However, you can be transferred/seconded to any of the Company's units/departments or affiliate entities/partners situated anywhere in India or abroad. The terms and conditions relating to transfer/secondment shall be as stated in the relevant documents executed at the time of such secondment/transfer.

8. Probation Period

You will be on probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. Probation can be extended for a further period at the sole discretion of the Company.

Please note that as per the Company's policies, all confirmations take place only on the 1st working day of a month. If the date of joining of an employee falls between the 1st and 15th day (both days inclusive) of a month, then the employee would be confirmed effective the 1st day of the 7th month from his/her date of joining subject to fulfillment of all criteria related to confirmation. If the date of joining of an employee falls between the 16th and the last day (both days inclusive) of a month, then the employee would be confirmed on the 1st day of the 8 month subject to fulfillment of all criteria related to confirmation.

During your probationary period, the Company can dispense with your services without ascribing any reasons on giving you **30 calendar day's prior notice or basic and dearness allowance and basket of allowances** in lieu of such notice. Similarly, it will be permissible for you to resign from our services subject to a calendar month's prior notice of your intention to do so, however, the Company may, at its discretion, dispense with such notice and ask you to pay basic and dearness allowance and basket of allowances in lieu of notice. It is expressly understood and agreed between us that neither party will have cause for complaint if the other party wishes to take advantage of this right of termination.

If you are considered satisfactory in all aspects, your employment will be confirmed on the expiry of your probationary period.

9. Notice Period

As an employee of the Company, you will be required to give either (a) 30 calendar days' notice or (b) one month's salary in lieu thereof, in case you decide to leave our services. Please note that acceptance of payment in lieu of notice period and the issue of the relieving order is at the Company's discretion. Similarly, the Company can terminate your services by giving 30 calendar days' notice or salary in lieu thereof, at the Company's sole discretion.

Notwithstanding the above, in the event of your violation of the Code of Conduct and the Disciplinary policy of the Company, the Company can terminate your services by giving you up to 30 calendar days' notice or payment of salary in lieu thereof.

"Salary" for the purposes of this section will be basic and dearness allowance and basket of allowances.

10. Training Period and Process

Upon joining the Company, you may be required to undergo training programs-as stipulated by the organization. Upon successful completion of a training program, which includes scoring the minimum stipulated grades or passing the assessment and certification process as mandated for the process and the client, you may be assigned to a process team at Organization's sole discretion. Upon failure to complete requisite assessments and certifications, the Company is free to take suitable action as it deems fit which can include termination of your employment.

11. Organizational Rules

You will familiarize with and adhere to the Organization's Rules and Regulations in force and as modified by the Organization from time to time. You shall execute such agreements/bonds as required by the Organization. Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

12. Personal taxation

Your salary and the perquisites are subject to income tax as per Indian Tax Laws and all personal taxation will have to be deducted at source as per the laws applicable from time to time and the Company does not accept any responsibility for its accuracy.

13. Termination of employment

Your services with the Company may be terminated by either party upon giving a written notice of 30 calendar days notice or salary in lieu of such notice.

The Company may also terminate your services, should you be absent from work or incapacitated from properly performing your duties owing to ill health or accident for a period of 30 days, by giving you 15 days' notice in writing of its intention to do so. Further the Company reserves the right to terminate the service for your failure to pass the Company's-requisite assessments and certifications as applicable.

You are liable to be summarily dismissed should you be guilty of breach of this appointment, insobriety, addiction to drugs, dishonesty, disobedience, neglect of duty or any other misconduct under the Company's service rules which is detrimental to the business or interests of the Company.

14. Other Terms & Conditions

- You agree not to undertake employment, whether full-time or part-time, as the Director/Partner/member/employee of any other company/entity engaged in any form of business activity without the consent of the Company. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the sole discretion of the Company.
- All or any of the privilege and benefits extended can be altered or withdrawn by the Company at any time.
- You will be governed by the schemes relating to personal accident, medical insurance and transport facilities in accordance with company regulations, as changed from time to time.
- You will be governed by the rules and regulations of the company as applicable to your category of employees, which may change from time to time.
- Validity of this letter would be 7 days from the offer. The offer will be void if not accepted within 7 days of issuance. Your employment is also contingent upon your starting work with the Infosys BPM as per the joining date mentioned.

In token of your acceptance of this offer, kindly sign and return a copy at the earliest to:

Mr. Raghavendra. K
Senior Vice President & Global Head- Human Resource Development
Infosys BPM Ltd,
Building 48, 4th Floor, Section 1,
Electronic City, Hosur Road,
Bangalore -560100

We welcome you to the Infosys BPM family and wish you a rewarding career over the years to come. Yours

sincerely,



Raghavendra K Senior Vice President & Global Head- Human Resources Development

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

Sign your name

Print your name Location

Please carry this letter with you as you would have to produce the same to the security personnel for entry into the premises of the Company. Also, please carry with you a photo identity card and address proof that you have (Passport, Driving License, Voters ID card etc.) which would have to be produced at the time of joining. Failure to produce the documents as stated in original, this Offer of employment shall deemed to be cancelled and withdrawn and no rights shall arise or enforceable by you under this Letter of Offer.

APPENDIX 1

COMPENSATION DETAILS

Name	Gayatri Sudarshan Machcha	
Role Designation	Junior Accountant	
Job Level	2B	
Date of Joining	18-November-20	
Location of Posting	Pune	
Fixed Components		Amount in INR per month
Basic		10031
Fixed Dearness Allowance (FDA)		1100
Basket of Allowances (BOA)*		557
Sub Total 1		11688
Statutory Components		
Company Contribution to Provident Fund		1336
Gratuity		535
Bonus		2358
Sub Total 2		4229
Gross Salary per month - Sub Total 1+2		15917
Total Annual CTC		191004

Over and above the gross salary mentioned above you will be eligible to the following allowances provided you satisfy the conditions as laid down in Clause 1 of this letter

Voice Allowance (paid monthly on individual performance and allocation to a voice process)	Rs 2500
Shift Allowance (paid monthly if you are working in night shift)	As applicable

* Basket of Allowances (BOA) comprises of HRA, LTA, Medical, Children's Education and Conveyance to be split according to an individual's tax plan.

ESI (Employee's State Insurance) may also be applicable to individual employees as per statutory regulations. If ESI is applicable, employee will contribute 1.75% of salary as ESI contribution while the Company will contribute 4.75% of salary as ESI contribution. Salary for the purpose of ESI calculation includes Subtotal 1 and Bonus.

The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act, 1972 including but not limited to the minimum service periods set forth therein

Offered by: Date: 12-November-20 _____ Sign your name Pallavi _____ Print your name 964684 HRD _____ Emp No. Dept.. Name	Candidate: Date: _____, 20____ _____ Sign your name Gayatri Sudarshan Machcha _____ Print your name	SAP data provided by: Date: _____, 20____ _____ Sign your name _____ Print your name _____ Emp No. Dept.. Name	SAP data updated by: Date: _____, 20____ _____ Sign your name _____ Print your name _____ Emp No. Dept.. Name
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APPENDIX 2

Deductions*

Deduction	Description	Month of Deduction	Approximate Amount
Mysore Accommodation	Accommodation provided in Mysore during the training period will be charged	13 th /14 th month from joining	Up to Rs. 133/day*
Transport** (based on location)	The transport rates depend on the distance travelled	Monthly	Rs. 250** - Rs. 1085**

*The amounts mentioned above are indicative and may vary based on location of posting.

**The above amounts are subject to change.

*The first deduction mentioned above will be made in the 13th /14th month from joining. In case you leave the company before that, this amount will be deducted from your Full & Final Settlement.

APPENDIX 3

Shift Definition			
In Time	Total Hours	Out Time	Shift
Shift 2 - From 2:30 PM to 5:29 PM			
2:30 PM	9:15	11:45 PM	2
3:00 PM	9:15	12:15 AM	2
3:30 PM	9:15	12:45 AM	2
4:00 PM	9:15	1:15 AM	2
4:30 PM	9:15	1:45 AM	2
5:00 PM	9:15	2:15 AM	2
Shift 3 - From 5:30 PM – 2:29 AM			
5:30 PM	9:15	2:45 AM	3
6:00 PM	9:15	3:15 AM	3
6:30 PM	9:15	3:45 AM	3
7:00 PM	9:15	4:15 AM	3
7:30 PM	9:15	4:45 AM	3
8:00 PM	9:15	5:15 AM	3
8:30 PM	9:15	5:45 AM	3
9:00 PM	9:15	6:15 AM	3
9:30 PM	9:15	6:45 AM	3
10:00 PM	9:15	7:15 AM	3
10:30 PM	9:15	7:45 AM	3
11:00 PM	9:15	8:15 AM	3
11:30 PM	9:15	8:45 AM	3
12:00 AM	9:15	9:15 AM	3
12:30 AM	9:15	9:45 AM	3
1:00 AM	9:15	10:15 AM	3
1:30 AM	9:15	10:45 AM	3
2:00 AM	9:15	11:15 AM	3
Shift 4 - From 2:30 AM – 5:30 AM			
2:30 AM	9:15	11:45 AM	4
3:00 AM	9:15	12:15 PM	4
3:30 AM	9:15	12:45 PM	4
4:00 AM	9:15	1:15 PM	4
4:30 AM	9:15	1:45 PM	4
5:00 AM	9:15	2:15 PM	4
5:30 AM	9:15	2:45 PM	4
Shift 1 - After 5:31 AM (anytime swipe after 5:31)			
6:00 AM	9:15	3:15 PM	1
6:29 AM	9:15	3:44 PM	1
Shift 1-After 12:30 PM- 2:30 PM			
12:30 PM	9:15	9:45 PM	1
1:00 PM	9:15	10:15 PM	1
1:30 PM	9:15	10:45 PM	1
2:00 PM	9:15	11:15 PM	1
2:00 PM - 2:29 PM			1
Shift 0-After 6:30 AM (any time after 6:30 AM)			
6:30 AM	9:15	3:45 PM	0
7:00 AM	9:15	4:15 PM	0
7:30 AM	9:15	4:45 PM	0
8:00 AM	9:15	5:15 PM	0
8:30 AM	9:15	5:45 PM	0
9:00 AM	9:15	6:15 PM	0
9:30 AM	9:15	6:45 PM	0
10:00 AM	9:15	7:15 PM	0
10:30 AM	9:15	7:45 PM	0
11:00 AM	9:15	8:15 PM	0
11:30 AM	9:15	8:45 PM	0
12:00 PM	9:15	9:15 PM	0
12:29 PM	9:15	9:44 PM	0

Shift Allowance Payout Scenarios

(Optional: Shift Allowance cycle is from 1st - 30th /31st of the previous month)

Shift 0:

Refer appendix above for timings, this shift is not eligible for any allowance.

Shift 1:

Refer appendix above for timings, this is eligible for an allowance of 600/- per month.

Shift 2:

Refer appendix above for timings, this is eligible for an allowance of 1,500/- per month.

Shift 3:

Refer appendix above for timings, this is eligible for an allowance of 2,000/- per month.

Shift 4:

Refer appendix above for timings, this is eligible for an allowance of 2,300/- per month

APPENDIX 4

ADDENDUM TO EMPLOYMENT LETTER

I, _____ do hereby acknowledge and confirm the following:

- (1) I am accepting employment with Infosys BPM Limited ("Infosys BPM"), with the employee number _____ effective from _____. Now, as per the presents below, I agree to the terms herein, and acknowledge that this is a material condition of my employment with Infosys BPM.
- (2) I may be required, on behalf of Infosys BPM, to provide services to, or solicit business from, various clients of Infosys BPM (each such client hereinafter referred to as a "Customer").
- (3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with InfosysBPM for any reason, I will not:
 - a. accept any offer of employment from any Customer, where I had worked in an official capacity with that customer in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM;
 - b. accept any offer of employment from a Named Competitor of Infosys BPM, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM.

For the purposes of this Addendum, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:

- i. Tech Mahindra Limited
- ii. Genpact Limited
- iii. WNS Limited
- iv. Tata Consultancy Services Limited
- v. Accenture Limited
- vi. International Business Machine Corporation
- vii. Cognizant Technology Solutions
- viii. Wipro Ltd
- ix. HCL Limited

Place:

Employee Signature:

Date:

Employee Name:

Employee Number:

Acknowledged by Infosys BPM Limited:



Date: 07-October-2020

Sai Rajendra Wandhekar,
719-1, Wandhekar building,
Landgeali, Near Mohini hotel,
Saswad, Pune-412301

Wuerth Industrial Services India Pvt. Ltd.
Gat No. :396, Behind Atlas Copco Warehouse,
Pune - Nagar Road, Lonikand,
Tal. Haveli, Dist. Pune - 412216.
Tel. : +91 (0) 2067312400
Fax : + 91 (0) 20 67312499
www.wuerth-industry.in

Dear Sai,

With reference to your application and subsequent interview; we are pleased to offer you employment with **Wuerth Industrial Services India Pvt. Ltd. as "Junior Sales Support Analyst"** You will be given a detailed appointment letter with company's term & conditions at the time of joining.

Sai Wandhekar		
Description	Per Month (INR)	Per Annum (INR)
Basic	15,000.00	1,80,000.00
HRA	6,000.00	72,000.00
Education Allowance	-	-
Periodicals & Magazines Allowance	-	-
Telephone Reimbursement	-	-
Fuel Reimbursement	-	-
Car Maintenance	-	-
LTA	-	-
Other Allowance	560.00	6,720.00
TOTAL GROSS SALARY	21,560.00	
PF Employer contribution	1,800.00	21,600.00
CTC Per Year		2,80,320.00
Monthly Deduction:-		
Professional Tax	200.00	
Provident Fund	1,800.00	
ESIC Employee Cont.	-	
NET PAY AFTER DEDCUTIONS	19,560.00	

Your joining date is on or before **08th - October - 2020** This offer is valid only for 7 working days & will stand cancelled if you fail to submit resignation acceptance from earlier employer. For the period of six months you will be on probation.

Wuerth Industrial Services India Pvt. Ltd. warmly welcomes you in our organization.

For Wuerth Industrial Services India Pvt. Ltd.

Bhavana Bhakare
Head - HR & Admin