

MARATHWADA MITRA MANDAL'S
COLLEGE OF COMMERCE

Affiliated to Savitribai Phule Pune University, Re-Accredited by NAAC with "A" Grade,
ISO 9001:2015 Certified, Awarded as Best College by Savitribai Phule Pune University



Dr. Devidas Golhar
Principal

Date: 12/01/2024

TO WHOMSOEVER IT MAY CONCERN

This is to certify that the attached list of 133 students placed in the Academic Year 2022-23 is true to the best of my knowledge and based on the appointment letter and other evidence submitted by the concerned students.

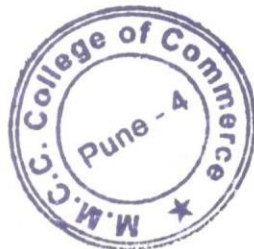
Dr. Devidas Golhar
Principal

ENCL: List of placed students A.Y. 2022-23

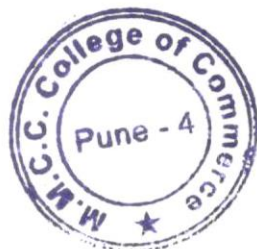


List of students placed in Academic Year 2022-23

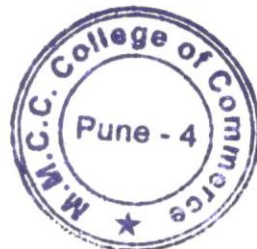
Sr. No.	Name of student placed and contact details	Program graduated from	Name of the employer with contact details	Pay package at appointment
1	Abhinandan Anaras Gaikwad	B.Com	BDO India LLpModel	Rs. 3,00,000 p.a.
2	Achal Oswal	B.B.A	Tata consultancy services	Rs. 1,39,920 p.a.
3	Aditya Ghodake	B.Com	Pradnya Shah CA Firm	Rs. 1,08,000 p.a.
4	Aditya Nalage	B.Com	Unicorn Infosolutions Pvt. Ltd	Rs. 2,85,676 p.a.
5	Akshay Chajjed	B.B.A	Tata consultancy services	Rs. 1,39,920 p.a.
6	Aneesh Kulkarni	M.AJMC	Mumbai Tarun Bharat	Rs. 2,40,000 p.a.
7	Aniket Bidwai	B.Com	Parthivkumar Desai	RS. 3,60,000 p.a.
8	Anup Dalvi	B.Com	ICICI Bank	Rs. 2,40,000 p.a.
9	Anushka Parshuram Maladkar	B.Com	WNS Global Services Pvt. Ltd	Rs. 3,87,200 p.a.
10	Archana Jadhav	M.Com	Deals of Loan	Rs. 1,44,000 p.a.
11	Atharva Andekar	B.Com	Byju's	Rs. 2,31,000 p.a.
12	Avantika Satish Pawar	B.B.A(CA)	Vintech Pvt. Ltd.	Rs. 2,50,000 p.a.
13	Bhavana Shendage	B.B.A(CA)	Gallagher	Rs. 2,44,642 p.a.
14	Ganesh Kendre	B.Com	EY. Global Delivery Services Ind. Ltd.	Rs. 3,00,000 p.a.
15	Gaurav Raju Pavale	B.Com	S2 Infotech International Limited	Rs. 3,00,000 p.a.
16	Himanshu Anil Mhaske	B.Com	Conneqt Business Solution Limited	Rs. 2,28,000 p.a.
17	Isha Jaiprakash Choudhary	B.Sc.(Comp. Sci.)	Hewlett Packard Enterprise GlobalSoft Private Limited	RS. 4,50,000 p.a.
18	Ishwari Madhukar Devadkar	B.Com	DISYS India Pvt Ltd	Rs. 3,72,040 p.a.
19	Ketaki Shukala	B.B.A	Invimatic Tech. Pvt. Ltd.	Rs. 3,31,500 p.a.
20	Krutika Jitendra Kulkarni	B.Com	NSM Digirisk Pvt. Ltd	Rs. 2,16,000 p.a.
21	Maitreyee Paraniape	M.Com	Desai Brothers Ltd.	Rs. 3,60,000 p.a.
22	Mane Suraj Sakharam	M.Com	Indian Oil Corporation Limited	Rs. 1,20,000 p.a.
23	Mayur Rade	B.Com	Senco Gold Ltd.	Rs. 2,10,000 p.a.
24	Mitesh Araskar	B.B.A(CA)	Premium Transmission Pvt. Ltd.	Rs. 2,40,000 p.a.
25	Neha Dhotre	M.Com	Atharva Chemicals Services	Rs. 3,00,000 p.a.
26	Nupur Kotrange	BBA(CA)	FORSTU EDUTECH LLP	Rs. 3,60,000 p.a.
27	Om Kakade	B.B.A(CA)	TCS	Rs. 1,60,000 p.a.



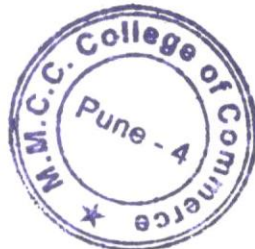
28	Omkar Shirish Kolekar	B.Com	Deloitte Tax Services India Private Limited	Rs. 2,28,000 p.a.
29	Pavan Shinde	B.Com	Ratilal bhagwandas Construction Company	Rs. 1,50,000 p.a.
30	Phad Chandrika Yuvraj	B.Com	Advocate Bar Council of Maharashtra & Goa High Court, Bombay	Rs. 2,22,000 p.a.
31	Pradeep	B.Com	Acutech Global Services LLP	Rs. 3,00,000 p.a.
32	Pranali Jagtap	B.Com	Gallagher	Rs. 2,86,898 p.a.
33	Pranav Shinde	B.Com	Rawat Enterprise	Rs. 1,92,000 p.a.
34	Prathamesh Joshi	B.Com	Machine Tech	Rs. 2,16,000 p.a.
35	Prishit Baldota	B.B.A	Tata consultancy services	Rs. 1,39,920 p.a.
36	Pritam Pujari	B.B.A(CA)	Diya Systems Pvt. Ltd.	Rs. 2,42,605 p.a.
37	Ramesh Hargane	B.Com	JKJS & Co. LLP	Rs. 2,16,000 p.a.
38	Ranjit Patil	B.B.A(CA)	DECYPHER	Rs. 1,20,000 p.a.
39	Ritish Jani	B.B.A	Gallagher Service Center LLP	Rs. 2,44,642 p.a.
40	Rohan Kasat	B.Com	Pricewaterhousecoopers Service Delivery Centre P.L.	Rs. 2,40,000 p.a.
41	Rutuja Deshmukh	B.B.A(CA)	TECHNE AI	Rs. 2,40,000 p.a.
42	Rutuja Nagpure	B.Com	Kirloskar Oil Engines Ltd.	Rs. 3,36,000 p.a.
43	Rutuja Rajshekhar Uppin	B.Sc.(Comp. Sci.)	Cloudin	Rs. 2,50,120 p.a.
44	Sae Waikar	B.Com	Maxxcell Institute of Professional Studies Pvt. Ltd	Rs. 2,16,000 p.a.
45	Samkit Chopra	B.Com	IDFC First Bank Limited	Rs. 8,25,000 p.a.
46	Sanika Inamdar	B.Com	State Street HCL Ltd	Rs. 2,40,000 p.a.
47	Sanika Sushil Inamdar	BBA(CA)	State Street HCL Services	Rs. 2,40,000 p.a.
48	Sankalp Sanjay Gite	B.Sc.(Comp. Sci.)	Vintech Pvt. Ltd.	Rs. 2,50,000 p.a.
49	Shantanu Awate	B.B.A	Tata consultancy services	Rs. 1,39,920 p.a.
50	Shilpa Kolhe	B.Sc.(Comp. Sci.)	MMCC	Rs. 1,80,000 p.a.
51	Shreenee Keskar	M.AJMC	Innoserv MNC	Rs. 3,60,000 p.a.
52	Shubham Wankhede	B.B.A(CA)	Just Dial	Rs. 2,52,000 p.a.
53	Siddhi Anil Deshmukh	B.Sc.(Comp. Sci.)	SCRAMBLER Tenosys Pvt. Ltd.	Rs. 3,00,000 p.a.
54	Snehal Sunil Modak	B.Com	Electro Charge Pin Paint Pvt. Ltd.	Rs. 2,28,000 p.a.
55	Sudhir Dnyanoba Kamble	M.Com	Infosys BPM Limited	Rs. 3,00,000 p.a.
56	Supriya Mandavkar	B.Com	Infosys	Rs. 2,50,000 p.a.
57	Suraj Vishwakarma	B.B.A(CA)	Just Dial	Rs. 2,64,000 p.a.
58	Suyog Kulkarni	B.B.A(CA)	INDIUM SOFTWARE PVT LTD	Rs. 4,85,004 p.a.
59	Tejas Sawant	B.Com	CPM India Sales & Marketing Pvt. Ltd	Rs. 2,16,000 p.a.



60	Utkarsh Gite	B.B.A(CA)	ICICI Bank	Rs. 1,98,000 p.a.
61	Vibhavari Ande	B.Com	Tech Mahindra Business Services	Rs. 2,95,997 p.a.
62	Vivekanand Dattatray Gundu	B.Sc.(Comp. Sci.)	Cloudin	Rs. 3,00,200 p.a.
63	Yash Anil Gaikwad	B.B.A(CA)	Accenture	Rs. 4,50,000 p.a.
64	Yashraj Padiyar	B.Com	Bigleap Solutions Pvt. Ltd.	Rs. 1,44,000 p.a.
65	Yuvraj Bharat Bhosale	B.Com	Tata Consultancy Services Limited(TCSL).	Rs. 1,35,000 p.a.
66	Komal Shantanu Naik	B.Com	Shree Ahireshwar Computers	Rs.1,26,000 p.a.
67	Sanket Pramod Ande	B.Com	MDI Network Pvt Ltd	Rs. 2,20,908 p.a.
68	Mrunal Dhekane	B.Com	Snap-Zed Universe	Rs. 84000 p.a.
69	Manesh Bhimrao Malve	B.Com	Star Health and Allied insurance Co. Ltd.	Rs. 3,00,000 p.a.
70	Gayatri Ani Madane	B.Com	Restaurants Brands Asia	Rs. 1,92,192 p.a.
71	Aarti Shinde	B.Com	Ernst & Young Pvt. Ltd.	Rs. 9,00,000 p.a.
72	Maheswari Chandrashekhar Admane	B.Com	Lion's Tech Solutions	Rs. 1,80,000 p.a.
73	Mangesh Atmaram Paradkar	B.Com	SAI FACILITY MANAGEMENT SERVICES	Rs. 2,52,000 p.a.
74	Nikhil Kadam	B.Com	Gallagher Service Center LLP	Rs. 2,44,642 p.a.
75	Ruturaj Dhole	B.Com	Zinoit ITES Pvt.	Rs. 2,40,000 p.a.
76	Jayesh Chaudhari	B.Com	Square Yards	Rs. 1,99,491 p.a.
77	Sudeshna Nagpure	B.Com	DBS Mintek Pvt. Ltd.	Rs. 1,36,560 p.a.
78	Shrursti Anand Pandagale,	B.Com	BDO India LLP Model Colony-Pune	Rs. 1,33,356 p.a.
79	Sanskriti Dinesh More	B.Com	Conneqt Business Solution Limited	Rs. 2,28,000 p.a.
80	Shailendra Laxman Nikalaje	B.Com	IBM India Private Limited	Rs. 7,55,052 p.a.
81	Mr Sanket Krishna Borade	B.Com	i-Process Services (India) Pvt. Ltd	Rs. 2,26,236 p.a.
82	Tejas Navale	B.Com	Punekar News	Rs. 2,22,800 p.a.
83	Krishna Asawa	B.B.A(IB)	Tata consultancy services	Rs. 1,39,920 p.a.
84	Shubham Kasbe	B.B.A	Gallagher Service Center LLP	Rs. 2,44,642 p.a.
85	Shivam Shukla	B.B.A	Hike Education	Rs. 5,82,000 p.a.
86	Karansigh Pawar	M.AJMC	News Nation, News Channel Noida	Rs. 4,80,000 p.a.
87	Apporva Sinha	M.AJMC	Sub Editor NDTV India	Rs. 2,50,000 p.a.
88	Rakesh Newase	M.AJMC	Indie Journal Pune	Rs. 2,40,000 p.a.



89	Pratiksha Nanaware	M.AJMC	For the People News	Rs. 1,80,000 p.a.
90	Prakash Harale	M.AJMC	Rashtrasanchar Media Pvt Ltd	Rs.1,44,000 p.a.
91	Avinash Nerurkar	M.AJMC	Rashtrasanchar Media Pvt Ltd	Rs. 1,44,000 p.a.
92	Rutwi Rahurikar	M.AJMC	Symbiosis International	Rs. 3,60,000 p.a.
93	Disha Kate	M.AJMC	The Indian Express Group	Rs. 3,36,000 p.a.
94	Anuja Diwane	M.Com	RBSM-Accountants & Advisors	Rs. 4,20,000 p.a.
95	Shravani Jutla	M.Com	XL Dynamics	Rs. 3,50,004 p.a.
96	Neha Asif Tamboli	M.Com	WNS Global Services Pvt. Ltd.,	Rs. 3,08,525 p.a.
97	Mahendra Pawale	M.Com	Nemade Engineers Pvt Ltd	Rs. 2,75,383 p.a.
98	Shubham Lokhande	M.Com	WNS Global Services Pvt. Ltd.,	Rs. 2,93,325 p.a.
99	Nikita Madhukar Kongari	M.Com	Go Digit General Insurance Limited	Rs. 2,80,000 p.a.
100	Manjiri Chahande	M.Com	Mphasis	Rs. 2,40,000 p.a.
101	Aakash Dilip Kadam	M.Com	WNS Global Services Pvt. Ltd.,	Rs. 2,20,325 p.a.
102	Nikhil Sunil Dalvi	M.Com	Indiabulls Finance	Rs. 2,09,904 p.a.
103	Vaishnavi Santosh Maind	M.Com	Exl Service.com (India) Private Limited	Rs. 1,20,000 p.a.
104	Ramkrishna Rekulwad	M.Com	Gallagher	Rs. 2,39,309 p.a.
105	Nawaz Momin	M.Com	Esanchalak Solutions & Services Pvt. Ltd.	Rs. 1,08,000 p.a.
106	Benazeer Sayyad	M.Com	Sahyadri National School	Rs. 1,92,000 p.a.
107	Shubham Dhone	M.Com	Oris Technologies India Pvt.Ltd.	Rs. 1,80,000 p.a.
108	Tanmay Pandurang Khade	M.Com	Exl Service.com (India) Private Limited	Rs. 2,10,000 p.a.
109	Mansi Shelke	M.Com	Allstate Solutions Pvt. Ltd.,	Rs. 2,50,000 p.a.
110	Hritik Avinah Pawtekar	M.Com	Amit K. Ganar & Co.	Rs. 1,20,000 p.a.
111	Mandar Shamsundar Gholap	M.Com	VLCC	Rs. 3,00,000 p.a.
112	Vidya Choure	M.Com	iHUM capital Pvt.Ltd	Rs. 1,20,000 p.a.
113	Samprada Vilas Kamble	M.Com	A. R. BAGDIYA &CO.	Rs. 96,000 p.a.
114	Saurabh Panchal	M.Com	D-MART	Rs.1,88,460 p.a.
115	Manpreetsingh Banghad	M.Com	Gallagher Serive Center LLP	Rs. 2,44,642 p.a.
116	Aasiya Ramjan Mulani	M.Com	BURGER KING INDIA LIMITED	Rs. 1,87,200 p.a.
117	Snehankit Choudhar	M.Com	Aegis Support Services Pvt.Ltd.	Rs. 1,85,028 p.a.
118	Anjali Swaminathan	M.Com	Biglidsolutions Pvt. Ltd	Rs. 2,16,000 p.a.
119	Vishal Ashture	M.Com	INFOSYS BPM LIMITED	Rs. 2,37,648 p.a.
120	Mayur Gutte	M.Com	KPMG Assurance and Consulting Services LLP	Rs. 86,000 p.a.
121	Chinamay Bartakke	B.Sc.(Comp. Sci.)	Sir Parshurambhau College	Rs. 2,40,000 p.a.



122	Abhishekh Sunil Shelar	B.Sc.(Comp. Sci.)	DIGIKORE STUDIO	Rs. 1,80,000 p.a.
123	Diksha Baba Pardeshi	B.Sc.(Comp. Sci.)	Cognizant	Rs. 2,15,001 p.a.
124	Rushikesh Anil Shinde	B.Sc.(Comp. Sci.)	Amazon Fulfillment Center	Rs. 1,65,000 p.a.
125	Rddhi Vipul Gala	B.Sc.(Comp. Sci.)	Flairminds Software Pvt. Ltd.	Rs. 3,00,200 p.a.
126	Tejas Ulhas Chavan	B.Sc.(Comp. Sci.)	Vintech Pvt. Ltd.	Rs. 2,50,000 p.a.
127	Vaishnavi Vitthal Gajbar	B.Sc.(Comp. Sci.)	FORSTU Edutech LLP	Rs. 2,16,000 p.a.
128	Sanket Motiram Dobe	B.B.A(CA)	Altera	Rs. 5,45,190 p.a.
129	Diksha Adsul	B.B.A(CA)	SCMAS	Rs. 1,20,000 p.a.
130	Sanskriti Jagtap	B.B.A(CA)	InFERYX	Rs. 1,20,000 p.a.
131	Shubham Chavhan	B.B.A(CA)	Atos	Rs. 2,75,424 p.a.
132	Rohini Jadhav	B.B.A(CA)	MMCC	Rs. 1,80,000 p.a.
133	Himanshu Babar	B.B.A(CA)	BiCH Infotech	Rs. 1,51,633 p.a.

B.Com : Bachelor of Commerce

B.B.A : Bachelor of Business administration

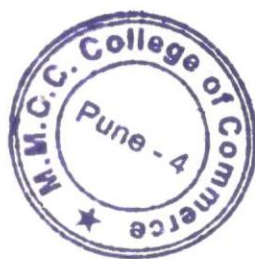
B.B.A(IB) : Bachelor of Business administration(IB)

M.AJMC : Master of Arts in Journalism and Mass Communication

M.Com : Master of Commerce

B. Sc. (Comp. Sci.) : Bachelor of Science(Computer Science)

B.B.A(CA) : Bachelor of Business Administration(Computer Application)



November 01, 2022

Abhinandan Anaras Gaikwad
House No. 529, New Kopre Gaon, Near Kalubai Temple,
Uttamnagar NDA Road, Pune, Pin 411023

LOCATION : Pune

Dear Abhinandan,

Welcome to BDO India!

BDO is a leading professional services organization and are global leaders in the mid-tier segment. BDO India LLP ('BDO India' or 'the Firm') is a member firm of **BDO International**, the 5th largest Accounting Network in the world.

At BDO India, we offer Assurance, Tax, Advisory and Business Services & Outsourcing for both domestic and international clients across a range of industries.

We take pride in offering our service portfolio built on the back of a rich blend of experience and expertise, bringing to fore a work culture that is both client-centric and knowledge driven. We believe in quality underpinning all that we do. Our strategic focus on increasingly using technology to deliver our services, compliments our vision. Bringing innovative thinking to a digitally evolving market is helping us reinstate and better offer our long-standing promise of - delivering quality driven by value and up to date thinking. We endeavor to deliver truly exceptional client service through a tailored solutions approach, while partnering with our employees and clients globally.

We look forward to working with you and wish you a rewarding career with us.

Warm regards,

Meenakshi Ganju
Digitally signed by
Meenakshi Ganju
Date: 2022.11.07
15:05:41 +05'30'

Meenakshi Ganju
Partner & CPO



Appointment Letter

November 01, 2022

Abhinandan Anaras Gaikwad
House No. 529, New Kopre Gaon, Near Kalubai Temple,
Uttamnagar NDA Road, Pune, Pin 411023

PUN2346

Dear Abhinandan,

Welcome aboard!

We are delighted to confirm your appointment as an Assistant with BDO India LLP ('Firm'), in our BSO - Shared Services practice, with effect from **November 01, 2022**, based on the following terms and conditions, which are governed by the Firm Policy in this regard:

1. Designation, Location & Reporting

The designation is for reference only and does not entitle you to any benefit other than or as has been specified in this letter or intimated to you in writing in respect thereof. The Firm retains the right at all times to change, modify, amend the designation or to rearrange the structure, which may impact the above fact.

The position being offered to you, is at our Pune office. However, your services are liable to be transferred from one location to another, anywhere in India as per the requirements of the Firm's business and Firm policies / protocols in this regard.

In light of the COVID-19 pandemic, our Firm has adopted a work-from-home policy. Therefore, in the event you wish to work-from-home from a city other than the base location, which you have been allocated to, you will need to seek the consent of your reporting manager. The Firm through your reporting manager reserves the right to reject such request. Work-from-home facility will be subject to change as per the Firm policy.

Your reporting manager would be "**Manager**", functional reporting to the "**Partner**", unless otherwise decided by the Firm.

2. Compensation

i. Compensation

The total cost to company will be Rs. 3,08,000/- (Rupees Three Lakhs Eight Thousand Only) per annum, inclusive of annual performance linked variable pay and will be payable as per the Firm policy (as amended from time to time), subject to you, being on the payrolls of the Firm on the date of disbursement. Such compensation shall be purely based on your performance. Please refer to the Annexure B for detailed break-up.

CONFIDENTIAL

Page 2 of 12

BDO India LLP, an Indian limited liability partnership firm, with LLP Identity No. AAB 7880, is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms.

Regd. Office: The Ruby, Level 9, North West Wing, Senapati Bapat Marg, Dadar (W), Mumbai 400028, INDIA



Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234405585/Pune/BPS/BTN
Date: 11/08/2023

Ms. Achal Suresh Oswal
402, Avior Aatman
Ekbote Colony
Near Kalmadi Udyan
Pune-411042
Maharashtra
Tel# -

Dear Ms. Achal Suresh Oswal,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **11,660/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.



OTHER BENEFITS

1. Health Insurance Scheme

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

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for Rs. 5, 00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail . For further details, please refer to the policy document

2. Professional Memberships:

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

3. Social Security - Employees' State Insurance:

The company will contribute 3.25% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

4. Compensation Benefits under ESI Act / Employees' Compensation Act:

If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

* Inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act

5. Night Shift Stipend:

Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. **200/-** per shift as per the company policy.

6. Process Specific Stipend:

Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

TERMS OF TRAINEESHIP

1. Traineeship Pre-requisites

Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.



It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with **TCSL** will be discontinued without any notice or notice pay

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

2. **Traineeship Period:**

During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, **TCSL** may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

3. **Hours of Training:**

You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

4. **Leave:**

You will be entitled for leaves as per the company's policy.

5. **Transport:**

TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

6. **Alternative Occupation / Traineeship:**

During the period of your traineeship at **TCSL** , you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company.

7. **Confidentiality, Data and Intellectual Property Protection:**

As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of **TCSL** and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

8. **Work in SBWS mode:**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home



(remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

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

9. TATA Code of Conduct:

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

10. Notice Period:

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

11. Medical Test:

You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute's photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and further employment(if absorbed in Regular Employment) to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

12. Background Check:

Your traineeship will be subject to a background check in line with the Company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background checks are unfavorable or at a variance with your own declarations, your traineeship will be discontinued without any notice.

13. Submission of Documents:

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

- Standard X and XII Mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Passport
- 6 photographs - passport size
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.



Your original documents will be returned to you after verification.

14. Initial Learning Programme (ILP)

On joining **TCSL** as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as **TCSL** may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. **TCSL** continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of ownership and commitment has to come from you.

As **TCSL** progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

15. Letter of Appointment

Your will be issued a letter of appointment on your joining and after completing joining formalities as per **TCSL** policy

16. Personal Data Processing:

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

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

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

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

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

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

17. Terms and conditions:

The above terms and conditions of traineeship are specific to your traineeship period in India.

18. Rules and Regulations of the Company:

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

19. Compliance to all clauses:

You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle **TCSL** in withdrawing this letter of traineeship at its sole discretion.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the Traineeship and this offer will be automatically withdrawn. Post acceptance of TCSL offer letter if you fail to join on the date provided in the TCSL joining letter, the offer will stand automatically terminated at the sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For Tata Consultancy Services Limited.

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



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

Encl: Annexure 1: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms



ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20234405585/Pune/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:



Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

2. Associate's Obligations

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

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by



TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

4. Prior knowledge

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

5. Use of third party material

Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

6. Security policies and Guidelines.

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

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,



acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

- (a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;
- (b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;
- (c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");
- (d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;
- (e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;
- (f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and
- (g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

7. Working in SBWS Framework:

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

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

- a) Will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- b) Will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.
- c) Will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.
- d) Will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.



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

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

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

8. Restriction on Associate's Rights

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

9. No License

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

10. Equitable Rights

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

11. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized



representatives of both parties.

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

Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on _____ .

I hereby accept this Offer and intend to join service on_____.

Name:

Address:

Signature:

Date:



Ref. :

Date : 27/03/2023

Letter of Appointment

Date: 28 December 2022

Name : Aditya Balasaheb Ghodke

Address: Ganga-Complex Flat No.18-A Kharalwadi Pimpri Pune 411018

Appointment as an Junior Accountant

We refer to your recent interview for the above position and are pleased to advise that we are offering you the position with our Company effective from 30 December 2022 under the following terms and conditions

1. SALARY

Your Salary will commence from 9000 per month.

2. WORKING HOURS

Your working hours will be as follows:

Mon-Sat : 9 am to 6 am

3. LEAVE

The annual leave paid will be as follows:-

Employed for 0 – 1 year: 0 days

Employed for 1 – 3 years: 15 days

Employed for 4 – 5 years: 30 days

The maximum leave will be fixed at 5 days. The leave will be taken at interval periods unless requested for special reasons.

No leave will be granted immediately before/after Public Holidays.

4. BONUS

Bonus is dependent upon the Company's profitability and your performance. It is only payable at the end of one year's service.





Unicorn Infosolutions Pvt. Ltd.

102-103/B, Kotia Nirman, New Link Road, Andheri
West, Mumbai- 400 053
Tel: 022-6735 4000.

e-mail: sales@uipl.co.in
Website: www.unicornstore.in

Date: 23rd June, 2023

To,

Aditya Nalage
Pune

OFFER LETTER

Dear Aditya Nalage,

This is with reference to your application and subsequent interview had with us for the post of “**Sales Executive**” at “**Pune**” **Location**, we have the pleasure in offering you the same in our organization on the under mentioned terms and conditions.

1. You Shall join us on **01st July 2023**.
2. You Shall report to the **Area Manager**.
3. Your remuneration shall be **Rs 285,676 CTC PA**.

Your performance will be reviewed by the Management Team. The management has the rights to continue or discontinue services based on your performance.

Your Increments / Promotions will be based on performance reviews.

You are expected to Join us on **01st July 2023** failing which it will be deemed that you are not interested and our offer made to you will stand automatically withdrawn from the mentioned date.

We welcome you to join our esteemed organization.

UNICORN INFOSOLUTIONS PVT LTD.

MR. BRIGHTONLEE FERNANDES
HR HEAD

ANNEXURE – A

Components	Monthly	Yearly
Basic	13895	166740
HRA	6948	83376
ADHOC	5000	60000
Bonus	1157	13884
Gross	22,000	264000
Employee Contribution		
PF	1667	20009
PT	200	2400
ESIC	0	0
Total Deduction	1,867	22409
Net Pay	20,133	241591
Employer Contribution		
PF	1806	21676
Insurance	180	2160
ESIC	0	0
CTC	23,806	285676

UNICORN INFOSOLUTIONS PVT LTD.



MR. BRIGHTONLEE FERNANDES
HR HEAD



Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234379886/Pune/BPS/BTN
Date: 12/08/2023

Mr. Akshay Suresh Chhajed
Shri Mahavira Jaina Vidyalaya
Agarkar Road
Beside Bmcc College
Pune-411004
Maharashtra
Tel# 91-7588175901

Dear Mr. Akshay Suresh Chhajed,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **11,660/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.



OTHER BENEFITS

1. Health Insurance Scheme

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

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for Rs. 5, 00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail . For further details, please refer to the policy document

2. Professional Memberships:

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

3. Social Security - Employees' State Insurance:

The company will contribute 3.25% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

4. Compensation Benefits under ESI Act / Employees' Compensation Act:

If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

* Inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act

5. Night Shift Stipend:

Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. **200/-** per shift as per the company policy.

6. Process Specific Stipend:

Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

TERMS OF TRAINEESHIP

1. Traineeship Pre-requisites

Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.



It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with **TCSL** will be discontinued without any notice or notice pay

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

2. **Traineeship Period:**

During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, **TCSL** may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

3. **Hours of Training:**

You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

4. **Leave:**

You will be entitled for leaves as per the company's policy.

5. **Transport:**

TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

6. **Alternative Occupation / Traineeship:**

During the period of your traineeship at **TCSL** , you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company.

7. **Confidentiality, Data and Intellectual Property Protection:**

As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of **TCSL** and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

8. **Work in SBWS mode:**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home



(remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

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

9. TATA Code of Conduct:

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

10. Notice Period:

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

11. Medical Test:

You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute's photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and further employment(if absorbed in Regular Employment) to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

12. Background Check:

Your traineeship will be subject to a background check in line with the Company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background checks are unfavorable or at a variance with your own declarations, your traineeship will be discontinued without any notice.

13. Submission of Documents:

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

- Standard X and XII Mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Passport
- 6 photographs - passport size
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.



Your original documents will be returned to you after verification.

14. Initial Learning Programme (ILP)

On joining **TCSL** as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as **TCSL** may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. **TCSL** continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of ownership and commitment has to come from you.

As **TCSL** progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

15. Letter of Appointment

Your will be issued a letter of appointment on your joining and after completing joining formalities as per **TCSL** policy

16. Personal Data Processing:

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

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

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

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

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

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

17. Terms and conditions:

The above terms and conditions of traineeship are specific to your traineeship period in India.

18. Rules and Regulations of the Company:

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

19. Compliance to all clauses:

You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle **TCSL** in withdrawing this letter of traineeship at its sole discretion.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the Traineeship and this offer will be automatically withdrawn. Post acceptance of TCSL offer letter if you fail to join on the date provided in the TCSL joining letter, the offer will stand automatically terminated at the sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For Tata Consultancy Services Limited.

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



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

Encl: Annexure 1: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms



ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20234379886/Pune/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:



Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

2. Associate's Obligations

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

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by



TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

4. Prior knowledge

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

5. Use of third party material

Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

6. Security policies and Guidelines.

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

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,



acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

- (a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;
- (b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;
- (c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");
- (d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;
- (e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;
- (f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and
- (g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

7. Working in SBWS Framework:

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

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

- a) Will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- b) Will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.
- c) Will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.
- d) Will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.



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

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

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

8. Restriction on Associate's Rights

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

9. No License

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

10. Equitable Rights

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

11. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized



representatives of both parties.

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

Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on _____ .

I hereby accept this Offer and intend to join service on_____.

Name:

Address:

Signature:

Date:

6th October 2021

To,
Mr. Aneesh Kulkarni,
L - 209, Ramya Nagri Society,
Bibwewadi,
Pune – 37.



LETTER OF INTENT

Dear Mr. Aneesh Kulkarni,

This is with reference to your application and the subsequent interview you had with us. We are pleased to offer you the position of **'Reporter/Sub Editor (Pune Region)'**.

You are requested to carry following original documents & submit photocopies of the same at the time of your joining:

- ✍ PAN Card
- ✍ Aadhar Card
- ✍ Latest Address Proof (Electricity Bill / Telephone Bill / Gas Bill) (Any one of these)
- ✍ Bank Details (Cancelled Cheque)
- ✍ Relieving letter from your previous employer
- ✍ Details of last salary
- ✍ Experience Certificate
- ✍ A passport-size colored photograph

You are requested to report for your duties on Thursday – 7th October 2021 at 10:30 am at Wadala Mumbai Office. If you fail to report for the duty on the date unless otherwise agreed in written the offer shall stand automatically withdrawn.

If on verification at the time of appointment or at a later date it is found that you have furnished wrong information in such cases your services with the company will be liable to termination.

Kindly send us the duplicate copy duly signed by you as a token of acceptance of our offer.


With best wishes,
For **MUMBAI TARUN BHARAT**


Manager
HR & Admin



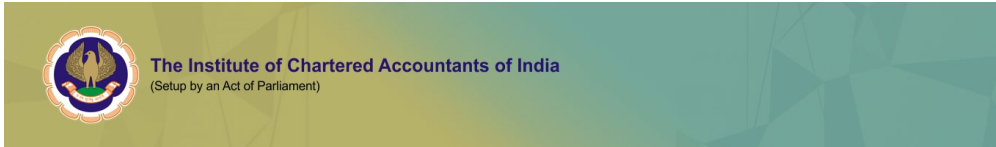
ACCEPTED

Mr. Aneesh Kulkarni

Signature: 

Date: **06/10/2021**





Dear ANIKET RAMBHAU BIDWAI,

This refers to Form 103 of WRO0721800 dated 25/02/2023 for registration as an articled assistant. We are pleased to inform you that WRO0721800 has been registered as an articled assistant under PARTHIVKUMAR SURESHCHANDRA DESAI (042624) with effect from 21/Feb/2023 for a period of 3 Years 0 Months 0 Days.

You are requested to maintain a Monthly Practical Training Record (Ref. annexure to the Training Guide) and submit the required facts in the Report of Practical Training printed in Form 109/108 at the time of termination/completion of articles, as the case may be.

Regards,
ICAI

Note - This is a system generated letter and hence no signature is required.

19-December-2022

To,

Ms. Archana Jadhav

Sub: Offer letter for the position of Loan Processing Officer.

We are pleased to inform you that concerning your interview dated **19/12/2022** at **Exuberant Systems Pvt. Ltd.**, you have been selected for the designation of **Loan Processing Officer**.

Your Training date is 26/12/2022.

- Probation period will be of 2 months from date of joining.
- Standard notice period will be for 3 month
- Company reserve rights to change in notice period.
- 7 Days training period will be non-payable.

Details terms of NAPS (National Apprenticeship Promotion Scheme) and will be provided in separate agreement.

CTC – Bifurcation	
CTC-Per Month	12,000
Deduction	0
Net Take Home	12,000
CTC- Per Annum	1,44,000

Your joining is subject to clear training certification and document verification. NAPS agreement letter will be given to you after successful training certification.

At the time of joining you are required to submit copies of the following documents, please keep originals with you.

- Copy of PAN Card and Adhaar card
- Three Color Photos
- Educational Qualification Documents.
- Copy of Salary Slip & Experience certificates of the previous organization
- Copy of offer Letter
- Existing Bank Account details (copy of Bank passbook first page /Canceled Cheque)

If you agree to these terms and conditions then please report to join training by **26/12/2022**.

Feel free to communicate with us for any further information.

Authorised Signatory ,



Exuberant Systems Pvt. Ltd.

Registered Office - Near Bharat Petrol pump, Mayfair Tower, Tower 2, 5th Floor, Wakadewadi, Shivajinagar, Pune, Maharashtra - 411 003. Email : hr@exusys.com. Contact : +91 8710871404



5th July 2023

To,
Arya Ujjainkar
Suyog Apartment
Infront of Garde Hall,
Karanja Chowk,
Buldana, Maharashtra
Contact Number - 9511827557
Mail Id – aaryaujj@gmail.com

Sub: Offer Letter

Dear Arya,

With reference to the interview you had with us, we are pleased to offer you the position of **“Content Writer”** in our organization for **“Pune”** Location. As discussed, you are requested to join us on or before 10th July 2023. If there is any change in the date of joining, kindly inform us well in advance. If you fail to join on the mentioned date your offer will stand terminated automatically. You will be paid salary as per the discussions you had with us at the time of interview. A detailed letter of appointment will be issued to you at the time of joining. The other terms and conditions of your employment will be specified in the same.

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

- Copies of Qualification Certificates
- Copy of School/ College Leaving Certificates
- Copies of Identification & Address Proof (Passport/ License/Voters Id)
- Previous Employment Relieving & Experience Certificates
- Latest 3 months' salary slips with Bank statement showing salary credits
- Bank Account Details (Copy of the 1st Page of Bank Pass Book/cancelled Cheque)
- 4 recent passport size photographs
- Copy of Aadhar Card & PAN Card
- Medical Fitness Certificate

Kindly acknowledge the duplicate copy of this letter as an acceptance of this offer.

We welcome you to the Yashaswi Family and hope it would be the beginning of a long and mutually beneficial association.

For Yashaswi Academy for Skills,

Mansi Kudale
Talent Acquisition Manager



Offer Letter

Date : Thursday, June 1, 2023

Dear **Atharva Andekar**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Business Development Associate - Inside Sales** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Inside Sales(A)** function subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation, probation and notice periods. As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is Monday, June 5, 2023 . Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to Monday, June 5, 2023, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

Position Details and Compensation Overview

Designation	Business Development Associate - Inside Sales
Department	Inside Sales(A)
Employment Type	Regular
Work Location	TLPL, Prestige Tech Park Rd, Venus Block, ORR Kadubeesanahalli, Karnataka, Pincode - 560087

You will be on probation for a period of 90 from Monday, June 5, 2023 . Your joining salary will be INR 231000 per annum, the mentioned per annum value shall be only applicable during your probation period of 90 days or as per extension of the probation period, subject to your performance and potential for the position you have been hired for. The Company reserves the right to extend your probation period should it deem fit.

Subsequent to completion of the probation period (subject to your performance and discretion of the Company), your compensation will be revised as mentioned below (indicative ranges): -

Fixed Compensation: 4 LPA to 5 LPA depending on the city category

Variable Compensation: Upto 3 LPA

Total Annual Cost to Company: 7 LPA to 8 LPA

You are requested to join the services of the Company not later than Monday, June 5, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,



Deeptha A R
Head – Human Resources
Think & Learn Pvt. Ltd

Terms & Conditions

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.
2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:
 - Provident Fund
 - Income tax deducted at source at the rates applicable
 - Employment/Professional taxes
 - Dues to the company including loans and advances
 - Or any other applicable statutory deductions
3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.
4. Benefits – All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.
This clause is applicable only if there has been a notice-period buyout by BYJU'S.

6. Probation – On joining the Company you shall be on probation for 90 days. During this period, your employment may be terminated by giving you a notice of 1 days. You are also at liberty to resign from the services of the Company by giving 1 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

7. Separation and Notice Period – Subsequent to completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 15 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to

be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

- The Company will be entitled to terminate your services by giving you 15 days of notice in writing, or by payment of 15 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 15 days of notice in writing or 15 days of salary in lieu of such notice.
- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

8. The detailed breakup of CTC will be shared in your appointment letter. The revised salary structure post probation will be shared in the salary revision letter.

Atul Waghmare **Job ID** External > Inbox x



Atul Waghmare <atulw020@gmail.com>
to me ▾

Maha Sports

Job ID: DG-005

Job Position: Content Head

↩ Reply

➦ Forward

The image shows a LinkedIn profile page for Atul Waghmare. At the top, there is a search bar and navigation icons for Home, My Network, Jobs, Messaging, and Notifications. The profile banner features a large image of a cricket stadium with a laptop in the foreground and a circular profile picture of Atul Waghmare. Below the banner, the name 'Atul Waghmare' is displayed with '(He/Him)' next to it. The profile status is 'Open to work as a Senior Content Writer'. The location is 'Pune, Maharashtra, India' and there is a 'Contact info' link. Below this, there is a link to follow on Instagram and statistics showing '574 followers · 500+ connections'. At the bottom, there are three buttons: '+ Follow', 'Message', and 'More'. On the right side of the profile, the affiliation 'Marathwada Mitra Mandal's College of Commerce, Pune 4' is listed.

Name of Student: Atul Waghmare

Position: Senior Content Writer & Head JOB ID: DG005

Batch:2021-2023

Company: MAHA Sports

Link: <https://mahasports.in/>

Dear Ms. Avantika Pawar,

In response to your application & subsequent interview, with great pleasure we would like to inform you that, you have been selected as **GT – Inside Sales Representative** at Vintech Electronic Systems Pvt Ltd. Pune.

Your date of joining will be from **Monday 10th April 2023**.

Post your technical evaluation, we are offering you Rs. 18,000/- per month stipend.

Kindly acknowledge the same.

If you have any questions, please feel free to reach out to me during office hours.

Looking forward your long & fruitful association with us!



Amruta Gadkari

HR Manager

Vintech Electronic Systems Pvt. Ltd.

amrutag@vintechin.com | www.vintechin.com

KOEL/HR/27348
April 14, 2023

**Ms. Rutuja Nagpure,
Lohar galli, Bhingar,
Ahmednagar, 414002**

Dear Rutuja,

We are pleased to offer you a position of “**Jr. Officer**” (**MO6-II**) in our **Finance Department** of **Corporate Business Unit** at **Pune**. As per company policy, based on business exigencies, you may be transferred to any other section / department / division or any of the subsidiaries of the Company in future.

The salary and other perquisites offered to you are detailed in the Annexure.

Either party can terminate the appointment by giving **three months’** notice in writing. Any shortfall in the notice period can be adjusted against the balance privilege leave or notice pay, considering exigencies of work, at the discretion of the concerned SBU / Functional Head.

In the event you are sent abroad for the purpose of training or exposure to gain knowledge you will have to execute a bond depending upon the investment made by the organization.

As per Company policy your age of retirement will be **58 years**.

During the course of employment, you will abide by the policies and rules as are in force or as amended from time to time.

You will not accept any gainful employment or office of profit during the course of your employment with us.

Kirloskar Oil Engines Limited
A Kirloskar Group Company

Regd. Office: Laxmanrao Kirloskar Road,
Khadki, Pune, Maharashtra - 411 003 India.
Tel: +91 (20) 25810341, 66084000
Fax: +91 (20) 25813208, 25810209
Email: info@kirloskar.com | Website: www.kirloskaroilengines.com
CIN: L29100PN2009PLC133351

Offer Letter

Inbox



Yashraj padiyar Aug 19

Hi Anjali This is to inform you that you are selected for bigleads solutions pvt ltd,



Draft Aug 19

to Yashraj, Nilesh, Ankita



I accepted.

On Sat, Aug 19, 2023, 5:02 PM Yashraj padiyar <hr@bigleadssol.com> wrote:

Hi Anjali

This is to inform you that you are selected for bigleads solutions pvt ltd,

Please Accepted the offer letter if any query please contact us. . . .

CPM



Tejas Sanjay Sawant
Merchandiser

Employee Code: 70261

Blood Group: O+

Project: Nestle

Emergency Contact No: 8459475977

Location: Pune

CPM INDIA SALES & MARKETING PVT. LTD.

3 EF, 3rd Floor Rushabh Chambers,
Makwana Road, Marol, Andheri East,
Mumbai - 400059. Tel : +91-22-49039100

inspirational

influential

human



Anup Dalvi

Employee No. : 90075531

A handwritten signature in black ink, appearing to read "H. S. Dalvi", written over a horizontal line.

Issuing Authority



Monday, August 16th, 2023

Dear **Ranjit Patil**,

We are delighted to offer you the full-time position of **Cyber Security Intern** with an anticipated start date of August 16th, 2023, contingent upon background check, documentation review etc.

As the **Cyber Security Consultant**, you will be responsible for the Cyber Security engagements of our customers in India & Globally.

Your working hours shall be decided on the amount & type of work involved. However, the official timings are from 09:30 to 18:00 You shall be based out of our Lab in Pune.

The starting compensation for this position is **INR 10,000.00** per month. Payment will be via direct credit to your bank account, details which you need to furnish at the time of joining.

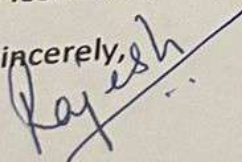
You shall be on probation for a period of 3 months from the starting date. Post confirmation any enhancement in the compensation shall be discussed.

We expect our resources to spend at least 12 months with us since we will be spending a lot of time and effort as well as resources to train you. A notice period of 2 months is required before release from projects.

Documents such as Aadhaar is required to be provided for identity verification. This letter is not a contract indicating employment terms or duration.

Please confirm your acceptance of this offer by signing and returning this letter.

Sincerely,


Candidate Signature: _____

Candidate Printed Name: Ranjit Patil

Date: 16/08/2023



PREMIUM
Your Addition in Transmission

PERSONAL & CONFIDENTIAL
(IN DUPLICATE)

Ref: PTPL/2023/Offer/399

Date: 04th July 2023.

Mr. Mitesh Namdev Araskar
H No 13, Yash Vishwa Appartment,
Old Sangvi, Pune - 411027
Mob: 7385303111
Email: mitesh.araskar10@gmail.com

Sub: Offer for – Internship in Information Technology Dept. (IT).

Dear Mitesh,

We are happy onboarding you as IT Intern in Premium Transmission Private Limited.

You will be inducted to the role and organization on 04th July, 2023.

The period of your internship is 12 months.

Duration: 04th July, 2023 to 03rd July, 2024.

You will be provided stipend of Rs. 20,000/- (Rupees Twenty thousand only) per month.

Stipend solely depends on your performance and the longevity of stay depending on the availability of your project.

Kindly sign the duplicate of this letter as a mark of acceptance.

Your internship will be guided by Mr. Amit Waghmare – Deputy Manager - IT

Your place of joining will be Premium Transmission Private Limited, Pune.

Address: Premium House, Old Pune Mumbai Highway, Chinchwad, Pune - 411019

Looking forward to your joining and hope you have an exciting learning opportunity.

Yours faithfully,

For **PREMIUM TRANSMISSION PRIVATE LIMITED**


Authorized Signatory

GEAREDUP
Solutions for Life

Premium Transmission Private Limited.

Registered Office: Premium House, Old Mumbai-Pune Road,
Chinchwad, Pune - 411019, India. | Contact: +91-20-66314155
info@premium-transmission.com | CIN: U0119PN1983PTC133199



EY Global Delivery Services India LLP
3rd Floor, Tower 'C',
RMZ Infinity, Old Madras Road,
Benniganahalli, K.R. Puram,
Bangalore - 560016
Karnataka, India

Tel: +91 080 6681 3000
Fax: +91 080 6681 3334
ey.com

16 October, 2023

**Mr Ganesh Mahadev Kendre
Second Floor, Trimurti Apartment, Parvati-Gaon,
Opposite Narendra Electronics,
Pune,
Maharashtra - 411009**

**Contact No: 7887509220
Email: gkendre17@gmail.com**

Dear **Ganesh**,

Subject: Offer letter

With reference to your application and the subsequent interview you had with us, we are pleased to make this offer to you on a fixed term contract in "EY Global Delivery Services India LLP "(the " Firm") subject to the following terms and conditions:



Sep 4, 2023

Rohan Manoj Kasat
Mumbai

PRIVATE AND CONFIDENTIAL

Employment Offer Letter and Terms and Conditions of Employment

Dear Rohan Manoj,

We are pleased to offer you employment with PricewaterhouseCoopers Service Delivery Center – (Bangalore) Private Limited ("Company" or "PwC AC Bangalore") in the position of **Associate 2**. Your work location will be **Mumbai**. Reporting lines and location are subject to change depending on business requirements. The title, roles and responsibilities may also be varied from time to time as may be evaluated and considered appropriate by the Company and in accordance with the policy of the Company.

If you accept this offer, your commencement date with us will be on or before **10 October, 2023**, or such other date as may be communicated by us to you in writing ("**Employment Commencement Date/ Date of Joining**").

Remuneration Package:

1. Gross Salary:

You are
The c

2. Incentive Compensation:

In addition to the annual compensation as mentioned above, you may also be eligible for bonuses from time to time, as may be set forth in the respective incentive compensation programs, as applicable to your position.

Under the Company's current incentive programs, you may be eligible for an Annual Performance Bonus, as applicable to your position. The amount and timing of, and eligibility for, any bonus shall be at the sole discretion of the Company. Bonuses and rewards are provided by the Company as an incentive for your continued employment with the Company; therefore, in order to earn, and be eligible to receive a bonus, you must be actively employed by the Company on the date such bonus or reward is to be paid. The Company may at any time and in its sole discretion amend, suspend, vary and modify any of the terms and conditions of the incentive compensation programs, guidelines and policies.

3. Benefits:

You will be eligible for Company sponsored India specific benefit programs such as gratuity, provident fund, group medical insurance for the employee and his/her family, life insurance and accident insurance for the employee. You are also eligible for the executive health check-up plan, for a free annual health check-up which contains a series of tests.

Other Terms: Please read the following terms and contact us with any questions that you may have.

1. Employment Agreement:

Once you accept this offer, you will be required to sign an employment agreement ("**Employment Agreement**"), the format of which is attached to this Offer Letter. Your employment with the Company will be on the terms of this Offer Letter and the Employment Agreement until the end of your employment with the Company.

2. Working Hours:

You will be required to work, for such hours as are reasonably necessary to meet the Company's requirements, in a variety of locations and for proper discharge of your duties. The working hours will be consistent with Company's policies and will include such reasonable working hours as might be required for performing your duties competently and to meet the Company's requirements. You hereby agree and volunteer to work during the night shift, as and when the Company feels that your services are required. You confirm that you have no objection whatsoever to work during the night shift, as per the Company's policies.

3. Promotion and Salary Review:

08-06-2023

Shreenee Keskar

B-2, Mahendra Residency, Near Lokhande Hospital, Dharmapuri, Wai - 412803

OFFER LETTER

Dear Shreenee,

This has reference to your application and the subsequent discussions you had with us on the following terms and conditions:

1. **Position:** You are being offered as “ **PR Executive** ”
2. **Department:** Social Rajniti
3. **Date of Joining:** 15-06-2023
4. You will initially be working from Pune.
5. Your appointment is always subject to your being medically fit.
6. **Compensation and Benefits:** Your target annual salary (on permanent roll) will be 3,00,000.00 p.a. During this period, we will be evaluating your skills and the ability to stand apart, the salary progression shall take place based on the annual revision process and on your annual performance rating.
7. **Posting & Transfer:** Your place of work, in the first instant, is as indicated above. However, you can be transferred temporarily or permanently for duty anywhere in India, depending upon the needs of the organization. Your service may be transferred to any office of the company or its associate organizations in India or abroad depending upon the exigencies of work. You will be governed by the transfer rules prevailing in the company at any given point of time.
8. **Probation:** You will be on probation for a period of 3 months, from your date of joining, after which your performance will be evaluated. You will be confirmed in your appointment on successful completion of the said probationary period. It may get extended by further period of 1 month if your performance is not found satisfactory based on the Check-ins. If no confirmation is made at the end of the probationary period, it will be deemed to have been confirmed until the company gives you an extension in writing. During the probation period either party may terminate this agreement by giving notice as mentioned in the policy or salary in lieu thereof is given. Unless it is communicated to you that you are confirmed in writing, you will be deemed to be under probation.
9. **Notice period:** For the period of probation, the notice period shall be 30 days. After confirmation, the notice period will be of 60 days. The company, by stating their intention to do so, in writing may terminate this employment at any time by providing a notice period of 30 days. However, no exit letters will be provided if you fail to complete the mentioned notice period. This clause may vary from time to time based on the position and the role you are managing and discretion of the management.
10. **Confidential Information:** You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will

Date: 2 November 2022

Mr. / Ms. Bhavna Shendge

Dear Bhavna,

We have pleasure in appointing you as **Process Associate**, in our organization. While you will be initially based at our **Pune Office**, the Company reserves the right to transfer your services or place you in any other capacity or location that it may decide from time to time.

1. Date of joining

Your appointment is effective from the date of joining which shall be as early as possible but not later than **07-Nov-22**

2. Salary

Your compensation will be **Rs. 2,44,642/- (Rupees Two Lakhs Forty Four Thousand Six Hundred and Forty Two Only)** per annum, on a **cost to company (CTC)** basis. The breakdown of the CTC will be as specified under various line items as set out in Schedule A. Statutory deductions such as Income Tax, Profession Tax, and Employee Provident Fund would be deducted in line with the prescriptions of the respective Acts. Your compensation is strictly confidential and may not be shared with anyone.

3. Salary review

Your salary will be reviewed as per company policy subsequent to successful completion of probation. Your increment in the grade is discretionary and will be subject to and on the basis of effective performance and results during the year.

4. Performance Based Incentive

Your incentive is calculated at **4%** of your fixed emoluments, i.e. **Rs.8846**, which is a part of your total emoluments as mentioned in **Annexure-I**. This component is linked to your Performance and shall be governed by the Company rules and policy, you are eligible to earn up to **200% of your Performance Incentive**. Your incentive payout will happen monthly.

5. Leave

You will be entitled to leave as per the rules as made applicable to your cadre from time to time. In the first three months from the Date of Joining, you are not eligible for any leave. Violation of leave policy can lead to termination as per Company Policy.

6. Retirement

The retirement age is 58 years.

7. Probation & Confirmation:

You will be on probation for 6 months from the date of commencement of your services. The Company may at its discretion, extend such probationary period subject to your performance. During the Probation Period, your services are terminable by **30 days'** notice by either party. On completion of six months it will be an automatic movement to permanent roles, unless otherwise notified. On confirmation, your employment will be subject to termination on **'60 days'** notice by either party.

8. Other Work

Your position is a **whole time employment** with the Company and you shall devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as share-holder or debenture holder) in any other trade or business during the employment with the Company, without permission in writing from a Director of the Company.

Gallagher Service Center LLP

Regd. Office: 401 A,B,C,D,E,F and G, Delta #2, Gigaspace IT Park, Vimannagar, Pune - 411 014, Maharashtra (INDIA) Tel. : +91 20 6625 1700

Brigade Magnum, 1st Floor (Wing-A) & 2nd Floor, International Airport Road, Amruthahalli, Kodigehalli Gate, Hebbal, Bengaluru - 560 092, (INDIA) Tel No.: +91 80 4034 3434 / 6191 6000

LLPIN: AAL- 5010 - ('Registered with Limited Liability')

(Formerly known as Gallagher Operations Support Services Private Limited (CIN: U72900PN2006PTC128475) up to February 07, 2017)

9. **Working hours**

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

10. **Responsibilities**

You will always need to be aware of the responsibilities and duties attached to your position and conduct yourself accordingly. Your work in the Company will be subject to the rules and regulations of the Organization as promulgated and modified from time to time in relation to conduct, discipline and other conditions of service.

11. **Travel**

You will be required to undertake travel on the Company's work and your travel expenses will be reimbursed as per the travel policy and rules applicable to your level.

12. **Confidential information**

12.1 "Confidential information" shall mean and include, but not be limited to the Company's product schematics, drawings, software (object code & source code), data, database, product plans, designs, protocols, prices, finances, marketing plans, business opportunities, personnel related information, sales and customer information, business policies, practices and strategies, information received from other entities which the Company is obligated to keep confidential, and research and development results which have not been:

- previously published or disclosed to the general public;
- previously available without restrictions; and
- which information the Company desires to protect against unrestricted disclosure or use.

12.2 "Confidential information" will however, not include information that:

- is or enters the public domain through no fault of yours
- is known and has been reduced into tangible form by you prior to the time of disclosure
- is independently developed by you without access to or use of the proprietary information
- is generally made available to you by the Company without restriction on disclosure or
- is disclosed by you with the Company's written consent.

12.3 You will not at any time, without the written consent of a Director, make copies or disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs, administration, software or project being carried out, whether the same may be confined to you or become known to you in the course of your service or otherwise.

12.4 By accepting the present terms of appointment, you are acknowledging that the Company is the proprietor of the confidential information as detailed in paragraph 12.1.

12.5 By accepting the present terms of appointment, you are further acknowledging that the "Confidential information" as aforesaid, is being exposed to you in trust and that the same would only be used by you for and in the interest of the Company and particularly in order to further the purposes of your employment with the Company. The aforesaid "Confidential Information" will not be used or disclosed by you, during the course of your employment with the Company, for the benefit of any other entity or person, without the written consent of the Board of Directors of the Company.

12.6 You will not, after the termination of your employment with the Company, use the "Confidential Information" as aforesaid, either personally or during the course of employment with your future employers.

12.7 You acknowledge that the restrictions imposed under the present terms of employment are reasonable and are necessary in order to protect the Company's legitimate interests and that the violation by you of these restrictions would cause damage to the Company entitling it to, *inter alia*, injunctive relief.

13. **Intellectual Property Rights**

13.1 "Intellectual Property Rights" shall mean all intellectual property (whether registered or not registered) created, developed or acquired by the Company in respect of its products, including but not limited to copyrights, trademarks, designs, trade secrets, confidential information and patents.

13.2 You acknowledge the ownership of the Company in respect of all Intellectual Property associated with its products and undertake that you will not, either during or after the termination of your employment with the Company, infringe, cause to infringe or abet the infringement of these rights.

13.3 The ownership of any Intellectual Property that you may create or develop for the Company, during the course of your employment, will vest in the Company, for all territories in the world and for their entire term of protection, your remuneration being a adequate consideration.

14. Protection of interest

If you conceive any new or advanced methods of improving processes, systems or software in relation to the operation of the Company, such developments will be fully communicated to the Company and will be and remain the sole right/property of the Company.

15. Past records

If any declaration given or information furnished to the Company prove to be false or if you are to have willfully suppressed any material information or if you violate any of the terms and conditions of appointment, in such case, you will be liable to be removed from services without any notice.

16. Termination notice

On successful completion of the service agreement /Probation your employment is terminable by two months (60 days) notice on either side or either Party is not bound to give any reason thereof. Your release/relieving will be subject to you serving the one months notice period and satisfactory handing over of your duties, responsibilities, company documents, company assets, etc. to the company.

17. After termination

On termination of employment you will immediately deliver-up to the Company all its properties including correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, floppy diskettes, magnetic media, effects or records, etc. and shall not make copies or retain any of these items.

18. Abandonment

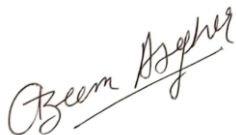
You shall be punctual and regular in your attendance. If you remain absent for 2 consecutive days or over-stay beyond sanctioned leave by 2 or more consecutive days, you shall be deemed to have voluntarily separated / abandoned from the services of the Company and lose right on the job.”

19. Conditional offer

This is a conditional offer subject to successful completion of Reference check and Background verification. You'll be intimated once these formalities are completed.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter.

Yours faithfully,
For Gallagher Service Center LLP



Azeem Asgher
Senior Business Leader – Human Resources

I agree to accept employment on the terms and conditions mentioned in the above letter of appointment.

Date:

Signature:

Annexure – I

Emoluments A	Per Annum	Per Month
Basic	168733	14061
House Rent Allowances	18000	1500
Statutory Pay	14173	1181
Employer's Contribution to Provident Fund	20248	1687
Fixed Emolument	221154	18430
Performance Based Incentive**	8846	737
Emoluments Total (A)	230000	19167
Benefits B		
Employer's contribution to ESI	6530	
Gratuity***	8112	
Benefits Total (B)	14642	
Cost To Company (CTC): Total (A+B)	244642	
Deductions		
Employer's Contribution to Provident Fund		1687
Employee's Contribution to Provident Fund		1687
Employee's Contribution to ESI		126
Professional Tax		200
Net pay		14729

In additional to above compensation:

- You will have the potential to earn overtime amount of Rs.1500/- (approx.) per month.
- You can earn incentive of Rs.4, 000/- upon clearing international domain certification.

This appointment letter is subject to clearance of Background Verification Check.

Name: _____

Place: **Pune**

Signature: _____

Date: _____

Annexure - II

Components	Description
Statutory Pay	Paid in advance on monthly basis as per Payment of Bonus Act. Amount is subject to change basis statutory amendments applicable for the state.
House Rent Allowance	Paid monthly and is subject to tax exemption on submission of relevant documents as per Income Tax rule at the end of Financial Year
Employer Contribution to PF	Company's contribution to Provident Fund - 12% of Basic Salary capped at Rs.21600 per annum. Amount is credited to employee's PF account directly.
Special Allowance	Special allowance is a taxable allowance. This is subject to review and may change or be adjusted against other components of Total Emoluments at company's discretion
Performance Based Incentive	* Paid monthly up to 200% of the amount indicated above and is linked to your monthly performance rating.
Total Emoluments	* Sum of fixed Emoluments & Performance based Incentive. Salary increments are done on this component and not total CTC which includes benefits.
Employer Gratuity	*As per Payment of gratuity Act - Eligible for payout on completion of 5 years at the time of separation
ESI Employer contribution	*As per Employees State Insurance Act -Contribution by employer to facilitate medical benefits. Is currently at 3.25% of monthly earnings
Mediclaime Insurance	Applicable Only if you don't fall under ESI Bracket. Premium for Insurance coverage as indicated below: Medical insurance cover of Rs. 2 Lakhs Accident Cover 1 time annual CTC, Term life coverage up to 1 time annual CTC(in case of demise)
Night Shift Allowance	*Amount is paid for the days worked in nightshift as per policy. Allowance is subject to change as per managements discretion

***Salary components are subject to changes as per Management Discretion**

Name: _____

Place: _____

Signature: _____

Date: _____

ANNEXURE – III
DECLARATION CUM UNDERTAKING

- I. I, Mr./Ms. **Bhavna Shendge** have been issued the Offer Letter by Gallagher Service Centre LLP (hereinafter referred to as “**Company**”) for the position of **Process Associate**. As a part of my employment with, the Company, I’m given to understand that I will be issued a HP make laptop along with the other joining formalities.

The laptop issued to me by the Company with the below mentioned understanding:

- a. The laptop issued is solely for official purpose.
- b. I shall acknowledge the receipt of the laptop via email to gsc_recruitment_pune@ajg.com
- c. I shall be fully accountable for the theft, loss or damage to the Company property and materials and shall be liable to replace or pay equivalent amount to the Company in the event of the same. The Company retains the right to deduct the amount from my salary in case of theft, loss or damage to the property.
- d. I shall not disclose the system password to anyone.
- e. I shall not leave my laptop unattended. I would be personally responsible for its misuse of any nature when I am away.
- f. I shall not share Company's proprietary/ confidential information with anyone.
- g. I shall not misuse the Internet access facility granted to me.
- h. I shall not do personal work on the office computer / system.
- i. I shall take print out of mails and/or documents only when absolutely necessary.
- j. I shall always try and ensure not to download any type of software from any source at any time whatsoever. If required for any official purpose at any time, approval from IT department will be taken in writing to make sure such software are scanned properly before use, and such software will be downloaded legally and with IT department's consensus.
- k. I shall not use personal systems / laptops unless expressly allowed in writing by IT department.

II. I understand that:

- a. The Company’s IT and other assets provided to me shall always remain the property of the Company and not of any individual.
- b. The In-house developed software and data is the Company’s exclusive property and shall not be used for any external purpose under any circumstances.
- c. The Company reserves its right to amend, modify, rescind, delete, supplement or add to the provisions of the said declaration cum undertaking, as it deems appropriate from time to time in its sole and absolute discretion.
- d. It shall be my responsibility and obligation to return the laptop and all the Company provided materials and properties to the Company’s [specific department or personnel if any] upon termination of my employment with the Company.

III. I fully agree and accept that it is my personal responsibility to adhere to the Company's IT. policy and any amendment / modification thereof and to comply with all of the provisions stated therein in true letter and spirit. I understand and am accountable for any consequence or any misuse of the Company’s system. I further undertake to abide by the IT policy guidelines as a condition of my employment and my continuing employment in the Company.

IV. I acknowledge that the confidential information and inventions is/are valuable, special and unique and that in the event of breach of any terms/obligations/conditions of this declaration cum undertaking will result in irreparable harm/injury to the Company and therefore, I agree that, in the event of breach or threatened breach of any terms/obligations/conditions of this declaration cum undertaking by me, the Company shall be entitled to a temporary, preliminary and/or permanent injunctive relief in addition to and not in lieu of any other legal or equitable relief including monetary damages; and without prejudice to foregoing I agree to indemnify and keep indemnified, without demur, the Company from and against any and all losses, liabilities, claims, expense, damages, costs (including but not limited to advocate fees, litigation cost), which the Company may suffer/incur as a result of breach of any terms/obligations/conditions of this declaration cum undertaking and/or the offer letter by me.

V. I accept and agree that this declaration cum undertaking is a part of my employment agreement with the Company or offer letter issued by the Company to me and shall be read and understood in conjunction with the same.

Ref: RSD/2023/HR/00327

Date: 28th August, 2023

Bhumika Deepak Oak

D/O Deepak Oak
H- 9 Premsagar, Station rode
P.C.M.C. rode, Shantinagar
Pune City
Pune
Maharashtra – 411033

Sub: Letter of Offer of Employment – **Content Specialist**

Dear Bhumika,

Following our recent discussions, we are delighted to offer you the position of **Content Specialist** with Rubicon. Upon joining Rubicon, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice. Please find attached your compensation structure in **Annexure A**.

As a member of Rubicon team, we would ask for your commitment to deliver outstanding quality and results that align with Rubicon's mission & vision and exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Rubicon. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

1. Your base location would be **Pune**. This offer letter shall be valid for joining on or before **29th August, 2023**. You may be offered Work from Home on a temporary basis but your regular work location would be company office in your base location.
2. This offer is valid subject to positive background verification. This letter will stand revoked if it comes to light at any point of time that any information provided by you before onboarding is found to be incorrect, even if inadvertently.
3. Please note that for the first six months of your tenure at Rubicon you would be under probation. In case of separation during the probation period you are required to render a notice period of 2 months or compensation in lieu. The appointment letter would be issued to you on successful completion of joining formalities. From the day of onboarding you would be governed by the HR policies of the organization as applicable.

4. On the day of joining the company, you are requested to produce the following documents,

- a) Photocopies of education qualifications (10th, 12th, Graduation & Post Graduation if applicable) along with the originals.
- b) Date of Birth certificate along with the original.
- c) Relieving letter from all previous employers
- d) Experience letter from all previous employers
- e) Two references (professional), preferably your supervisors in last two organizations.
- f) Last 3 month's Salary Slip of the last employer
- g) PAN Card
- h) Aadhar Card
- i) Two Passport size colour photographs (with white background).

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,

SANJUKTA
BISWAS
Sanjukta Biswas
Manager – Human Resources

Digitally signed by
SANJUKTA BISWAS
Date: 2023.08.28 17:39:40
+05'30'

With the signature below, I accept this offer for employment along with all the terms & conditions mentioned in this letter.

Signature

Name

Date

This document contains confidential information and sharing of this document for any purpose with anyone will be with prior permission of Rubicon. This document is valid only with Digital Signature of the authorized person

ANNEXURE - A

EMPLOYEE DETAILS		
NAME	Bhumika Deepak Oak	
DESIGNATION	Content Specialist	
LOCATION	Pune	
REPORTING MANAGER	Dhanya Narayanan	
2 UP MANAGER	NA	
SALARY STRUCTURE		
DESCRIPTION	MONTHLY	ANNUALIZED
Fixed Salary		
Basic Pay	13000	156000
House Rental Allowance	5200	62400
City Compensatory Allowance	257	3084
Conveyance Allowance	1400	16800
Driver Allowance	0	0
Petrol Allowance	0	0
Leave Travel Allowance	1083	13000
Medical Allowance	1500	18000
Provident Fund – Employer’s Contribution	1560	18720
Advance Statutory Bonus	1200	14400
A Total Fixed Salary	25,200	302,404
B Total Incentive	0	0
Annual Components		
Gratuity		22533
Premium GPA		-
Premium GMC		-
C Total of Annual Components	0	
CTC (A+B+C)	25,200	324,937
Sum Assured under GPA		NA
Sum Assured under GMC		NA
Sum Assured under ESIC		NA
IMPORTANT NOTES		
<p>1. All the figures mentioned above are in Indian Rupee</p> <p>2. Our salary structure is based on various factors including prior experience, current capabilities, role fitment, internal parity across company etc... Therefore, your compensation is unique to you. You are expected to seek any clarification from your reporting Manager & 2 Up Manager, if required. The salary structure may undergo changes as per new guidelines, norms, rules, etc. as promulgated by the relevant statutory authorities.</p> <p>3. The incentive component if mentioned in "B" above would be accrued upon attaining the agreed deliverables every month. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Rubicon for the calendar year and will be paid to you only if you are active on Rubicon's payroll on the day of the payout of the incentive.</p>		



Offer cum Appointment Letter

February 14, 2023

Name: Gaurav Raju Pavale
Mob: 7218476782
Email: pavalegaurav@gmail.com

Dear Gaurav,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Messenger** with us on the following terms and conditions:

1. Date of Appointment

Your appointment is effective from **February 15, 2023**.

2. Posting

Your posting will be at our client site, **Pune, PMU Pune Location**.

3. Cost to Company

You will be paid an annual emolument of **Rs.300000/- (Rupees Three Lakhs Only)**. For detailed Break-up kindly refer the Annexure I.

4. Working hours

Normal hours are as determined by the company but your responsibility is to ensure that the assigned deliverables are complete within the allocated duration.

5. Probation

You shall be on a probation period of three months.

6. Travel

Any work-related travel will be paid by the company as per the expense policies of the company. A copy of this policy will be provided to you by your HR coordinator.

7. Joining Formalities

This offer is subject to your completing joining formalities as specified in Annexure II and your confidential report being found satisfactory from the references provided to us.



8. Confidential Information

You will not at any time, without the written consent of the management disclose or divulge or make public except when ordered by the court of law any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

Your appointment is made based on the information given by you in your application for employment. If any information given by you is found false or incorrect then S2 reserves the right to take the appropriate action as defined within the limits of the law

You shall be bound by the rules and regulations as defined in the corporate policies of S2 InfoTech International. Ltd., which will form part of your terms of employment.

9. Termination

Your services can be terminated by either party after giving one month notice. If your services is terminated at the initiative of the employee, the company reserves the right to insist on full compliance to the notice period and may initiate appropriate legal remedies should the employee violate the provision of notice

Please note that you are expected to keep the salary package strictly confidential and you cannot discuss or divulge any details to any of your colleagues.

If the offer is acceptable to you, you are requested to get in touch with us on your joining day to complete your joining formalities.

The above terms and conditions as specified, you are requested to sign on the copy of this letter and submit the same to us on your joining day or you can courier us at below mentioned address below:

**S2 InfoTech International Limited,
1011 - 1015, Raheja Chambers,
Free Press Journal Street,
Nariman Point, Mumbai 400 021 India.
Contact No. 61520055**

We look forward to have you on our team.
Best Regards,
For S2 InfoTech International Ltd.

**Rohit Vare
Sr. Executive – HR**

ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood the above terms and conditions and hereby signify my acceptance of the same.

SIGNATURE: _____
Gaurav Raju Pavale

DATE: _____



Name: Gaurav Raju Pavale
Mob: 7218476782
Email: pavalegaurav@gmail.com

Annexure I

Compensation Structure		
Employee Name	Gaurav Raju Pavale	
Designation	Messenger	
FIXED COMPONENT	Amount/Month	Amount/Annum
Basic	15,100	181,200
HRA	3,775	45,300
Advance Statutory Bonus	1,300	15,600
Other Allowance	1,349	16,188
Total Salary (Gross)	21,524	258,288
Retirals & Other benefits		
PF (Employer's Contribution)	1,950	23,400
Gratuity	726	8,712
Mediclaim Insurance	650	7,800
Accidental Death Insurance	150	1,800
Cost to Company	25,000	300,000
Deduction		
PF (Employee's Contribution)	1,800	21,600
Professional Tax	200	2,400
Total Deduction (D)	2,000	24,000
Net Take Home (A - D)	19,524	234,288

****You are eligible for Gratuity, on separation after 5 years of continuous service, payable as per payment of Gratuity Act.**

**** Mediclaim Insurance & Accidental Death Insurance is applicable only for Employee**



Annexure II

1. Photocopy of Birth Certificate / S.S.C. Certificate / School Leaving Certificate
2. Photocopy of final year mark sheet
3. Photocopy of Degree / Post Graduate Degree passing certificate
4. Previous employment certificate (Experience)
5. Previous employment relieving letter
6. Certificate of last drawn salary / salary slip
7. Certificate giving details of Salary paid and tax deducted in the current financial year (Form 16)
8. Photocopy of Passport / if applied, any other residential proof for Bank account opening
9. Photocopy of Aadhar Card / PAN / Acknowledgement of PAN Application
10. Three colored photographs (ID Card Size)

May 18th, 2022

Mr. Himanshu Babar

Subject: Appointment Letter

Dear Mr. Himanshu,

This has reference to your interview on May 17th, 2022. We are pleased to offer you an appointment with us as **Software Engineer** at **BiCS InfoTech Private Limited**. The terms and conditions of your employment are as follows.

Section-I: Administrative

- | | | | |
|----|--|---|--|
| a) | Your Position | : | Software Engineer |
| b) | Your Senior Officer
to whom you will report | : | Team Leader or any other senior official(s) of
BiCS |
| c) | Location | : | Pune. |
| d) | Address | : | Pune Office – C/o Empirical Pvt Ltd.
405, Fourth Floor, Navle Icon,
Near Navle Bridge, Bangalore- Mumbai Highway
Above Hyper Market Narhe, Pune-411041 |
| e) | Hours of Work | : | Normally 9 hours a day, 6 days a week |
| f) | Reporting Date | : | 18th May, 2022 |
| g) | Nature of Duties | : | You will be responsible for assigning the Team
Leader OR any other senior official(s) of BiCS
on all matters assigned to you. |

Registered Office:

BiCS Infotech Private Limited,

Office Number 405, Fourth Floor, Navale Icon, Near Navale Bridge, Pune 410041 (Maharashtra, India)

Tel: +917263028751 +917410000893 Website: www.bicsinfotech.com CIN: U72900PN2014PTC152001

Section-II: Financial Data

Your CTC Will be Rs. 1,85,897 Per Annum (One Lakh Eighty Five Thousand Eight Hundred Ninty Seven Per Annum)

CTC	1,85,897
Monthly CTC	15,492
Earnings Per Month	
Basic	7,746
HRA	3,098
Conveyance Allowance	1600
Other Allowance	470
Medical Allowance	1,250
Subtotal	14,164
PF Company Contribution	1,328
Total CTC Per Month	15,492
Total CTC Per Year	1,85,897

Deductions Per Month	
PF Employee	1,328
Professional Tax	200
Total Monthly Deductions	1,528

Monthly Net Pay	12,636
Yearly Net Pay	1,51,633

CTC Means Total "Cost to Company" it includes all the expenses made by company for an employee

Net Pay means the amount credited to employee bank account.

CTC - Net amount is credited to PT, PF, Insurance etc on behalf of the employee

Registered Office:

BiCS Infotech Private Limited,

Office Number 405, Fourth Floor, Navale Icon, Near Navale Bridge, Pune 410041 (Maharashtra, India)

Tel: +917263028751 +917410000893 Website: www.bicsinfotech.com CIN: U72900PN2014PTC152001

Section-III: Company/Miscellaneous Information

- a. You shall be on probation for six (6) months. Thereafter, your performance will be reviewed and if found satisfactory, your services will be confirmed by a letter of confirmation. During probationary period, your employment can be terminated by either side by giving one month's notice or one month's salary in lieu of notice.
- b. Statutory deductions, if any, will be made from your Stipend as per the prevailing law of the country. However, for your income tax you shall be personally responsible for filing returns etc. The company will provide you the tax deductions certificate, if applicable at the end of each financial year.
- c. You will be entitled for 24 days leave per annum; 4 Casual leaves, 8 Sick Leave and 12 Earned Leaves. You may avail leave earned with the prior information/permission and approval of senior management after completion of prohibition period.
- d. Your appointment shall be subject to your being declared physically fit. Even thereafter, in case it is considered essential, you shall have to undergo periodical or special medical examination from such a doctor as may be nominated by the company for the purpose of determining whether or not you are medically capable of carrying out your duties and if you are found medically unfit your services are liable to be terminated.
- e. That you shall strictly abide by the rules, regulations, office order and instructions issued by Senior Management from time to time.
- f. That you shall have to carry out such duties as are assigned to you and during such hours including split duty hours as may be directed by Senior Management and your superiors from time to time which in the event of your refusal will amount to gross misconduct.
- g. That during your employment with us, you shall not work anywhere else directly or indirectly, part time, or full time, honorary or in any other capacity without written approval of Senior Management and you shall not disclose to anybody any confidential information available to you in the course of your employment with the company.
- h. For all other matters not herein specified the company's conditions of service and service rules and amended from time to time shall be applicable.

Registered Office:

BiCS Infotech Private Limited,

Office Number 405, Fourth Floor, Navale Icon, Near Navale Bridge, Pune 410041 (Maharashtra, India)

Tel: +917263028751 +917410000893 Website: www.bicsinfotech.com CIN: U72900PN2014PTC152001

- i. Any instance of improper conduct, misconduct, gross negligence or abandonment of the position to which you have been appointed shall constitute sufficient grounds for immediate dismissal. In such an event, payment of Stipend and all other payments shall cease as per the date of this dismissal. Improper conduct shall be deemed to include direct or indirect participation by the employee or authorized agents in any political activity in any country or in any professional or business undertaking or activity that could lead to a conflict of interest.
- j. The written notice of termination of this contract of employment will be three (3) months by either party or Three months' gross salary in lieu of notice period. In case you leave your employment without giving requisite notice, no relieving order will be issued and settlement of dues will be at the discretion of the Management. The Management reserves the right to deduct, as liquidated damages, an amount equal to two months' gross Salary from any amount that may be due to you and if the same is not available or is insufficient then the Management shall have the right to recover such amount as found due from you in any manner deemed fit.

Please sign the duplicate copy of this letter confirming your acceptance of the above terms and conditions of appointment and return it to us for office records.

Yours faithfully,
For **BiCS Infotech Private Limited**

Accepted By

Milind Phadke
2022.05.18 20:26:02
+05'30'

Milind Phadke
CEO, Directors

Himanshu Babar

Registered Office:

BiCS Infotech Private Limited,
Office Number 405, Fourth Floor, Navale Icon, Near Navale Bridge, Pune 410041 (Maharashtra, India)
Tel: +917263028751 +917410000893 Website: www.bicsinfotech.com CIN: U72900PN2014PTC152001



Hewlett Packard Enterprise

Hewlett Packard Enterprise GlobalSoft Private Limited

No. 24, Salarpuria Arena
Hosur Main Road, Adugodi
Bengaluru – 560 030
Karnataka
India
www.hpe.com

20/03/2023

Dear Isha Jaiprakash Choudhary D/o Jaiprakash Choudhary

We are pleased to extend to you an offer of employment with Hewlett Packard Enterprise ("HPE" or the "Company"). This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks being conducted either by HPE or an appropriate third party. The results of such background checks being favorable in HPE's reasonable opinion, and If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by HPE. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

We hope you choose to join Hewlett Packard Enterprise and look forward to hearing from you soon. Let's build the future together.

Thanking you

Hewlett Packard Enterprise GlobalSoft Private Limited, No. 24, Salarpuria Arena, Hosur Main Road, Adugodi, Bengaluru – 560 030, Karnataka, India

FOR Company

Sailesh A J Menezes
Senior Director – Human Resources

FOR Employee

Name: _____

Signature: _____

Date: _____



Hewlett Packard Enterprise

20/03/2023

Isha Jaiprakash Choudhary
Plot 69A, Lane 5B, Sai Samrudhi Park, D Y Patil College Road

Pune India 411047

Dear Isha Jaiprakash Choudhary,

Welcome to Hewlett Packard Enterprise! We are glad to have you with us and look forward to a long and mutually rewarding association.

We have pleasure in appointing you at Hewlett Packard Enterprise GlobalSoft Pvt. Ltd. of Hewlett Packard Enterprise ("HPE" or the "Company"). Your date of appointment is effective from your date of joining, which shall be on 10/04/2023.

Your appointment at Hewlett Packard Enterprise GlobalSoft Pvt. Ltd. is on the following terms and conditions:

1 Remuneration (Mainstream employees only)

Your annual total gross remuneration will be made up of the following components

1.1 Basic Salary

You will be eligible for a Basic Salary. The amount towards the basic salary is mentioned in Annexure (I) against "(A) Basic Salary".

Variable Pay Bonus (VPB)

In addition to your salary, you will be eligible to participate in one of the Company's variable pay plans (all of which are subject to modification from time to time), as determined by the Company's management. Variable pay bonuses are discretionary and based on business and individual results, therefore the fact that you may have received such a payment at any one time does not mean that you have any right to receive further payments in the future. Employees may participate in only one variable pay plan at a time.

1.2. Allowances and Benefits Plan (ABP):

FOR Company

Sailesh A J Menezes
Senior Director – Human Resources

FOR Employee

Name: _____

Signature: _____

Date: _____



Hewlett Packard Enterprise

You will be eligible to receive benefits under the Allowances and Benefits Plan of the Company and the maximum cost to Company in providing such benefits shall not exceed the amount as mentioned in Annexure (I) against "(B) Allowances and Benefits Plan". A broad guideline applicable to you is attached in Annexure (II) to help you determine the plan.

1.3. Provident Fund:

You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your basic salary to the fund, as well as deduct an equivalent of 12% of your basic salary, and remit the same to the fund, as employee contribution. This is inclusive of statutory remittance by the Company towards employee pension scheme maintained with the Regional Provident Commission, wherever applicable.

Subject to compliance with legal requirement, an employee who does not hold Indian citizenship and falls within the definition of Excluded Employee under Clause 83 of the Employees' Provident Fund Scheme 1952 may be exempted from participating in the Company's Provident Fund Scheme provided they submit a Detachment Certificate/ Certificate of Coverage from the relevant authorities in the country of which he/she is a citizen. In the case of such Excluded Employees, no provident fund contributions shall be made by the Company nor will any amount be deducted from their account towards employee contribution.

1.4. Gratuity:

You will be eligible for Gratuity as defined under the payment of gratuity act and code on Social Security on implementation, which will be paid over and above the Base Salary.

1.5 Insurance

The Company will provide Group Life Insurance, Personal Accident Insurance and Hospitalization Insurance Coverage for yourself. The annual premium will be borne by the Company. Your spouse and maximum up to 2 children will be covered as per Hospitalization Insurance Policy of the Company.

Additionally, if you come within the purview of the Employee State Insurance as defined under Code on Social Security or applicable law, you will be eligible for coverage as per the said Act. Your share of contribution along with the Company's share of contribution will be remitted, as per the said Act.

1.6. Leave

You are entitled for 15 days of annual Leave per annum as per the Company's leave policy. In addition you will be entitled to a maximum of 12 working days of sick-cum-casual leave per annum. You may utilize your leave as per the Company policy.

1.7 Relocation Expenses

In the event of you having to relocate to your place of posting, the Company may agree to reimburse

FOR Company

Sailesh A J Menezes
Senior Director – Human Resources

FOR Employee

Name: _____

Signature: _____

Date: _____



Hewlett Packard Enterprise

your relocation expenses as per the Company Policy (to be claimed within 3 months of joining). This amount, if paid, is fully recoverable in the event you leave the Company within 12 months from your date of joining the Company. Reimbursement of relocation expenses are at the sole discretion of the Company.

2 GENERAL TERMS and CONDITIONS OF EMPLOYMENT

2.1. Your job classification detail is as listed below:

Job Function: Services

Job Family: Customer Solution Center-Techn

Job Code & Job Title (Internal): 00S30D - Technical Solutions Rep IV

Job Level: Senior

Salary Grade: M11

2.2. Work Place

You are initially appointed to work in our office in Pune . You may be transferred or required to travel for business/training at the sole discretion of the Company. You will normally be required to work from 8 30 AM – 5 30 PM, Monday through Friday. However, your actual working hours may vary according to the business activities of the Company. You agree to accept such hours of work without additional compensation, in accordance with applicable laws.

Your role is categorized as an Edge Worker pursuant to HPE’s Global Edge-to Office program. By accepting this offer, you acknowledge your opportunity to request a copy of HPE’s Global Edge Work Policy from your recruiter and confirm you have exercised that opportunity to the extent appropriate before accepting the offer. This policy and related resources will also be available to you in your required onboarding activities. Your role’s categorization as an Edge Worker (rather than Office Worker) is subject to change by HPE at its sole discretion without prior notice (subject to any notice required under applicable law).

2.3 Probation

You will be on probation for a period of six months from the date of joining. At the end of the probation period, subject to your satisfactory performance, your services will be deemed confirmed unless notified otherwise. The Company reserves the right to extend the probation for a further period of three months. During probation, your employment may be terminated by either party with one month notice in writing or payment of one month salary in lieu of notice period.

2.4 Transfer

Though you have been engaged for a specific position, your services can be transferred by the Company from one location to another or one department/entity to another. Your services can also be

FOR Company

Sailesh A J Menezes
Senior Director – Human Resources

FOR Employee

Name: _____

Signature: _____

Date: _____



Hewlett Packard Enterprise

transferred to any of the Company's subsidiary companies, associate companies, partners, affiliates etc. anywhere in India or abroad depending on the exigencies of business.

2.5 Retirement

You will retire from the services of the Company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

2.6 Notice for Separation/ Termination

i. This offer of appointment is subject to reference and background checks to be conducted by the Company or through designated third parties. If for any reason, the reference or background checks reveal any misrepresentation or any information detrimental to the interest of the Company, the Company shall be entitled to terminate your services with immediate effect, without notice.

ii. Your services can be terminated by either party by giving to the other, a notice of two months in writing (hereinafter referred to as 'Notice Period'). The Company however, reserves its right to terminate your employment with immediate effect by giving you Salary for two months' in lieu of the Notice Period.

iii. Your position with the Company calls for mandatory compliance with the Notice Period, unless relaxed by the Company in writing. Your termination of employment without compliance with the Notice period shall be treated as a material breach of this contract and Company shall be entitled to insist on your mandatory performance of the Notice Period and /or claim damages equivalent to two month's Salary. Salary for the above purposes would constitute Basic Salary and 50% ABP only.

The Company reserves the right not to require you to attend work or carry out your employment duties for all or part of the notice period.

In case of your material breach of the Offer letter and these Terms (together, Agreement), or any of the Company's policies, or in case of misconduct, the Company has the right to terminate your services without notice. Upon termination of your employment for whatever reason, you will immediately return to the Company all Company assets including books, documents, papers, materials, credit cards and other properties belonging to the Company which may be in your possession or under your power or control.

You will not at any time after termination of this Agreement, for whatever reason, represent yourself as being in any way connected with the affairs of the Company

2.7 Conflict of Interest

Your position with the Company calls for your whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business, without written permission from the Company.

FOR Company

Sailesh A J Menezes
Senior Director – Human Resources

FOR Employee

Name: _____

Signature: _____

Date: _____



Hewlett Packard Enterprise

2.8 Standards of Business Conduct

In addition to the Terms & Conditions contained herein above, your employment will be governed by the "Standards of Business Conduct" of the Company. In case of violation of any of the Standards of Business Conduct your employment may be terminated with immediate effect.

2.9 General Conditions

- 1) Your working hours, additional working hours (if any), weekly offs, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the Business unit to which you will be attached. You would be operating from any location and in any shift, including night shift, as may be advised by the Company keeping in mind business needs and deliverables to its customers. You hereby provide your consent for the same.
- 2) You will be governed by all the company's rules and regulations that are in force now and also those, which may come into, force from time to time even if they are not individually notified to you in writing. The Company has sole and absolute right to change any of it's rules and regulations at any time to meet exigencies of business.
- 3) You are required to sign a "Confidentiality Agreement" with the Company on the day of joining.
- 4) You will be covered by Hewlett Packard Enterprise Employee's Intellectual Property Policy, the Company's Standards of Business Conduct and other policies, procedures and other rules as applicable from time to time.
- 5) The terms of the employment shall be governed by the laws of India and Courts in Bengaluru shall have exclusive jurisdiction.
- 6) If you are absent from the designated office beyond a period of 13 working days without adequate authorization as per company policies, you shall be deemed to have abandoned employment on your own will.
- 7) You will be eligible for promotion /salary increases based on company & your performance goals as defined by the Company from time to time.
- 8) You will be eligible for Annual Health Check-up once in a year which will be communicated as per company policy.
- 9) A brief description of the roles and responsibilities has been shared with you separately as part of the

FOR Company

Sailesh A J Menezes
Senior Director – Human Resources

FOR Employee

Name: _____

Signature: _____

Date: _____



Hewlett Packard Enterprise

hiring process. This applies to the current role only and is subject to change as per company policy.

10) Minimum wages provisions would apply as applicable.

Enclosed:

- a) Annexure (I) - Annualized Compensation & Benefit Statement
- b) Annexure (II) - Allowances and Benefit Plan
- c) ARCIPD

Annualized Compensation & Benefits Statement – Annexure I

All figures are INR per annum

- (A) Basic Salary Rs 180,000.00
- (B) Allowances and Benefits Plan Rs 239,742.00
- IND - Provident Fund Rs 21,600.00
- IND - Gratuity @ 4.81% of Basic Rs 8,658.00
- IND - Differential Gratuity Plan Rs 0.00

Company contribution to Gratuity @ 4.81% of basic salary under Payment of Gratuity Act or wages as defined under Code of Social Security on implementation.

Total Cost to Company 450,000.00

Annexure II

Allowances and Benefits Plan (ABP)

Flexible Allowances and Benefits Plan:

1.a. Additional House Rent Allowance:

Up to 50% of Annual Basic can be allocated towards additional HRA

Supporting Documents: Declaration & at least one receipt per quarter, as proof of rent, from landlord (OR)

1.b. Actual Rent paid towards Company Leased premises Supporting Documents: Lease Agreement

2. Children education allowance for maximum of 2 dependent children (Per child per month Rs.100) : Maximum Limit (per annum) - Rs.2,400

Supporting Documents: Declaration*

FOR Company

Sailesh A J Menezes
Senior Director – Human Resources

FOR Employee

Name: _____

Signature: _____

Date: _____



Hewlett Packard Enterprise

3. Children's Hostel Allowance for maximum of 2 dependent children (in case children are in a hostel):
(Per child per month Rs.300)

Maximum Limit (per annum) - Rs.7,200 Supporting Documents- Declaration*

4. Food Coupon Vouchers (Such vouchers are to be used for food expenses incurred at hotels/
restaurants during the course of the workday):

Maximum Limit (per annum): Rs. 26,400 Supporting Documents: As per program guidelines

5. Advance Bonus/Exgratia - For those earning basic salary up to Rs.21, 000/-pm Advance Bonus is
paid towards payment of bonus under the Payment of Bonus Act, 1965 and Code on Wages as and
when it is implemented. Those having basic salary above Rs.21, 000/-pm this amount will be treated as
exgratia.

6. Personal Pay through Payroll - Balance of the above items paid with the Salary after appropriate tax
deductions at the end of the year

7. Broadband and Telephone Reimbursement – Up to INR 24,000 per annum can be allocated.

Supporting Documents: As per program guidelines

8. Please refer to the detailed policy documents available in the India benefits portal.

* Employees are liable to provide proof in the event of an evaluation by Income tax authorities.

Guidelines governing Allowances and Benefits Plan (ABP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits
annexed to this scheme as defined under the Allowances and benefits plan and subject to available
balance amounts under personal pay. The selection of benefits must be done in the Ceridian tool
(Payroll vendor system).

2. The year for the purpose of this plan will be 1st April to 31st March.

3. While selection of the menu of benefits and spending the same, the employee must ensure that he/
she should not draw more than:

a) 25% of the annual kitty in Q1

FOR Company

Sailesh A J Menezes
Senior Director – Human Resources

FOR Employee

Name: _____

Signature: _____

Date: _____



Hewlett Packard Enterprise

- b) 25% of the annual kitty in Q2 & balance of Q1, if any
- c) 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
- d) 25% of the annual kitty in Q4 & balance of Q1,Q2,Q3, if any

For the purposes of the plan, the quarters will be as follows:

- a) Q1 - April, May, June
- b) Q2 - July, August, September
- c) Q3 - October, November, December
- d) Q4 - January, February, March

Any unutilized amount in the kitty as on 31st March will be paid along with the March salary and tax recovered appropriately.

4. In the event of separation of an employee from the services of the Company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.

5. The Company will recover tax from the salary every month as per the tax laws in force in respect of benefits selected by the employee.

6. Components / benefits offered as part of ABP are subject to change based on amendments to applicable tax laws / rules and Company policies.

Mandatory Documents List

You are required to submit the following documents, prior to your Joining Date These documents will be verified with originals and hence, please make sure to bring the originals with you.

Please note

- 1. Originals are required only for verification and will be returned back immediately
- 2. Please carry a printout of this letter when submitting the joining documents.
- 3. Please carry a copy of your 'Annualized Compensation & Benefits statement' along with the Terms and Conditions of your Offer Letter when submitting the joining documents.

1. Relieving letter from previous employer:

Original required for verification - Yes

FOR Company

Sailesh A J Menezes
Senior Director – Human Resources

FOR Employee

Name: _____

Signature: _____

Date: _____



Hewlett Packard Enterprise

No of copies - Two

2. Letters supporting Employment viz., Offer letter, Service Certificate:

Original required for verification - Yes

No of copies - Two

3. Salary details of previous Employment:

Original required for verification - Yes

No of copies - Two

4. Education Certificates or Mark sheets with Provisional Certificates – 10th to Highest Degree:

Original required for verification - Yes

No of copies - Two

5. Copy of PAN card/Application ID for PAN card applied:

Original required for verification - No

No of copies - One

6. Age Proof – Copy of Aadhaar Card or Passport or Pan card or Driving license:

Original required for verification - No

No of copies - One

7. Photo identity proof – Copy of PAN Card or Passport or Driving license:

Original required for verification - No

No of copies - One

8. Address Proof to open bank account for salary credit – Copy of Rental Agreement or Driving license or Voter's ID

If you want to give Bangalore address for all communication in Citibank account form, please bring a copy of address proof that has your name:

Original required for verification - Yes

No of copies - One

9. Four passport size color photographs.

Please note that 1 passport size photograph should specifically have a Navy Blue background. It is

FOR Company

Sailesh A J Menezes

Senior Director – Human Resources

FOR Employee

Name: _____

Signature: _____

Date: _____



Hewlett Packard Enterprise

standard as per Company policy.

No other types of photographs would be accepted:

Original required for verification - Yes

No of copies - Four

10. NSR Registration Number:

Original required for verification - N/A

No of copies - N/A

11. Note down your parents' dates of birth for nomination in PF, Gratuity:

Original required for verification - N/A

No of copies - N/A

HPE Employee Letter of Assurance Agreement

U.S. Export Controls on Technology Transfer:

I acknowledge that during my work for Hewlett Packard Enterprise (HPE) I may, directly or indirectly, receive or access software and/or technical data which HPE has classified according to the US Commerce Control List (CCL) as eligible for export under license exemption "Technology and Software Under Restriction" (TSR) to all destinations except those listed below.

I agree not to export or re-export this software and/or technical data or any direct product based on this software or technical data without proper US government authorization to destinations not eligible for exports under license exemption TSR.

According to current US export regulations the following countries are not eligible for exports under license exemption TSR. This list is subject to change without notice.

- Armenia
- Azerbaijan
- Belarus
- Burma (Myanmar)
- Cambodia
- Cuba
- Georgia
- Hong Kong
- Iran
- Iraq
- Kazakhstan

FOR Company

Sailesh A J Menezes
Senior Director – Human Resources

FOR Employee

Name: _____

Signature: _____

Date: _____



Hewlett Packard Enterprise

- Kyrgyzstan
- Laos
- Libya
- Macao (Macau)
- Moldova
- Mongolia
- North Korea (DPRK)
- People's Republic of China (PRC)
- Russia
- Sudan (Khartoum)
- Syria
- Tajikistan
- Turkmenistan
- Ukraine
- Ukraine (Crimea Region)
- Uzbekistan
- Venezuela
- Vietnam
- Yemen

Agreement Regarding Confidential Information and Proprietary Developments India

Isha Jaiprakash Choudhary

1. **Consideration and Relationship to Employment.** As a condition of my employment with Hewlett Packard Enterprise or one of its subsidiaries, successors, assigns, or affiliates (referred to collectively as, "Company"), in return for Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties in such employment, I knowingly agree to restrictions provided for below that will apply during and after my employment by Company. I understand, however, that nothing relating to this Agreement will be interpreted as a contract or commitment whereby Company is deemed to promise continuing employment for a specified duration.

2. **Confidential Information.** This Agreement concerns trade secrets, confidential business and

FOR Company

Sailesh A J Menezes
Senior Director – Human Resources

FOR Employee

Name: _____

Signature: _____

Date: _____



Hewlett Packard Enterprise

technical information, and know-how not generally known to the public (hereinafter "Confidential Information") which is acquired or produced by me in connection with my employment by Company. Confidential Information may include, without limitation, information on Company organizations, staffing, finance, structure, information of employee performance, compensation of others, research and development, manufacturing and marketing, files, keys, certificates, passwords and other computer information, as well as information that Company receives from others under an obligation of confidentiality. I agree to abide by the Company Confidential Information Policy and specifically agree that with regard to Company Confidential Information:

- (a) to use such information only in the performance of Company duties;
- (b) to hold such information in confidence and trust; and
- (c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my employment with Company.

I further agree that any organizational information or staffing information learned by me in connection with my employment by Company is the Confidential Information of Company, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent to my employment with Company; further, I agree that I will not use or permit use of such as a means to recruit or solicit other Company employees away from Company (either for myself or for others).

3. **Proprietary Developments.** This Agreement also concerns inventions and discoveries (whether or not patentable), designs, works of authorship, mask works, improvements, data, processes, computer programs and software (hereinafter called "Proprietary Developments") that are conceived or made by me alone or with others while I am employed by Company and that relate to the research and development or the business of Company, or that result from work performed by me for Company, or that are developed, in whole or in part, using Company's equipment, supplies, facilities or trade secrets information.

Such Proprietary Developments are the sole property of Company, and I hereby assign and transfer all rights in such Proprietary Developments to Company. I also agree that any works of authorship created by me shall be deemed to be "works made for hire." I further agree for all Proprietary Developments:

- (a) to disclose them promptly to Company;
- (b) to sign any assignment document to formally perfect and confirm my assignment of title to Company;
- (c) to assign any right of recovery for past damages to Company; and
- (d) to execute any other documents deemed necessary by Company to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in Company's name and at Company's expense.

I understand that Company may delegate these rights. I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by Company.

FOR Company

Sailesh A J Menezes
Senior Director – Human Resources

FOR Employee

Name: _____

Signature: _____

Date: _____



Hewlett Packard Enterprise

This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the employer was used and which was developed entirely on the employee's own time, unless (a) the invention relates (i) to the business of the employer or (ii) to the employer's actual or demonstrably anticipated research or development, or (b) the invention results from any work performed by the employee for the employer.

4. **Respect for Rights of Former Employers.** I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers or any other parties prior to my employment by Company. I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with my Company work or work product, and I will not bring onto the premises of Company any such information in whatever tangible or readable form.

5. **Work Product.** The product of all work performed by me during and within the scope of my Company employment including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Company. I understand that Company has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

6. **Company Property.** I will not remove any Company property from Company premises without Company's permission. Upon the end of my employment with Company, I will return all Company property to Company unless Company's written permission to keep it is obtained.

7. **Protective Covenants.** I acknowledge that a simple agreement not to disclose or use Company's Confidential Information or Proprietary Developments after my employment by Company ends would be inadequate, standing alone, to protect Company's legitimate business interests because some activities by a former employee who had held a position like mine would, by their nature, compromise such Confidential Information and Proprietary Developments as well as the goodwill and customer relationships that Company will pay me to develop for Company during my employment by Company.

I recognize that activities that violate Company's rights in this regard, whether or not intentional, are often undetectable by Company until it is too late to obtain any effective remedy, and that such activities will cause irreparable injury to Company. To prevent this kind of irreparable harm and to protect Company's trade secrets, I agree that during my employment and for a period of twelve months following the end of my employment with Company, I will abide by the following Protective Covenants:

(a) **No Solicitation of Customers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with any customer of Company in pursuit of a Competing Line of Business if I either had business-related contact with that customer or received Confidential Information about that customer in the last two years of my employment at Company;

(b) **No Solicitation of Company Employees.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with any Company Employee for the purpose of

FOR Company

Sailesh A J Menezes
Senior Director – Human Resources

FOR Employee

Name: _____

Signature: _____

Date: _____



Hewlett Packard Enterprise

persuading or helping the Company Employee to end or reduce his or her employment relationship with Company if I either worked with that Company Employee or received Confidential Information about that Company Employee in the last two years of my employment with Company; and

(c) **No Solicitation of Company Suppliers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with any Company Supplier for the purpose of persuading or helping the Company Supplier to end or modify to Company's detriment an existing business relationship with Company if I either worked with that Company Supplier or received Confidential Information about that Company Supplier in the last two years of my employment with Company.

As used here, "**Competing Line of Business**" includes a business that involves a product or service offered or to be offered by anyone other than Company that would replace or compete with any product or service offered or to be offered by Company or its related corporations (unless Company and its related corporations are no longer engaged in or planning to engage in that line of business).

"**Company Employee**" means an individual employed by or retained as a consultant to Company or its related corporations. "**Company Supplier**" means an individual, corporation, other business entity or separately operated business unit of an entity that regularly provides goods or services to Company or its related corporations, including without limitation any OEM, ODM or subcontractor.

8. **Enforcement.** I make these agreements to avoid any future dispute between myself and Company regarding specific restrictions on my post-employment conduct that will be reasonable, necessary and enforceable to protect Company's Confidential Information and Proprietary Developments and other legitimate business interests. The Protective Covenants are ancillary to the other terms of this Agreement and my employment relationship with Company. This Agreement benefits both me and Company because, among other things, it provides finality and predictability for both me and the company regarding enforceable boundaries on my future conduct. Accordingly, I agree that this Agreement and the restrictions in it should be enforced under common law rules favoring the enforcement of such agreements.

For these reasons, I agree that I will not pursue any legal action to set aside or avoid application of the Protective Covenants. This Agreement will survive the end of my employment with Company and shall, likewise, continue to apply and be valid notwithstanding any change in my duties, responsibilities, position, or title.

9. **Relief; Extension.** I understand that if I violate this Agreement (particularly the Protective Covenants), Company will be entitled to (i) injunctive relief by temporary restraining order, temporary injunction, and/or permanent injunction, (ii) recovery of attorneys' fees and costs incurred by Company in obtaining such relief where allowed by law, and (iii) any other legal and equitable relief to which Company may be entitled. Injunctive relief will not exclude other remedies that might apply. If I am found to have violated any restrictions in the Protective Covenants, then the time period for such restrictions will be extended by one day for each day that I am found to have violated them, up to a maximum extension equal to the time period originally prescribed for the restrictions.

FOR Company

Sailesh A J Menezes
Senior Director – Human Resources

FOR Employee

Name: _____

Signature: _____

Date: _____



Hewlett Packard Enterprise

10. **Severability; Authority for Revision; Assignment; Governing Law.** The provisions of this Agreement will be separately construed. If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein. If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the intent of the parties and to provide Company's goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection. In the event the restrictions provided in this Agreement are deemed unenforceable and cannot be reformed to make them enforceable, then any prior agreements that I have made with Company relating to confidential information or proprietary developments shall not be deemed to have been superseded or otherwise affected by this Agreement, but instead shall remain in effect. The title and paragraph headings in this Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability. This Agreement will inure to the benefit of the parties' heirs, successors and assigns. This Agreement, including but not limited to the Protective Covenants, may be assigned by Company to a subsequent employer, successor or assign without the need for further authorization or agreement from me. This Agreement will be governed by the laws of the country and/or state identified as my work location in which I work at the time of its enforcement.

11. **Acceptance by Company.** A counterpart of this Agreement has been manually executed by a duly authorized representative to indicate Company's acceptance of the terms hereof and Company's covenant to perform its obligations hereunder (including, without limitation, Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties). Such acceptance on behalf of Company is conditioned upon my reciprocal agreement to such terms. I acknowledge the sufficiency of Company's acceptance of the terms hereof to establish the mutual rights and responsibilities defined herein.

12. **Acceptance by Employee.** By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

FOR Company

Sailesh A J Menezes
Senior Director – Human Resources

FOR Employee

Name: _____

Signature: _____

Date: _____

30 Jan 2023

Offer / Appointment letter

Dear Ishwari Madhukar Devadkar,

We are pleased to extend an offer of employment in **DISYS India Pvt Ltd**, as **Talent Specialist(G1)** at our **Pune** office on **31 Jan 2023** Kindly refer "Annexure 1" for your compensation structure.

This offer of employment to you shall be valid only until **31 Jan 2023**.

As part of the company policy, procedures, and guidelines you are required to abide by its prevailing code of conduct, related to your personal and professional conduct that are communicated to you from time to time. This offer confirmation is subject to DISYS receiving feedback clearance on your reference check. An overview of current policies is indicated in Annexure- 2 for your reference.

Kindly refer to Annexure 3 for a list of documents to be submitted along with your acceptance of the offer.

DISYS reserves the right to withdraw this offer at its sole discretion if any information supplied by you is found to be inaccurate or misleading.

The information pertaining to compensation and benefits is personal and confidential in nature you should maintain confidentiality of your compensation details and any increment

We wish you a rewarding career at DISYS and look forward to having you as part of our DISYS family.

Thanking you,

Sincerely,

For DISYS India Pvt. Ltd.

Human Resources

Payroll Operations

02 Aug 2023

To,
Ms. Ketki Shukla

Subject: OFFER LETTER

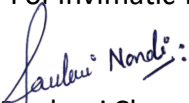
Dear Ms.Ketki Shukla

Congratulations!! We are looking forward to welcoming you to **Invimatic Technologies Pvt Ltd** (“**Organization**”).

1. We are pleased to confirm that you have been selected to work for our Organization for the position of “ **Brand & Communication Executive**” We are delighted at the prospect of your joining us.
2. Please note that your employment will be valid only if you join the Organization on or before **17 Aug 2023** failing which this Offer Letter is deemed to be revoked by the Organization
3. Please note that as part of the Company, you may be required to provide services for the Company and its affiliates.
4. Your employment with the Organization will be governed by terms and conditions of Appointment Letter, Employment Agreement and Non-Disclosure Agreement.
5. Your “Annual Total Cash Compensation” will be **Rs 3,31,500/- (Three lakh thirty one thousand & five hundred only)**.Your total gross salary has been detailed in the Annexure to this letter.
6. Your remuneration package is strictly confidential between you and Organization and should not be disclosed or divulged to anyone without prior written consent of the Organization.
7. Please note that this Offer Letter will be covered by the policy of the Organization with respect to benefits and leave policy.
8. On date of joining, please report to HR Department to complete joining formalities. Your place of work will be **3rd Floor,305, Gera-77 Condomium ,Kalyani Nagar, Pune- 411006**. At the time of joining, please carry all original documents and photocopies of the same for our records.

9. In addition to the documents mentioned above, you will also be required to abide by the HR policies, the code of conduct, relevant staff dealing rules and other policies and regulations implemented by the Company from time to time. Your employment will be subject to receipt of a successful reference check/background verification.
10. Please sign the letter and return it to HR Department or you can email scanned copy of signed letter indicating your acceptance of offer on terms discussed between the Parties.
11. We are confident that you will be able to make a significant contribution to the success of the Organization and look forward to working with you.

For Invimatic Technologies Pvt Ltd



Poulomi Chandra

Human Resource

I Accept

Name: **Ms.Ketki Shukla**

Signature: _____

Date

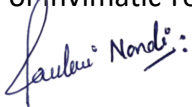
Annexure - Compensation Details

Your CTC is bifurcated as mentioned below:-

Salary Component	Salary (Amount) In INR per Annum
Fixed Pay	
Basic	156000
HRA	62400
Statutory Bonus	30000
Special Allowances	52200
Sub -Total(A)	300600
Retirement Benefits	
EPF components	23400
Gratuity	7500
Sub -Total(B)	30900
Total(A+B+C)	331500

- Eligible for gratuity only after completion of 5 or more years of continuous years of services with Invimatic Technologies Pvt Ltd
- Income Tax /Professional Tax/Employee Provident Fund Contribution/ESIC(if applicable) will be deducted each month as applicable.
- Each employee will be expected to take care of his/her tax planning on an individual basis.
- The above salary may get revised from time to time as per company policies.
- Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.
- Confidentiality: The matter of your compensation is the confidential information of the company. Any discussion or disclosure of your compensation with anybody other than HR department will be considered a breach of the agreement. Your compensation package is unique to you and not for comparison with other employees of the company.

For Invimatic Technologies Pvt Ltd



Poulomi Chandra
Human Resource

I Accept

Ms.Ketki Shukla



MARATHWADA MITRA MANDAL, PUNE

202/A, Deccan Gymkhana, Pune - 411004

Registration Under Societies Registration Act 1860-Mah./523 Dated 06/01/1967

Registration Under Bombay Public Trust Act 1950-f-338(P) Dated 19/01/1967

Tel. : 020-25665320, 8149032328 | Telefax : 020 -25653039

E-mail : mmmandal67@gmail.com

Shivajirao D. Ganage, President

Bhauseheb G. Jadhav, Exe.President

Kishor H. Mungale, Secretary

'येथे बहुतांचे हित ।'

MMM/MMM-BBA/APNT/2023-2024/587

Dated: 1st July, 2023

To,

Miss. Kolhe Shipla Manik
Flat No.305,Om Park,
Atul Nagar, Waraje Malwadi,
Pune – 411 027

SUBJECT: APPOINTMENT ORDER.

With reference to your application and subsequent interview by Staff Selection Committee , we at present are pleased to appoint you on the post of " **Laboratory Attendant** " in **Marathwada Mitra College of Commerce BCA Department** ,202/A, Deccan Gymkhana, Pune -411 004 on the following terms and conditions.

1. You will be paid consolidated salary of **Rs.15, 000/- (Rupees Fifteen Thousand Only.) per month** . Besides this you will not be entitled to any other monetary or otherwise benefits, which are available to other employee(s)/ staff of the College / Trust or would be made available to them in future. Your emolument will be subject to the deduction of profession Tax, Income Tax and other statutory deductions such as PF, etc., if applicable.
2. You are also eligible for the benefit of Membership for Employees Provident Funds & Miscellaneous Provisions Act 1952.
3. Your appointment is purely on temporary basis for one year from **01/07/2023** or from the date of your joining to **30/06/2024**. After the expiry of the above period, your services shall remain automatically terminated without any notice and you shall have no claim whatsoever on the post. In that case, you shall not be entitled to any notice or notice pay in lieu thereof from the College / Trust. Due to this, you shall not be entitled to claim permanency / permanency benefit for yourself from the College / Trust.
4. It is to be noted that the MMM's **College of Commerce BCA Department**, Deccan Gymkhana, Pune- 411 004 is a totally non-grantable Institution and as such, it has to sustain on its own resources. In view of this, it is to be noted that;

a) Due to the pandemic or any other situation, which will be beyond the control of the management, there can be a delay in commencement and conclusion of the academic year. Under these circumstances, commencement and conclusion of your employment shall always be subject to such delays and you will have to shoulder all your duties and responsibilities accordingly.

b) Since the beginning of the year 2020, the Management has been witnessing very poor admissions for all the trends / faculties. In view of this, if due to the situation, which would be beyond the control of the Management, if no work can be provided to you during the course of your employment, on the basis of the principal, NO WORK NO SALARY, you will not be entitled to receive any salary for such a period

c) Considering the pandemic situation and otherwise also, in future, working pattern is certainly going to be changed and will have to be situation friendly. It is going to be more electronically controlled. For this purpose, you will have to prepare yourself for all such new techniques and effectively perform your duties and responsibilities. If you are found lagging behind in this respect and could not perform up to the satisfaction of the Management, apart from the appropriate disciplinary action, proportionate and appropriate deductions from salaries will be made.

d) During the course of your employment, if you are required to remain absent on account of any illness and or for any other plausible reasons, which will be in excess of all your available leaves, such absenteeism shall always be considered as an absence without pay. Apart from this, the Management shall have discretion to decide such issue as deem necessary.



- Be noted that during the course of your employment, apart from the previously declared paid holidays, you will only be entitled to one paid casual leave per month and no other leaves /benefits will be payable to you.
5. Be noted that during the course of your employment, apart from the previously declared paid holidays, you will only be entitled to one paid casual leave per month and no other leaves / benefits will be payable to you.
 6. Your appointment is subject to the minimum number of students required for running the Collage. If such number goes below the minimum required, your services shall be liable for immediate termination. Regular and systematic appraisal of your performance shall be considered as an essential part of your employment. If your performance at any stage will be found unsatisfactory on any count, the MMM shall initiate appropriate action against you as deem necessary.
 7. During the tenure of your present employment, if you choose to resign for whatsoever reason, you will be under strict legal obligation to give one month's clear notice in writing to the Management or will have to pay one month's last drawn gross salary in lieu thereof. However it will be the discretion of the management to accept one month's salary as stated herein above and relieve you from the employment or require you to undergo and work for one month's notice period. However, in case of termination of your employment for the appropriate grounds the Management will be at its discretion to either give you one month's clear notice in writing or will pay you one month's last drawn gross salary in lieu thereof. Similarly, at any stage of your employment, if you are found involved in any misconduct, the Management shall have a right to terminate your service as deem necessary.
 8. You will have to strictly maintain sense of subordination towards all your seniors.
 9. You are required to maintain strict privacy and not to disclose any information regarding the MMM's Trust / Institution, its activities or other details which becomes known to you during the course of your employment. So also you shall never hand over any document / file in part or full or any paper without seeking prior permission of the competent authority or your Officer In charge.
 10. You will always be sincere, loyal and committed towards all the duties and responsibility, which will be entrusted to you from time to time and display a visible sense of integrity towards MMM. You will not involve yourself in any activity, which will prove detrimental to the interest of the College and or MMM. In that case you shall be inviting severe lawful disciplinary actions against you.
 11. You shall undergo medical examination by the approved medical officer or by the civil surgeon at the place of your duty within one month from the date of joining the duties. The appointment shall be provisional and conditional pending submission of the Medical Certificate stating that you are free from any contagious disease and that you are physically fit for employment.
 12. In case you accept the appointment, you shall have to execute a Deed of Contract / undertaking of Service as prescribed at the time of joining the duties.
 13. In case of an illegal and unauthorized absence on the duty for the period of fifteen or more consecutive days or if you overstay the sanctioned leave, the College / MMM shall draw a lawful presumption within its sole discretion that you have no interest to further perform your duties and as such have abandoned the employment on your own accord. Thereafter, your services shall stand automatically concluded. In that case, you shall be liable to pay one month's salary to the College in lieu of notice as per Clause No. 7 herein above
 14. That nothing hereinabove mentioned shall restrict the Management of MMM in any manner to take disciplinary action against you if your activities, behavior, performance is found unsatisfactory and or in violation of rules of discipline.



MARATHWADA MITRA MANDAL, PUNE

202/A, Deccan Gymkhana, Pune - 411004

Registration Under Societies Registration Act 1860-Mah./523 Dated 06/01/1967

Registration Under Bombay Public Trust Act 1950-f-338(P) Dated 19/01/1967

Tel. : 020-25665320, 8149032328 | Telefax : 020 -25653039

E-mail : mmandal67@gmail.com

Shivajirao D. Ganage, President

Bhausahab G. Jadhav, Exe. President

Kishor H. Mungale, Secretary

15. You will get one casual leave per month and you will not be entitled to any other benefit. Except made admissible expressly in writing, you will not be entitled to get any benefit, which is presently made available and / or will made available in future, to the other permanently employed / similarly placed teaching and / or non teaching employees of the College.
16. You will have to remain present for all working days as per College timings and work wholeheartedly for the development and progress of the College as per the instructions given to you by any higher Authorities. Due to exigencies of work, you may be required to remain present on any holiday (s), Sunday (s) and even during the period of vacation.
17. For administrative purpose, your services shall be liable to be transferred from any department or branches and / or from one College to another, being run by Marathwada Mitra Mandal, Pune purely at the sole discretion of Management of the Trust/College.
18. You will adhere yourself to all the rules and regulations, either existing or amended or extended from time to time by the College /MMM and shall carry out all the lawful orders / instructions given to you by the College / MMM in connection with the day to day discharge of your duties and responsibilities
19. In case, the above terms and condition of your employment are acceptable to you, please return the Copy of this Order after endorsing your signatures on the same in token of your acceptance, and to make commitments to represent yourself for the duty immediately or within 3 days from the receipts thereof.

For MarathwadaMitraMandal, Pune



Prin. B.G.Jadhav
Executive President

DECLARATION

I, the undersigned **Miss. Kolhe Shipla Manik** have read and understood all the terms and conditions mentioned herein above in their proper and legal perspective. I accept this Appointment with all the terms and conditions mentioned herein above in totality and undertake to abide to the same.

Place : Pune

Date : 7/7/2023

Signature

Copy forwarded for information to:

1. **The Principal,**
MarathwadaMitraMandal's
College of Commerce BCA Department
202/A, Deccan Gymkhana, Pune- 411 004
2. **Service file of Miss. Kolhe Shipla Manik**



NSM DIGIRISK PVT LTD.

10.11.2023

To,

Ms.Krutika Jitendra Kulkarni

D 02/19, TRIDAL NAGAR, AIRPORT ROAD, NEAR MOZE SCHOOL,

HAVELI, PUNE 411006

Contact : 8605452059

email : kkruti99@gmail.com

Dear Ms.Krutika Jitendra Kulkarni,

Sub : Offer Letter and Terms of Employment

Further to the interview and discussions we had with you, we are pleased to offer you to position of "Executive –Motor Investigation " in investigation department at "NSM DIGI RISK PVT. LTD.", Nagpur on the following terms and conditions (The word "Company" refers "NSM DIGI RISK PVT. LTD.) –

- 1) Your remuneration will be Rs.216,000/- (Rupees Two Lacs Sixteen thousand only) CTC per annum, subject to applicable taxes and statutory deductions.
- 2) You will join us on or before 16.11.2023. Kindly send us acknowledgement of this letter within 03 (working) days as an acceptance of this offer else this offer stands revoked.
- 3) The probation period is of 6 months from the date of joining. On satisfactory completion of probationary period your employment tenure is considered as "**confirmed**". You would be required to serve your notice period (1 month)if you want to resign from company during the probation period. No remuneration claim will be considered if left without notice. Further no remuneration claim will be considered if left the job within 30 days of joining.
- 4) Your employment will be governed by service rules of the "Company" in force time to time. You will be abide by the rules and regulations of the "Company" with respect to Data security rules / leakages with respect to no disclosure of work profile in general , which can be altered by the Management as required.
- 5) Appointment shall be subject to medically fit as per our standard and positive reference check including background verification and Cibil. Appointment riders will be change by Management of the "Company" as required.
- 6) At the time of joining you are required to submit photocopies of following documents to our head office personal department –
 - a) Educational Qualification degrees/diplomas/certificates
 - b) Work experience Certificates
 - c) Relieving letter from your previous employer



NSM DIGIRISK PVT LTD.

- d) Age proof and Identity proof
 - e) Four Photographs (passport size)
 - f) Address proof (Local and Permanent)
 - g) Pan & Aadhar card
 - h) Passport and Driving License
 - i) Last 3 month Salary slip
 - j) Any other supporting as required
- 7) You would be required to serve your notice period (1 month) if you want to resign post confirmation as per term of resignation.
- 8) Resignation / Termination rules will be governed by Company Rules as find fit by Management.

We welcome you as a valued member of "TEAM NSM DIGIRISK" and hope that this will be beginning of a long successful and mutually beneficial career with us.

You are requested to kindly sign and return the duplicate copy of this offer letter as a token of your acceptance of this offer.

For NSM DIGIRISK PVT.LTD.
Mrs. Lina Menon
Head Human Resource
Director

ACCEPTANCE OF THE OFFER BY THE CANDIDATE

I hereby confirm that I have read, completely understood and accept all the terms and conditions mentioned on this offer letter. I will join my services as desired on

(NAME & SIGN OF THE CANDIDATE)

DATE :



6th July 2023

Ms. Maitreyee Paranjape

303 B-wing, Sarita Ornate, Navshya Maruti, Sinhadgad Road, Pune- 411030.

Sub: Offer Letter for the position of "Sr. Executive – Finance"

Dear Ms. Maitreyee,

With reference to the interview, you had with us, we are pleased to appoint you for the position of **"Sr. Executive – Finance" Food Division at Grade C4** on the terms and conditions which have been mutually discussed and agreed upon. You will be posted at **Pune**.

You will be required to join the office on or before **12th July 2023**.

You are also requested to bring the below mentioned documents at the time of joining, this would facilitate the smooth completion of the joining formalities.

- Copy of your resignation letter from your present organization.
- Relieving Letters from previous organizations including the Last One
- Service Certificates from previous employers
- Salary Documents of your Last Organization
- 4 Photographs
- Copy of Pan Card
- Copy of Voter ID/ Driving License.
- Medical Fitness Certificate (MBBS /MD PRACTITIONER)
- Copy of all Credentials including Educational Certificates/DOB Certificate
- Copy of Aadhar Card
- Bank Details (Existing one)

****Kindly note that your background verification/ reference check will be done as per company norms.**

Please sign the duplicate copy of this letter & return to us as a token of acknowledgement of receipt and acceptance of this offer letter. In case we do not hear from you within 7 days time from the date of offer, it will be assumed that you are not interested in our assignment and this offer letter will stand cancelled.

We look forward to your joining our organization and contribute towards a mutual and beneficial association.

Thanking You,

Yours truly,

For Desai Brothers Limited

Partha Sarathi Das

Vice President - Corporate Human Resources

Desai Brothers Ltd

Desai House, 177/2 Dhole Patil Road, Pune - 411 001, Maharashtra, India
Tel: 020 2600 4100 | Fax: 020 2600 4110 | Email: mail@desaibrothers.com | www.dbl.in
Regd Office: 1436, Kasba Peth, Pune - 411 011 CIN: U55101MH1973PLCO16960

APPOINTMENT LETTER

Pune Lamini Rd.

Name : Mayur Vijay Rade

E Code: E2945

Address : Near Sai Baba Temple, 101 Janwadi Janta Vasahat, Model Colony, Pune – 411016, Maharashtra.

Dear Mr. Mayur Vijay Rade,

We have pleasure in appointing you in our Organization as "**Executive - Customer Delight**" in **Grade – E2** with reference to your application and subsequent interview on the following terms and conditions. Please note that the employment terms contained in this letter are subject to the policy of M/S Senco Gold Limited. (Also referred to as "Company" hereinafter).

1. APPOINTMENT:

a) Date of Joining:

Your date of appointment is effective from **20/08/2021**.

b) Probation:

You will be on probation for a period of 6 months from the date of your joining duties, during which period your service can be terminated with 15 days' notice. The probationary period can be extended if your work is found unsatisfactory.

Your **Mentor** will be **Mr. Madhavi Saurabh Kulkarni (E2732)**, who will be assisting you in achieving your key result areas. Your performance will be evaluated periodically based on your key result areas.

The confirmation will not be effective unless you receive the letter of confirmation issued by the Company. Whatever is the time of issue of the letter, if the performance is satisfactory and the employee is confirmed, the confirmation should be effective after six months only.

c) LIC (If Applicable) :

The LIC Policy executed in your name, but assigned to the company would remain in the custody of the Company till the tenure of your employment. However, if any benefit accrues to your LIC Policy, during the period of employment the same would be duly refunded back to you in due course without any interest. The LIC Policy would be assigned back to you only when you leave the organization after abiding with all the terms and conditions of your exit policy together with the Non-Compete clause and your resignation is duly accepted by all the departments concerned and the Company releases your "Release Letter".

d) Transfer:

Your appointment is subject to transfer at any place where the Companies have branches / offices/operations, within India, according to the requirements and such transfer is entirely at the discretion of the Company.

e) Retirement:

You will retire from the services of the company on your attaining the age of sixty (60) years, or earlier if found medically unfit. However your services may be extended at the discretion of the Management and on the mutual consent between you and the Management subject to your managerial / professional expertise in the best interest of the company.

Senco Gold Limited

CIN No. : U36911WB1994PLC064637

Registered & Corporate Office : "Diamond Prestige", 41A, A.J.C. Bose Road,
10th Floor, Kolkata-700 017 . Phone : 033 4021 5000 / 5004, Fax No. : 033-4021 5025

Email : contactus@sencogold.co.in Website : www.sencogoldanddiamonds.com

2. COMPENSATION:

- a) You will be paid a monthly Gross Salary of **Rs.17500/-** and such perquisites and benefits as applicable to your grade and subject to deduction of applicable tax, if at all. The breakup of your salary is enclosed with this appointment letter as **Annexure 1**.
- b) In the event, the company deducts any payment from your salary, final settlement etc., on account of reimbursement of notice pay, lunch, compensation, or any other payment etc, then the same would be subject to applicable GST.

3. RESPONSIBILITIES:

- a) You shall in all respect carry out your duties effectively, diligently and to the best of your ability in the best interest of company.
- b) You shall diligently promote and safeguard the interests of the company and comply with such instruction as you may from time to time receive from the management or the representatives of the management. Your performance will be evaluated periodically and, in the event, if the same is found unsatisfactory the management shall be entitled to adopt such measures in respect of your employment as it deems fit and proper. The management decision in this regard will be final and conclusive.
- c) In the capacity of your present position you might / have to handle valuables like gold, jewellery and precious stones or other non-precious non-gold items. You shall exert utmost caution on handling those articles. In case any article found missing from your custody you shall be responsible to indemnify the company for the loss.
- d) During your employment and deployment in office/store/branch, etc., based on some information or as per management discretion, there may be audit/investigation conducted at the respective store/office/branch and till the time, the audit and its outcome is announced in the form of a report, there may be a possibility, depending on management discretion, that your salary may be withheld. However, in the event, the report goes against you for any reason, where in the management believes that you have not performed your duty diligently and in the interest of the Company, you may be penalized as per the discretion of the management including summary dismissal.
- e) During the course of employment, unless otherwise entrustment vide a written communication, you would not divulge any company information in front of any media whether that is social or television or radio etc., under any circumstances. Further, in your personal social accounts you should not display any derogatory content, which directly or indirectly may harm the brand or image of the Company. In the event, the same is brought to the notice of the management, you may be penalized as per the discretion of the management to the extent of termination
- f) **New Developments:** In further consideration of your employment hereunder, you agree that you will disclose promptly to the Company any and all improvements, inventions, developments, discoveries, innovations, systems, techniques, ideas, processes, programs, and other things, whether copyrightable or not copyrightable or patentable or not patentable, that are made or conceived by you alone or with others, in whole or in part, during your employment and which were made or conceived in whole or in part with the Company's resources or during the course of your association with the Company that directly or indirectly relate to the business being conducted or contemplated by the Company (collectively referred to as the "New Developments"). You further agree that all New Developments shall be and remain the sole and exclusive property of the Company.

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- g) **Remedy for Certain Breaches:** You acknowledge and agree that the covenants in above clauses were negotiated at arm's length and are reasonably required to protect the business of the Company and its affiliates and breach thereof would cause the Company and its affiliates irreparable, loss, prejudice and injury. As such the Company and its affiliates, in addition to any other remedy at law, would be entitled to injunctive relief.
- h) **Company Assets:** During the terms of your employment, you will be provided with certain company assets, IPRs, information etc. In the event, during the period of your employment, if you destroy, loose, misuse or inflict any kind of damage to company's assets willfully, or under breach, or connivance etc., the cost of the asset, IP, etc., would be deducted from your salary, or from such other dues from the Company, subject to your proving being guilty and/or subject to management discretion/approval and/or disciplinary actions, as per management discretion.

4. EMPLOYMENT BENEFITS :

Leaves:

You will be eligible for leave, as per the rules of the Company that may undergo changes from time to time and the amended rules therefore will be applicable to you. You will have to apply for Casual Leave of 10 days, Privilege Leave of 14 days and Sick Leave of 7 days in advance and will be entitled to avail the same only if sanctioned by the Management. Absence from duty without prior sanctioned leave shall tantamount to unauthorized absence. You will have to show cause for such unauthorized absence. Unauthorized absence for 3 working days at a stretch will entail appropriate disciplinary measures including termination of employment. In the event of such termination of employment, you will not be entitled to any notice period or pay in lieu thereof. You will not be allowed to take Leave during your Notice Period. Any absence during Notice Period would treat as Leave without Pay or extension of your Notice Period to that extent.

5. NON – COMPETITION:

- a) You shall not during the subsistence of this appointment, indulge in any activity, directly or indirectly, whether in your name or in the name of your agent, servant, assign, or relatives or otherwise howsoever, indulge in any activity which is detrimental to the business of the Company. Any attempt to lure or entice any employee of the Company to sever its employment with the Company would be deemed to be an activity in connection with detrimental to the business of the Company. You shall also not enter into any understanding or agreement or any strategic tie up with any entity during the subsistence of this appointment that carries on any business which is of similar nature and in competition to the business carried on by the Organization.
- b) Furthermore you will not, if and when you cease to be in the service of the Company for any reason, accept any service with any other employer whether an individual, a partnership firm or a company or corporation carrying like or similar business as that of the company in the same State in which the company is carrying on business for a period of 1 year nor shall you commence and carry on your own the business of manufacturing the said product or products for a period of 1 year from the time you cease to be an employee of the company.

- c) Non-Compete declaration as per **Annexure – I (A)**, to be signed by you.

6. NON - SOLICITATION:

- a) In further consideration of your employment, you covenant and agree that you will not during the Employment Period, without the prior written consent of the Company, directly or indirectly, (a) solicit, induce or attempt to solicit or induce any employee, consultant or agent of the Company, or any of its affiliates, to terminate his, her or his relationship with the Company or any of its affiliates; or (b) induce or attempt to induce any supplier or customer of the Company, or any of

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its affiliates, to terminate or adversely change his, her or its relationship with the Company, or any of its affiliates, or otherwise interfere with any relationship between the Company, or any of its affiliates, and any of its respective suppliers or customers.

- b) Non- Solicitation declaration as per **Annexure – II (B)**, to be signed by you.

7. EXCLUSIVITY:

- a) During the continuance of your employment with the company, it is a condition of employment that you will not engage yourself in any other trade, business or occupation without obtaining prior permission from the Managing Director or equivalent of Company.
- b) Exclusivity declaration as per **Annexure – III (C)** to be signed by you.

8. CONFIDENTIALITY:

- a) You shall maintain complete confidentiality of the terms of the present contract. You shall also maintain complete secrecy and confidentiality of all Confidential Information which are within your knowledge during the course of your contract. Confidential Information shall mean any information which is indigenously developed or acquired by the company through exercise of special skill or knowledge or means incidental thereto and shall include any trade secret, data base information, technical know-how, business policies, which are not available in public domain (including but not limited to financial information, the list of customers and suppliers, manufacturing cost, product information, designs, systems, methods, processes or any other information in respect of the customers' services and/or products). Divulgence of any information in connection with the business of the Company resulting in damaging the interests of the Company shall also be deemed to be Confidential Information.
- b) Confidentiality declaration as per **Annexure – IV (D)** to be signed by you

9. TERMS OF TERMINATION:

- a) The employment post confirmation is terminable by either party by giving one month's notice in writing for the said purpose, Any short fall in the Notice Period, calculated on the basis of the Basic Salary, will be deducted from the Full & Final Settlement Amount plus applicable GST. The Management reserves the right to waive the Short Fall in Notice Period. The management reserves the right not to accept resignation tendered by you in case any disciplinary proceedings/ investigation are pending or have been contemplated to be initiated against you. No Leave will be granted during Serving of Notice Period. Any absence will be treated as Leave without Pay during the Notice Period.
- b) You shall handover charge of the Company's money, goods and stores, books of account and such office records and documents as may be in your possession and any property entrusted to you or which at any time come to your hands or under your charge, to the satisfaction of the Management, before you leave the services of the Company.
- c) **Waiver:**

Failure of the Company at any time to enforce any provision of this Agreement or to require performance by you of any provision hereof shall in no way affect the validity of this Agreement or any part hereof or the right of the Company thereafter to enforce its rights hereunder; nor shall it be taken to constitute a condonation or waiver by the Company of that default or any other or subsequent default or breach. No modification, amendment or waiver, of any provision of, or consent required by, this Agreement, or any consent to any departure here from, shall be

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effective unless it is in writing and signed by the parties hereto. Any such modification, amendment, waiver or consent shall be effective only in the specific instance and for the purpose for which given. The Company may supplement this Agreement only in writing

The company reserves the right to add to, alter or amend the terms as presently recorded herein.

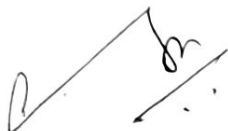
Notwithstanding anything hereinbefore contained, your employment is liable to be terminated without notice in the event it is found that you have committed a breach of any of the terms hereof. The Company's decision in this regard shall be final and binding on you. Such termination shall be without prejudice to any other rights the Company may be entitled to in law.

Forum: All disputes arising out of and/or touching and/or concerning these presents shall be subject to the exclusive jurisdiction of the Courts of Kolkata.

Please countersign a copy of this Letter of Appointment as a token of your acceptance of the terms and conditions hereof.

Yours faithfully,

For **SENCO GOLD LIMITED**



Subhasri Sengupta
Chief Human Resource Officer

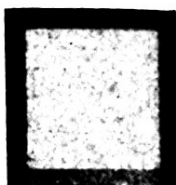
Acceptance:

I have carefully perused and understood the true import and implications of the terms of these presents and agree and undertake to bind myself to the same. As such, I hereby execute these presents as a token of my absolute and unconditional acceptance thereof out of free volition and in full control of my cognitive faculties. Further, by accepting this, I also accept the terms and conditions, the policies, the employee handbook guidelines and all such circulars and notifications issued/to be issued from time to time

Signature.....

Name.....

Date.....



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Annexure I – Compensation Structure

Mayur Vijay Rade – E2945

CTC Structure (INR)	FY 2021 - 22	
	PM	PA
Basic Salary	9000	108000
HRA	4500	54000
Transport Allowance	1800	21600
Washing Allowance	1000	12000
Other Allowance	1200	14400
Gross Total	17500	210000
Deduction		
PF Contribution	1560	18720
ESIC Contribution	124	1488
Professional Tax	200	2400
Total Deduction	1884	22608
Monthly Take Home	15616	187392
Employer PF + Pension Contribution		18720
Employer ESIC Contribution		6435
Gratuity		5192
Fixed Festival Bonus		9000
Variable Performance Bonus		***Subject to maximum 60000
Gross CTC		309347
<p>***The amount of variable performance incentive shown here is subject to maximum, it is based on your KRA driven performance throughout the year and linked with sales growth of the organization</p>		

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Email : contactus@sencoold.co.in Website : www.sencooldanddiamonds.com

Annexure I (A) – Non – Compete Declaration

I, Mayur Vijay Rade (E2945), do hereby acknowledge and confirm the following:-

I am accepting employment with Senco Gold Limited ("Senco"). Now, as per the presents below, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with Senco Gold Limited. Any deviation from the following terms would have adverse effect on my professional career with Senco Gold Limited and thereafter and any reference check at a subsequent data would have reference to the breach of the employment contract.

I am required, on behalf of Senco Gold Limited, to provide services to my client. I agree that for a period of one year (12 months) following the termination of my employment with Senco Gold Limited for any reason I will not accept any offer to employment from similar industry being a competitor of Senco Gold Limited across the country to prevent any potential conflicts of interest or avoid breaches of confidentiality.

Annexure II (B) – Non – Solicitation Declaration.

Upon leaving the company I will not, without prior written consent of the Company, for a period of twelve months from the date of ceasing employment, canvass, solicit, interfere with or entice away any person who has, at any time during my employment with the company has been an employee of the company.

Annexure III (C) – Exclusivity – Declaration

During the continuance of my employment with company, it is a condition of my employment that I will not engage myself in any other trade, business or occupation, without obtaining prior permission from the Managing Director or equivalent of the Company.

Annexure IV (D) – Confidentiality – Declaration.

I fully agree to abide by the condition of adjust the amount for any such losses or violation of agreement from my training security cost without prejudices to other claims that may occur at the Company's end.

Employee Name:

Signature:

Place:

Date:

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ATHARVA COMMERCIAL SERVICES

3 Shatdeep Apartments Model Colony Pune 411016

Tel No. 020-25666637 , Mail id : atharvaenterprises30@gmail.com

Date:- 1-4-2019

Name & Address

Neha Dhotre

Pune

Dear

Subject : Appointment Letter

With reference to your application dated 15-3-2019, we are pleased to appoint you for the post of accountant.

Date of joining: 3-4-2019

Emoluments:

Your total emoluments (i.e. CTC - Cost to Company) will be Rs.180000/- (Rupees One Lakh Only) per month plus leave encashment (if applicable) minus Profession Tax.

In addition to this, you would be reimbursed as per the rules of the firm for all out of pocket expenses such as Travelling & Conveyance.

Job Description and Responsibilities

Accounting of clients, Auditing of clients, Income Tax & TDS Returns, GST Returns, MIS reports preparation , Tax payments and other related services allotted by Seniors

Reporting:

You will report to Mrs. Varsha Thite, Partner.

Leave:

You will be eligible to avail the benefits of the Company's Leave Rules on your confirmation.

Other terms and conditions:

1. You would be on a probation of Three months and on satisfactory completion of service for this period, you would be confirmed subject to rules of the firm.

2. During the period of your employment with the Firm, you will devote full time to the work of the Firm.
3. You will be required to comply with all such rules and regulations as the Firm may frame from time to time.
4. If at any time in our opinion, which is final in this matter, you are found non-performer or guilty of fraud, dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without prior permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission, the firm shall be entitled to recover the damages from you.
5. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application and at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the management may take such action as it deems fit in its sole discretion, including termination of your employment.
6. You will have to submit attested copies of Certificates showing your age / date of birth, academic and professional qualifications and 2 recent passport size photographs, relieving certificate from the previous organization, if any.
7. You will be responsible for safekeeping and return in good condition and order of all Firm's property, which may be in your use, custody or charge.

We welcome you to Atharva Commercial Services and look forward to your enriching our human resource and through your dedicated performance, making the Firm more strong and competitive. In return, we assure you of a long, challenging, happy and rewarding career.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

With best wishes,

Yours sincerely,

Varsha Thite
Partner

“ I accept the above terms and conditions”-

Encl: Firm Rules

FORSTU EDUTECH LLP

Mauji Spaces, 11, Sahajeevan Society ICS Colony, Bhoslenagar, Ashok Nagar, Pune,
Maharashtra 411007

Email : info@forstu.co Website : www.forstu.co

22 March 2023

To
Mr Nupur Kotrange,

Dear **Nupur Kotrange,**

Sub: Offer Letter

FORSTU EDUTECH LLP is pleased to offer you a job offering from 17th April 2023 to work upon the position of “**Cloud Support Engineer.**”

The terms and conditions of this Job Post are as follows:

1. Services

- a) You shall perform the services specified in **Annex A**, “Scope of Work,” (“Services”) which is made an integral part of this Offer.
- b) You shall be reporting to the Sr Operations Executive of FORSTU.

2. Remuneration

- a) It will be paid full time job with Total CTC **3,60,000 INR**
No Sim Card Recharge Charges are to be reimbursed by the organization as per the applicable policies.

3. Terms

- a) Your working days and hours will be as per the calendar of the organization. You will also be expected to attend all meetings as and when called upon by your line manager. You can avail of time off from work only in exceptional circumstances and with prior approval of the supervisor. In case of absence from work without prior notification for more than two days in continuation, the Contract is liable to be terminated with immediate effect.
- b) Paid leaves in the total year will be 18. Max 2 in continuation and extra only upon the approval for Line Manager.
- c) Notify the company 3 days prior in case of Paid leaves.
- d) Work will be in hybrid format Work from Home cum Office.
Attendance from the office.

- e) Monthly Performance to be submitted at end of each month for Salary Disbursements to be started.
- f) Deduction of Rs 2500 will be subjected to March of Every Year as a part of Professional Tax to be paid towards State Government of Maharashtra. In case of termination before March the amount is to be procured in the last pending salary.

4. Termination

- a) This Contract can be terminated prior to the end date, by providing a two month prior written notice from either side.
- b) FORSTU EDUTECH LLP reserves the right to terminate the Contract at any given time due to any unacceptable behavior as per the organization's policies.

5. Confidentiality

You shall forever hold any confidential information in confidence and shall not publish, disclose or disseminate, any time, to any person; or use for any purpose any confidential information other than such purposes as shall be required to fulfill your duties with FORSTU, or remove any confidential information, in whole or in part, from FORSTU's premises, without prior written permission.

6. Ownership

- a) Any studies, reports, or other material, graphic, software, or otherwise, prepared by you during this period for the FORSTU EDUTECH LLP shall belong to and remain the property of the FORSTU.
- b) Any books, digital content, pen drives, hard disks, cameras, dongles, memory cards, laptops, or otherwise provided to you by the FORSTU EDUTECH LLP under the Contract shall be returned at the time of termination or contract expiry, as the property belongs to the FORSTU EDUTECH LLP.

If the above-mentioned points are acceptable to you, kindly send us a copy of this Contract letter as a token of your acceptance within three days from the date of receipt of this letter. Also please send us a copy of your PAN card and your bank account number to enable us to make payments to you.

Best regards,
FORSTU EDUETCH LLP

Signature: Mr Nupur Kotrange	Signature: Mr Sujay Joshi (COO FORSTU EDUTECH LLP)

29 March 2022

Ms. AARTI SHINDE

Your appointment as Executive in Assurance

Dear AARTI SHINDE ,

With reference to your application and the subsequent interview(s) you have had with us, we are pleased to confirm your appointment for the above position in **S R B C & CO LLP** subject to the following terms and conditions.

1. Job Title

You shall be designated as **Executive** in HR Band **5**.

The designation and band are for reference only and do not entitle you to any benefit other than as has been specified in this letter, or intimated to you in writing in respect, thereof. The Management retains the right at all times to change / modify / amend the titles/ designations or to rearrange the band structure, which may impact the above fact.

2. Annual compensation

- a. Your annual compensation including benefits, allowances, and perquisites, if any, payable by the Firm is **INR 8,28,750 per annum (Rupees Eight Lakh Twenty Eight Thousand Seven Hundred and Fifty Only)**. A typical break up is provided as an Illustration in Annexure A to this Agreement.
- b. Your eligibility to performance linked bonus is driven by firm's performance bonus policy. This component, if eligible, is in addition to your annual compensation.
- c. The performance bonus scheme is subject to revision at the discretion of the Firm's Management.
- d. Besides this you will be eligible for Gratuity as per Payment of Gratuity Act, 1972. You may note that as per the Act provisions there is an upper limit of 20 Lakh.

21-Apr-2022

Anushka Parshuram Maladkar

B - 105 Venkatesh Classic Society Handewadi Road

Nhavale Nagar Autadwadi Handewadi Pune Maharashtra 412308

India

Letter of offer

Dear Anushka,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Ops** in **WNS Global Services Pvt. Ltd.**, based at our **Pune - Magarpatta SEZ** office. The key components of your offer are as detailed below :-

Career band: Your career band would be **Professional**.

Role band: You would be placed in role band **A**.

Title: The title that you would be using both internally and externally would be **Associate - Ops**.

Compensation: Your Total Gross Pay will be **INR 3,87,200 (Indian Rupees Three Lakh, Eighty Seven Thousand, Two Hundred Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

Joining Date: You are expected to join us by **22-Apr-2022**.

Place of work: Your place of work will be **Pune - Magarpatta SEZ**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

AUSTRALIA

COSTA RICA

INDIA

THE PHILIPPINES

ROMANIA

SRI LANKA

UAE

UK

USA

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition

WNS Global Services Pvt. Ltd, Plant No. 10, Godrej & Boyce Complex, Pirojshanagar, LBS Marg, Vikhroli (West), Mumbai 400 079 | Tel: +91 22 4095 2100 | Fax: +91 22 2518 8307 | CIN: U72200MH1996PTC100196

Accepted and Agreed

Anushka Parshuram Maladkar
Candidate's Name & Signature



Date :28 February 2022

Himanshu Anil Mhaske

Kashid colony,Pimple gurav,Pune

Pune-411061

Sub: Employment Letter

Dear Himanshu,

With reference to your application and subsequent interactions we are pleased to offer you an Employment as **CCE** in the **Operations** with **CONNEQT Business Solutions Limited** (The Company) with effect from **28 February 2022** on the following terms and conditions.

You will be paid an Annual Gross Salary of INR. **223790.00** In addition to the above, you will be covered under PF, ESI, Bonus, Gratuity etc., if applicable as per law. Based on the present applicability your annual CTC would be Rs **19000.0** This may undergo change in view of the changes in the laws. Detailed break-up of the monthly and annual CTC is annexed to this letter as annexure A

Please note that the information pertaining to remuneration and benefits payable to you is **CONFIDENTIAL** and should not be shared with anyone other than the authorized representative(s) of the Company.

The above mentioned offer shall be valid if you join us on **28 February 2022**.Should you have any further queries, please feel free to contact our Recruitment Team.

You will initially be posted at our **Pune - Kharadi** Office. The Company may transfer your services to any of the existing office (s)/ department(s) / division(s) / Section(s) / establishment(s) of the Company including any of its subsidiaries / holding / associate company or that may come into existence in the future in India or abroad. Your transfer shall be governed by the Company's Transfer Policy and Regulations, as may be in force from time to time.

You will be working on flexible timings as may be decided by the Company.

Your joining shall be subject to submission of copies of testimonials (originals to be presented):

1. Academic qualification certificates (Matriculation onwards) including proof of date of birth and professional proficiency certificates, where applicable
2. Experience certificate(s), Relieving letter/ Clearance certificate, from your previous employer(s), as applicable. (Relieving letter is a must)
3. PAN Card and Aadhar Card
4. Cancelled Cheque

Reliance SMSL Limited

Ref No. HR/FEB/21/KT/50919894/1000935963

Date: 01.02.2021

Shon Bhisade
Srvy No.44,Somnathnagar, Near Shivraj Vidyamandir,Vadgaonsheri, Pune City, Pune
Maharashtra,India
411014

Offer-cum-Appointment Letter

Dear Shon,

This is with reference to your application and subsequent Test and Interviews you had with us. We are pleased to offer you an appointment as **PI Associate Inventory Count** in the employment of the company subject to your joining on or before **01.02.2021**. The offer shall automatically lapse if you do not join. Reliance SMSL Limited is engaged in the business of providing outsourced human resource services to their clients. Accordingly, you are assigned to our client to work as **PI Associate Inventory Count** in Grade **KT** and shall perform duties that are assigned to you in connection with the Clients' business at their premises as may be advised from time to time.

You will receive an Annual Gross Compensation (including Basic and allowances) of **Rs. 138660/- per annum** as below:

	Rs. per month
Basic	6500
HRA	5055
Conveyance Allowance	
Monthly Gross	11555
Annual Gross	138660

You will be covered by applicable statutory benefits such as PF, ESI and Bonus etc. The compensation is subject to prevailing tax and other laws, policies, rules and guidelines. You are expected to keep your compensation strictly confidential.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization. The tenure of your employment shall be subject to the requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of the project with the client.

The terms and conditions in this letter and the annexures thereto will form terms of appointment upon your joining.

Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions of employment and return the same to HR at the earliest.

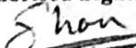
Please note the documents to be submitted on your date of joining as part of joining compliance.

We wish you a long successful association with us.

Yours faithfully,
For Reliance SMSL Limited



Authorised Signatory


Signature of the Employee:

Encl: Terms and Conditions of Employment - Annexure - I

Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74899MH2007PLC167704

Registered Office: 3rd Floor, Court House, Lakmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800

April 15, 2022
MISS Vibhavari Ande

Dear Vibhavari,

Welcome to **Tech Mahindra Business Services Ltd.** We are pleased to offer you the position of **Customer Relations Advisor** in our organization. The terms and conditions of the offer are given below:

1. Your initial place of Posting will be in **PUNE** with **Uk-PUNE-Operations**.
2. You are expected to join as early as possible, and not later than **April 15, 2022** failing which we presume you do not have interest in pursuing a career with us. Accordingly, this offer will be withdrawn and treated as cancelled.
Your Induction will be on April 15, 2022
Time: 1:00 PM
Venue: 3 House- 1st Floor – NEO Room.
Our contact no. for recruitment is +91(020) 49142141
3. You will be on probation for a period of **three months**. Based on the three monthly assessments, you will be confirmed or extended if deemed necessary, at the company's discretion. Either party can terminate this appointment with fifteen days (15 days) notice in probation or with thirty days (30 days) notice after confirmation or payment in lieu thereof. However, if your service is terminated for fraud, theft, or withholding of information in the application form or for any other form of misconduct, notice pay will not be payable.
4. This offer of appointment is conditional and subject to you clearing the **Reference Check**. If we have reasons to believe that you have not discontinued your previous employment contract (if any) and TMBS finds or gets aware that currently as on date your employment with the previous employer is valid and existing while still in services with us or any of the information provided by you is false or incorrect, then we reserve our unconditional rights to terminate your services forthwith at our sole discretion without giving a further notice to you. Any payments made to you by TMBS from Date of Joining TMBS, needs to be refunded to TMBS immediately and any payments due to you by TMBS shall not be paid by us. Further the duration or period of your work in TMBS shall be treated null and void ab Initio. Your statutory obligations towards PF, EDLI and other Insurances shall stand cancelled.
5. You are willing to work in 24*7 shifts
6. Notwithstanding anything to the contrary stated elsewhere in the employment contract, you Understand that you cannot avail any leaves during training/probation and On Job Training (OJT)
7. You will adhere to the induction/Training shift timings/office working hours including but not limited to Log-in/ Log-out and will comply with the same. You will not violate the same for reason whatsoever including but not limited to religious activities.
8. This is not a regular offer of appointment but a offer letter. The formal letter of appointment will be issued at the time of joining.
9. Please submit the following at the time of your joining.
 - A copy of the relieving letter from your present employer
 - Documentary evidence of the last salary drawn
 - Documentary evidence of date of birth & Educational Qualifications
 - Pre - employment Application Form (if not submitted already)
10. You are informed that any request for a change in process will not be accommodated at the time of joining.
11. The Compensation and Benefits Program applicable to your grade is enclosed for your reference. Please note that your compensation is a confidential matter between you and the company, and the company shall view any breach of confidentiality with utmost seriousness.
12. We have corporate tie-ups with CITI, ICICI & Kotak Bank for salary accounts. You have the option to choose between the three. Please acknowledge that either of the banks has not identified you as a defaulter _____. If you have been identified please specify the bank, _____. In instances where it comes to our knowledge that you have provided us incomplete/ inaccurate details then this offer will be treated as null & void with retrospective effect.
13. The Company shall not be responsible for any claim arising out of misrepresentation given by any recruitment agency/individual.

Please return the duplicate copy of this letter duly signed indicating your acceptance of our terms and conditions of employment.

We once again would like to thank you for your interest in seeking a career with our Organisation and hope you will have a fruitful and successful career with us.

Yours sincerely,

For **Tech Mahindra Business Services Ltd**

Yuri Roy
Head-Talent Acquisition



Validate your offer letter on



Oristech

Healthcare and Business Solutions

Oris Technologies India Private Limited

Office No. 207/8/9 City Towers, Boat Club Road, Pune - 411001
CIN: U72200PN2017FTC172010

April 26, 2022

To,

The Principal,

Marathwada Mitra Mandal College of Commerce, Pune.

This is to certify that **Mr. Aditya yadav** is working with **Oris Technologies India Pvt. Ltd.**, since January 2, 2019 to date.

This certificate is being issued for college purposes only.

For **Oris Technologies India Pvt. Ltd.**



Roopa Kulkarni
HR Manager





Rawat Enterprises

Address: 13, MG Road, Pune Cantonment, Pune, Maharashtra-411001
GST: 27DDJPK9051E1ZE E-mail: rawatenterprisespune@gmail.com

OFFER-CUM-APPOINTMENT LETTER

Mr. Pranav Sanjay Shinde

Shivajinagar,

Behind ZP School,

Kedgaon,

Ahmednagar,

Maharashtra -414005

UID: 2517-9237- 6426

[01/05/2022]

Subject: Offer-cum-Appointment Letter

Dear Mr. Pranav,,

We are pleased to offer you the position of **CRO (Customer Relationship Officer)** with **M/S Rawat Ent.** hereinafter referred to as the 'Employer' subject to the following terms and conditions:

1. You will receive a gross salary of INR 16000 /- per month (Inclusive of Incentives). All other allowances and benefits as applicable to you. You will also be eligible for monthly sales incentives. Salary inclusive of incentives and allowances would be receivable on or before 7th of the subsequent month.
2. Your job title will be **C.R.O.**, and you will report to **Mr. Girish Dhabalia (Store Manager)**.
3. You will be posted at **Pune-MH** and will be associated with **Titan World** brand at the outlet situated at **13th MG Rd, Pune**. You may be transferred to any other store as per business requirements of the firm.
4. The offer of employment stands to be applicable only on clearing the necessary training and assessments and as certified by the training team.

1 | Page

For

internal

circulation

only

Ref: HR/Appt/80160/20
Date: 08th December 2020

Mr. Prasad Tukaram Jagtap
G2 Flat No 2
Torna Society Shikshak Nagar Shivtirthnagar Kothrud
Pune Maharashtra- 411038

Emp. Code - 173254

Sub: Your appointment in our organization as Relationship Executive--E in our office at Pune with effect from 10th December 2020

Dear Mr. Prasad Tukaram Jagtap,

With reference to your application for employment in our organization, the subsequent interviews our executives had with you and also on the basis of information submitted by you, we are pleased to appoint you in the position, location and from the date as mentioned above.

As your appointment is subject to performance & productivity and your consolidated (all-inclusive) salary is as mentioned in the accompanying statement. (Refer Annexure-I).

The terms and conditions of your employment with us are appended to this letter, which you are required to go through and understand. (Refer Annexure-II)

As a token of your accepting this appointment on the terms and conditions mentioned in the appendix and on the salary mentioned in the accompanying statement (both signed by the undersigned), please return the duplicate copy of this letter to our office after you sign it.

Yours faithfully,

For Calibehr Business Support Services Pvt. Ltd



Sandeep Todkar
Senior Manager - Operations



Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234847970/Mumbai/BPS/BTN
Date: 16/11/2023

Mr. Om Avinash Kakade
B-607, Kushal Vatika, Loni Kalbhor, Tal-Haveli, Dist-Pune 412201.

Opp. Mit
Pune-412201
Maharashtra
Tel# 91-9960755259

Dear Mr. Om Avinash Kakade,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **14,160/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.



OTHER BENEFITS

1. Health Insurance Scheme

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

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for Rs. 5, 00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail . For further details, please refer to the policy document

2. Professional Memberships:

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

3. Social Security - Employees' State Insurance:

The company will contribute 3.25% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

4. Compensation Benefits under ESI Act / Employees' Compensation Act:

If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

* Inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act

5. Night Shift Stipend:

Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. **200/-** per shift as per the company policy.

6. Process Specific Stipend:

Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

TERMS OF TRAINEESHIP

1. Traineeship Pre-requisites

Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.



It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with **TCSL** will be discontinued without any notice or notice pay

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

2. **Traineeship Period:**

During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, **TCSL** may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

3. **Hours of Training:**

You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

4. **Leave:**

You will be entitled for leaves as per the company's policy.

5. **Transport:**

TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

6. **Alternative Occupation / Traineeship:**

During the period of your traineeship at **TCSL** , you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company.

7. **Confidentiality, Data and Intellectual Property Protection:**

As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of **TCSL** and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

8. **Work in SBWS mode:**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home



(remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

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

9. TATA Code of Conduct:

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

10. Notice Period:

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

11. Medical Test:

You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute's photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and further employment(if absorbed in Regular Employment) to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

12. Background Check:

Your traineeship will be subject to a background check in line with the Company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background checks are unfavorable or at a variance with your own declarations, your traineeship will be discontinued without any notice.

13. Submission of Documents:

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

- Standard X and XII Mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Passport
- 6 photographs - passport size
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.



Your original documents will be returned to you after verification.

14. Initial Learning Programme (ILP)

On joining **TCSL** as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as **TCSL** may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. **TCSL** continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of ownership and commitment has to come from you.

As **TCSL** progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

15. Letter of Appointment

You will be issued a letter of appointment on your joining and after completing joining formalities as per **TCSL** policy

16. Personal Data Processing:

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

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

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

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

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

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

17. Terms and conditions:

The above terms and conditions of traineeship are specific to your traineeship period in India.

18. Rules and Regulations of the Company:

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

19. Compliance to all clauses:

You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle **TCSL** in withdrawing this letter of traineeship at its sole discretion.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the Traineeship and this offer will be automatically withdrawn. Post acceptance of TCSL offer letter if you fail to join on the date provided in the TCSL joining letter, the offer will stand automatically terminated at the sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For Tata Consultancy Services Limited.

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



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

Encl: Annexure 1: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms



ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20234847970/Mumbai/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:



Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

2. Associate's Obligations

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

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by



TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

4. Prior knowledge

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

5. Use of third party material

Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

6. Security policies and Guidelines.

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

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,



acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

- (a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;
- (b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;
- (c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");
- (d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;
- (e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;
- (f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and
- (g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

7. Working in SBWS Framework:

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

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

- a) Will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- b) Will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.
- c) Will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.
- d) Will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.



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

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

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

8. Restriction on Associate's Rights

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

9. No License

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

10. Equitable Rights

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

11. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized



representatives of both parties.

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

Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on _____ .

I hereby accept this Offer and intend to join service on_____.

Name:

Address:

Signature:

Date:



Deloitte Tax Services India Private Limited
Deloitte Tower Survey No. 41 Gachibowli Village, Ranga
Reddy District, CIRCLE 3, Hyderabad - 500032, Telangana,
India

Tel: +91 040 67621000
www.deloitte.com

Jul 10, 2023

Mr. Omkar Shirish Kolekar
Manas-Prabha, Rushikesh Soc, Katraj, Pune,
Pune, 411046
India

Subject: Offer of Employment

Dear Omkar Shirish Kolekar:

On behalf of **Deloitte Tax Services India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Tax Consultant I** based in **Hyderabad**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **November 13, 2023**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs./₹ 600,000/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs./₹ 100,000/-** subject to your reporting for full-time employment on **November 13, 2023**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **12 months** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") requires their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**.

Your compensation details are confidential, and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **November 13, 2023**, or an alternative mutually agreed upon date.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte India (Offices of the US) provides its professionals with home pick-up and drop transport services within **pre-defined** boundary if their shift timings are between 8:30 p.m. - 6:00 a.m. in Hyderabad, 9:00 p.m. - 6:00 a.m. in Mumbai, Pune; 7:00 p.m. - 6:00 a.m. in Gurugram, 8:00 p.m. - 6:00 a.m. in Bengaluru, Chennai, and Kolkata.

This letter and **Deloitte Tax Services India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Omkar, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte Tax Services India Private Limited
Best regards,

DocuSigned by:
Pooja Madhavi
FC36FB96157A491...
By: _____
Signature

Authorized Signatory

Acceptance

I, **Omkar**, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

DocuSigned by:
Omkar Shirish Kolekar
374646586EE04B8...
Signature _____
Date Jul 12, 2023



Sealed By: DS DELOITTE CONSULTING INDIA PRIVATE LIMITED 10
Sealed Time: 2023.07.11 05:28:29 -07:00

Annexure A**Mr. Omkar Shirish Kolekar****Tax Consultant I -**

Description	Monthly (Rs. per month)	Annual (Rs. per Annum)
Basic Pay	17,500	210,000
House Rent Allowance (HRA)	8,750	105,000
Special Allowance ^{1a & 1b}	11,867	142,404
Leave Travel Allowance ²	1,750	21,000
Differential Allowance	5,833	69,996
Meal Card ³	2,200	26,400
Employer's contribution to PF	2,100	25,200
Total Salary (in Rs.)	50,000	600,000
Variable Bonus*	You are eligible for a performance linked variable bonus. It will be paid out at the end of the fiscal year, as applicable and on the basis of your individual performance and performance of the business	
Medical Insurance Premium ⁴	3,014	36,167

*The Variable Bonus will vary, primarily based on your individual performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer, during the Annual Incentive Program payout cycle for the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid during the Annual Incentive Program payout cycle of that year. The Variable Bonus 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 Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time. All compensation and benefits are based on employee's position with the Employer in India.

Contd/-....

Annexure A

¹All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Driver / Fuel & Maintenance Expenses as per eligibility mentioned below:

**Employee Level -
Tax Consultant I**^{1a}Communication Expenses^{1b}Fuel Expenses

Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.

Petrol / Driver / Insurance / Repairs & Maintenance

Rs./₹ 3,000/- per month

Rs./₹ 7,500/- per month

^{1a} The internet/telephone/mobile bills should be in the Employee's name.

^{1b} For claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current perquisite valuation rules.

Nature of Expenses	Own Vehicle –Maximum Tax exemption limit per month		
	4 Wheelers (Engine Capacity)		
	<= 1600 cc	> 1600 cc	Two Wheelers
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900
Driver's Salary	Rs. 900	Rs. 900	Not applicable

All employees at and above **Senior Staff** are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

² The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

³ Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

⁴ Annual Floating Medical Insurance Coverage for self and **6 dependents** is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

You may also be eligible to either a One-time Stipend or a temporary lodging basis joining the registered office location, you will receive a survey from Deloitte prior to your joining.

You may select the best option for availing the relocation assistance. If an employee who has availed this reimbursement decides to quit within 18 months from the date of relocation claim for whatever reason, the relocation reimbursement paid to the employee will be recovered in full, from the employee's full and final settlement.

By joining the Company, you will become a member under the 'Deloitte USI Employees Welfare Trust' and may be required to make a nominal contribution as a member.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.



Omkar Shirish Kolekar

Hyderabad

Annexure B

Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")

In consideration of my employment by **Deloitte Tax Services India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office **Deloitte Tower Survey No. 41 Gachibowli Village, Ranga Reddy District, CIRCLE 3, Hyderabad - 500032, Telangana, India** (the "Employer") as **Tax Consultant I** - and other valuable consideration, I acknowledge and agree that:

PRELIMINARY MATTERS

1. Defined Terms. The italicized terms in this agreement (the "Employment Agreement") are defined in **Exhibit A** hereto.

2. Pre-existing Agreements or Arrangements. I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Agreements or Arrangements*. The Employer expects me to abide by all restrictions or obligations that are contained in such Pre-existing Agreements or Arrangements and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my *Employment*. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer's offer of *Employment* or my becoming, and serving as, **Tax Consultant I** of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

PROTECTION OF OUR BUSINESS

3. Reporting of Proceedings. Except as provided by law and except as I have disclosed in writing on **Exhibit C** to this Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.

4. Confidentiality. I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I agree to hold in trust and confidence all such *Confidential Information*. I will neither disclose any such *Confidential Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized Signatory*, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity*.

5. Third Party Information and Property. I agree that during my *Employment*, I shall not use or disclose any confidential information or intellectual property of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such Confidential Information or Intellectual Property without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.

6. Authorization. Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.

7. Competing Activities and Conflict of Interest. During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or

associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.

8. Authorization to Access Systems and Electronic Communications and use of Deloitte Property. I understand that while employed with a *Deloitte Entity*, I will use and have access to the *Systems*. I also acknowledge that a *Deloitte Entity* has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my Electronic Communications and information from (or about) me and the content, without notice to me, and that such *Electronic Communications* are considered part of a *Deloitte Entity's* business and client records and are not to be considered private or personal to me or any other *Personnel*. I further acknowledge that this right extends to *Electronic Communications* transmitted for either a business or personal purpose.

I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (e.g., emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the *Deloitte Property* that may be in my use, custody, care or charge. For the loss of any *Deloitte Property* in my possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

9. Security. I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

10. Ownership of Works.

a. I agree that the Employer owns all rights, title and interest in and to all *Works*.

b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Work* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10 (b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual*

Property of the Deloitte Entities.

e. I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by me during the period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

11. Pre-existing Creations; Personal Creations. My obligations in Paragraph 10 do not apply to *Pre-existing Creations* and *Personal Creations*. I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Creations*. I acknowledge and agree that I will not assert any ownership rights against the *Deloitte Entities*, or their respective clients, with respect to any *Pre-existing Creations* unless they appear on **Exhibit B**, and **Exhibit B** has been accepted and agreed to by an *Authorized Signatory* who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment* without the prior written consent of an *Authorized Signatory*. To the extent that I use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment*, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such *Pre-existing Creations* or *Personal Creations* for any purpose including, but not limited to, client engagements.

12. Post- Employment Restrictions re: Clients. I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, during the period of my *Employment* and for a period of one year thereafter, I will not, directly or indirectly, solicit or provide services to any existing client of a *Deloitte Entity* with which I had personal contact and provided services during the two-year period prior to termination of my *Employment*.

13. Exceptions to Post- Employment Restrictions re: Clients. I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a *Deloitte Entity* and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a *Deloitte Entity* solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a *Deloitte Entity* neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on **Exhibit D** expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on **Exhibit D** by an *Authorized Signatory* who has signed at the bottom of such Exhibit. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on **Exhibit D** to support the application of the obligations of Paragraph 12 to those clients.

14. Future Employment with Clients. Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities* remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

15. Restrictions re: Personnel and Contractors. I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring or of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention, would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated; (b) participate in the hiring or admission of any *Personnel*; or (c) cause a contractor of a *Deloitte Entity* to cease providing services to, with, or on behalf of the *Deloitte Entity*.

16. Post- Employment Restrictions re: Deloitte Property. Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte*

Entity, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property* resides on such computers and to permit a *Deloitte Entity* to remove such *Deloitte Property*.

OTHER POST- EMPLOYMENT OBLIGATIONS

17. Transition of Work and Cooperation. Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licensor of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.

18. Notification of Post- Employment Obligations. I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.

19. Certification. I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 9, 10, 11, 12, 14, 15 and 16 of this Agreement.

OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH

20. Equitable Relief and Attorney's Fees. I acknowledge and agree that a breach of this Employment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 9, 10, 12, 14, 15 or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte Entity* is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities'* reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.

21. Liquidated Damages: Client Fees. I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.

22. Liquidated Damages: Compensation. I agree that the precise amount of damages flowing from a breach under Paragraph 15 would be impracticable or extremely difficult to ascertain in an actual amount. Therefore, I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by or owed to any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.

23. Right of Inspection. I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

MISCELLANEOUS

24. Governing Law; Choice of Forum. This Employment Agreement is deemed to have been executed in the Employer's office in **Hyderabad, Telangana, India** and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.

25. Modifications. My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.

26. Severability. Every provision of this Employment Agreement is intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

27. Blue-Penciling. If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefore another provision that is legal and enforceable and that achieves the same objective.

28. Waiver. None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.


29. Entire Agreement. This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.

30. Transfer and Assignment. Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19 and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.

31. Headings. The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

I have read the foregoing, understand it, and agree to comply with its terms.

For Deloitte Tax Services India Private Limited

DocuSigned by:

FC36FB96157A491...

Pooja Madnani

Talent

Authorized Signatory

Effective as of **November 13, 2023**, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

DocuSigned by:
Omkar Shirish Kolekar
374646586EE04B8...

omkar shirish kolekar

Signature

Name



Sealed By: DS DELOITTE CONSULTING INDIA PRIVATE LIMITED 10
Sealed Time: 2023.07.11 05:28:29 -07:00

EXHIBIT A

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

Attest Client – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a *Deloitte Entity*.

Authorized Signatory – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

Confidential Information – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information (*PII*) or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information entrusted to the Employer or another *Deloitte Entity* by clients and other third parties. *Confidential Information* includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information, tax returns, tax identification numbers, agreements, client or prospective client lists, specific information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client development plans, specific rates charged to a client or offered to a prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information, employment applications, organization charts, performance ratings and other personnel records.

Deloitte Entity – the Employer, Deloitte LLP, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the “Deloitte U.S. Firms”), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited (“DTTL”) or any member firm of DTTL or affiliate thereof (collectively, the “DTTL Member Firms”) or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term “control” (including the terms “controlled by” and “under common control with”) means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

Deloitte Property – *Confidential Information*, *Systems*, equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.

Deloitte India (Offices of the US) - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte India (Offices of the US): (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

Electronic Communications – all text, audio, video, images, information, data, files and attachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means of the *Systems*.

Employment – the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

Form - paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

Independence – National Office (Independence) of Deloitte LLP.

Intellectual Property - works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

Intellectual Property Rights – all rights, title and interest in Intellectual Property.

PCAOB – the United States Public Company Accounting Oversight Board.

Personal Creations – *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works* of a *Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a

Deloitte Entity, and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Deloitte Entity*.

Personnel – partners, principals, members, officers and employees of a *Deloitte Entity*.

PII – information (excluding business contact information such as an individual's name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes PII when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

* Note: When an individual's name is used with PII that is not business contact information, it is included in the definition of PII.

Pre-existing Agreements or Arrangements – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement, including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United States Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

Pre-existing Creations – any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

Proceedings – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the PCAOB, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

Systems – the communications systems or any part of such systems that a *Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (eRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

Works – all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my *Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.

EXHIBIT B

Pre-existing Creations; Pre-existing Agreements or Arrangements


I understand and agree that the Employer makes no attempt to verify my claim of ownership to any of the *Pre-existing Creations* listed, and makes no admission that any *Pre-existing Creations* listed are owned by me.

[If yes, please enter details below]

Yes, I do have *Pre-existing Creations, Pre-existing Agreements or Arrangements*

X No, I do not have *Pre-existing Creations, Pre-existing Agreements or Arrangements*

<u>Title</u>	<u>Date</u>	<u>Brief Description</u>
--------------	-------------	--------------------------

DocuSigned by:

 374646586EE04B8...

 Signature


Jul 12, 2023

 Date

Omkar Shirish kolekar

 Name (Print)

ACCEPTED AND AGREED TO:
Deloitte Tax Services India Private Limited

DocuSigned by:

 FC36FB96157A491...

Pooja Madnani
Talent

Its: *Authorized Signatory*

Jul 10, 2023

 Date



Sealed By: DS DELOITTE CONSULTING INDIA PRIVATE LIMITED 10
 Sealed Time: 2023.07.11 05:28:29 -07:00

An *Authorized Signatory's* signature is required only if *Pre-existing Creations* or *Pre-existing Agreements* or *Arrangements* are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment made in light of Paragraph 2 that *Pre-existing Creations*, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's *Pre-existing Creations* and the *Intellectual Property* of a *Deloitte Entity* can be avoided or minimized in the future and further indicates that the *Pre-existing Agreements* or *Arrangements* have been obtained and reviewed and that the *Authorized Signatory* is satisfied that such *Pre-existing Agreements* or *Arrangements* will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.

EXHIBIT C

Proceedings

[none, unless otherwise specified]

Yes, I do have *Proceedings* to report

X

No, I do not have *Proceedings* to report

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

DocuSigned by:
Omkar Shirish Kolekar
374646586EE04B8...

Signature

Omkar Shirish kolekar

Name

Jul 12, 2023

Date

EXHIBIT D

Exceptions to Post-Employment Restrictions: re: Clients

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Yes, I do have
Post-Employment Restrictions
re: Clients

X No, I do not have
Post-Employment Restrictions
re: Clients

Name of Client

Specified Kind of Services(s) Permitted

ACCEPTED AND AGREED TO:

Deloitte Tax Services India Private Limited

DocuSigned by:
Pooja Madnani
FC36FB96157A491...

Pooja Madnani

Talent

Its: Authorized Signatory

Jul 10, 2023

Date

I have read and understood the above policy terms.

DocuSigned by:
Omkar Shirish Kolekar
374646586EE04B8...

Omkar Shirish kolekar

Jul 12, 2023

Signature

Name

Date



Sealed By: DS DELOITTE CONSULTING INDIA PRIVATE LIMITED 10
Sealed Time: 2023.07.11 05:28:29 -07:00

An Authorized Signatory's signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an Authorized Signatory indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.

Terms and Conditions of Service

In continuation to our offer of employment with **Deloitte Tax Services India Private Limited** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in **Exhibit A** of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

Terms of Service

1. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on www.deloittenet.com. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to www.deloittenet.com and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

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

Please feel free to contact or consult *Independence* should you require any further information or if you have any specific concerns in this respect.

2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT ("Employment Agreement")

You will be expected to sign the Employer's Employment Agreement. Please contact Talent for further details.

3. HARRASSMENT POLICY

Administrative Policy Release ("APR") 213 is the Employer's policy prohibiting harassment. Deloitte LLP's subsidiaries located in India ("Deloitte India (Offices of the US)") are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining Deloitte U.S. India.

4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer's policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

5. RETIREMENT AGE

The age of retirement for employees of Deloitte India (Offices of the US) is 60 years. Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

6. TRANSFERS

You may be transferred, assigned, or asked to attend training at the offices of a Deloitte Entity or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

7. NOTICE PERIOD FOR TERMINATION OF SERVICES

The notice period for termination of your services is **60 Days** by either side and/or salary in lieu of notice period on part of the Employer only.

The Employer expects all employees to maintain the highest standards of professional conduct at all times.

In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/ employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

8. MISCONDUCT

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information* or *PII*.
- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorised person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND)

(https://deloitte.net.deloitte.com/About/Policies/Admin/Pages/218_OutsideEmploymentActivities_US.aspx).

- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer or a *Deloitte Entity* as applicable.
- Excessive personal use of the Employer’s telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a *Deloitte Entity*.

The above terms and conditions are based on, and should be read in conjunction with, the Employer’s policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)’s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer’s Intranet site i.e. <https://deloitte.net.deloitte.com/Pages/Home.aspx> for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of **November 13, 2023**, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.


 374646586EE04B8...

Signature

Omkar Shirish kolekar

Name



Jul 10, 2023

Mr. Omkar Shirish Kolekar

Manas-Prabha, Rushikesh Soc, Katraj, Pune,

Pune, 411046

India

Training Agreement

Dear Omkar:

On behalf of **Deloitte Tax Services India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Tax Consultant I** pursuant to the terms and conditions of your offer letter dated **November 13, 2023**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company.

As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company.

As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed. We all look forward to seeing you again soon and having you join our team of outstanding professionals.

Sincerely,

For **Deloitte Tax Services India Private Limited**

DocuSigned by:

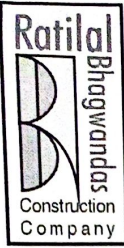
Pooja Madhani

FC36FB96157A491...

By:

Signature

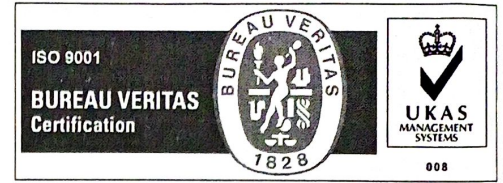
Authorized Signatory



RATILAL BHAGWANDAS CONSTRUCTION COMPANY

Engineers & Contractors
(An ISO 9001:2015 Certified Company)

Mumbai – Pune Road, Nr. Phugewadi Octroi Post, Pune – 411 012
Tel.: +91 98223 29841
E-mail: rb@ratilal.in



HRD/403/REV - 0

RBCC:PBS: 725 :22

11TH April , 2022

Mr. Pavan Balbhim Shinde,
Shingoli, Osmanabad
Maharashtra- 413501

Cell : 9359348919
Email : pavan123451@gmail.com

SUBJECT: - APPOINTMENT LETTER.

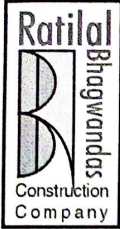
Dear **Mr. Pavan,**

This has reference to your interview held at our Head Office, we intend to appoint you in our organization as “**Accountant**” on the following terms & conditions: -

1. Your appointment will be effective from 11/04/2022.
2. You will be paid monthly Salary as per the break-up given below:

Basic Salary	10673
HRA	1067
Med/LTA	1067
Monthly Incentive I	801
Monthly Incentive II	801
Gross Salary	14409
Less PF	1601
Less ESI	108
Less PT	200
NTH (Monthly)	12500

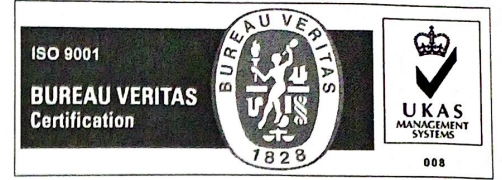
3. Initially you will be on probation for a period of 3 months, which can be extended for another 3 months, and on completion of the probation period you will be confirmed in writing by our services.
4. Any time during the period of probation, your services are liable to be terminated without assigning any reason or notice thereof. However in case, you want to resign from our services, you will be required to give minimum 30 days’ notice in advance.
5. You will devote your full time to the company’s work and will not directly or indirectly take any other employment while in our services.
6. You will carry out all the work that may be entrusted to you diligently, honestly and punctually to the best of your ability.
7. During your employment with us and thereafter, you will undertake not to divulge any of our business secret to our competitors, business rivals. If at any time the company has reasons to believe that you are carrying on or associated with activities, which are



RATILAL BHAGWANDAS CONSTRUCTION COMPANY

Engineers & Contractors
(An ISO 9001:2015 Certified Company)

Mumbai – Pune Road, Nr. Phugewadi Octroi Post, Pune – 411 012
Tel.: +91 98223 29841
E-mail: rb@ratilal.in



detrimental to our interests, your services will be terminated forthwith without giving any reasons or notice thereof.

8. You will abide by all the rules, regulations and service conditions framed by the Company time to time.
9. The first 6 working days shall be treated as without pay, if you leave our services during the first thirty days from the date of joining for any reason whatsoever.
10. In case of absence without permission and / or late coming more than three occasions in a month, Rs. 250/- or ½ day salary calculation on the monthly salary whichever is higher, shall be deducted for each day of default.
11. If you are working on weekly off, you should try to avail this c/off against the weekly off in the same week or in the next week with the discretion of H.O.D. If due to urgency not possible to avail c/off then you will not get c/off.

If the terms and conditions as mentioned above are acceptable to you, please sign the duplicate copy of this letter in token of your acceptance of our terms & conditions and return the same to us.

Thanking you,


For RATILAL BHAGWANDAS CONSTRUCTION COMPANY


ANAND KARIA
(Partner)


AMI KARIA
(Partner)

DECLARATION

I accept the offer and the terms and conditions mentioned in the aforesaid letter in totality after understanding the same in their proper perspective, today.



Signature of the Candidate

Mr. Pavan Balbhaim Shinde,
Shingoli, Osmanabad
Maharashtra- 413501

Place : Pune
Date : 11/04/2022





ADVOCATE

Bar Council of
Maharashtra & Goa

HIGH COURT, BOMBAY



Name : PHAD CHANDRIKA YADAVRAJ

Residence : HAVELI , Dist. PUNE

Roll No. : MAH/13050/2023

Enrolled On : 08-12-2023

Date Of Birth : 16-09-1998

236182 B00000147400

पारिजात

CHAIRMAN



Offer Letter from Acutec Global Services LLP

2 messages

Mukta <mukta@acumentechnologies.co.in>
To: balajichede888@gmail.com
Cc: akash@acumentechnologies.co.in

Mon, Jul 4, 2022 at 5:04 PM

Dear Pradeep,

Greetings of the day from Acutec Global Services LLP!!

With reference to your application and subsequent interview which you had with us on 30th June- 2022, we are glad to inform you that you have been selected for the Acutec Global Services LLP as a "Technical Support Engineer" on the terms and conditions mutually discussed and agreed upon:

Your gross emoluments will be Rs. 25,000/- Per month + night allowances

Presently you will be posted at Mumbai and in future you may be transferred at any other location in India. It requires working in shift duties including nights (24X7*365).

You are requested to report for duty on 08th August ,2022 at 9.30 am at B-120, Logix Technova, Sector-132, Noida . In case you fail to report for duty by this date unless otherwise agreed in written the offer shall stand automatically withdrawn.

On the day of your joining, you are required to submit the following:

1. Relevant copies of Academic /Professional attainments and work experience along with original.
2. Documentary evidence of Date of Birth, Relieving letter & details of: last salary, Residence Proof.
3. 2 passport sizes colored Photographs.
4. 2 References from your current organization.

You will be on a training period for 6 months and thereafter evaluating your performance you shall be given a permanent appointment letter as per the decision of the management.

Please contact the undersigned for any queries regarding this offer.

We look forward to a mutually rewarding experience for you here at Acutec Global Services LLP. We hope that you will find this position exciting and rewarding.

ANNEXURE-1

Please note that your emoluments will be as follows:

Heads of Salary	Monthly Amount (In Rs.)	Annual Amount (In Rs.)
Basic	12000	144000
House Rent Allowance	6000	72000
Conveyance Allowance	1600	19200
Medical Allowance	1250	15000
Special Allowance	4150	49800
Night Allowance	-	-
Loyalty Bonus**	-	-
Total Package (CTC)	25000	300000
Salary to be paid in words monthly (Rs----- only)		

Night allowance (Rs. 500* no. of nights) will be added every month in above mentioned amount.

Please send acceptance on revert mail.

Thanks & Regards,



Mukta Maggu

HR & Admin Head

Balaji Chede <balajichede888@gmail.com>
Draft To: Mukta <mukta@acumentechnologies.co.in>
Cc: akash@acumentechnologies.co.in

Mon, Jul 4, 2022 at 5:14 PM

I accept the offer.

On Mon, Jul 4, 2022, 5:04 PM Mukta <mukta@acumentechnologies.co.in> wrote:

Dear Pradeep,

Greetings of the day from Acutec Global Services LLP!!

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Night allowance (Rs. 500* no. of nights) will be added every month in above mentioned amount.

Please send acceptance on revert mail.

Thanks & Regards,

Mukta Maggu



HR & Admin Head

Mobile: +91-9717474341|Phone: 0120-4347791

www.acutecglobal.com

Website:

Date: 2-Nov-2022

Mr. / Ms. Pranali Jagtap

Dear Pranali

We have pleasure in appointing you as **Process Analyst**, in our organization. While you will be initially based at our **Pune Office**, the Company reserves the right to transfer your services or place you in any other capacity or location that it may decide from time to time.

1. Date of joining

Your appointment is effective from the date of joining which shall be as early as but not later than 07-Nov-2022

2. Salary

Your compensation will be **Rs.2,86,898/- (Rupees Two Lakhs Eighty Six Thousand Eight Hundred and Ninety Eight Only)** per annum, on a **cost to company (CTC)** basis. The breakdown of the CTC will be as specified under various line items as set out in Schedule A. Statutory deductions such as Income Tax, Profession Tax, and Employee Provident Fund would be deducted in line with the prescriptions of the respective Acts. Your compensation is strictly confidential and may not be shared with anyone.

3. Salary review

Your salary will be reviewed as per company policy subsequent to successful completion of probation. Your increment in the grade is discretionary and will be subject to and on the basis of effective performance and results during the year.

4. Performance Based Incentive

Your incentive is calculated at **4%** of your fixed emoluments, i.e. **Rs.10,385/-**, which is a part of your total emoluments as mentioned in **Annexure-I**. This component is linked to your Performance and shall be governed by the Company rules and policy, you are eligible to earn up to **200% of your Performance Incentive**. Your incentive payout will happen monthly.

5. Leave

You will be entitled to leave as per the rules as made applicable to your cadre from time to time. In the first three months from the Date of Joining, you are not eligible for any leave. Violation of leave policy can lead to termination as per Company Policy.

6. Retirement

The retirement age is 58 years.

7. Probation & Confirmation:

You will be on probation for 6 months from the date of commencement of your services. The Company may at its discretion, extend such probationary period subject to your performance. During the Probation Period, your services are terminable by **30 days'** notice by either party. On completion of six months it will be an automatic movement to permanent roles, unless otherwise notified. On confirmation, your employment will be subject to termination on **'60 days'** notice by either party.

8. Other Work

Your position is a **whole time employment** with the Company and you shall devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as share-holder or debenture holder) in any other trade or business during the employment with the Company, without permission in writing from a Director of the Company.

Gallagher Service Center LLP

Regd. Office: 401 A,B,C,D,E,F and G, Delta #2, Gigaspace IT Park, Vimannagar, Pune - 411 014, Maharashtra (INDIA) Tel. : +91 20 6625 1700

Brigade Magnum, 1st Floor (Wing-A) & 2nd Floor, International Airport Road, Amruthahali, Kodigehalli Gate, Hebbal, Bengaluru - 560 092, (INDIA) Tel No.: +91 80 4034 3434 / 6191 6000

LLPIN: AAI- 5010 - ('Registered with Limited Liability')

(Formerly known as Gallagher Operations Support Services Private Limited (CIN: U72900PN2006PTC128475) up to February 07, 2017)

9. Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

10. Responsibilities

You will always need to be aware of the responsibilities and duties attached to your position and conduct yourself accordingly. Your work in the Company will be subject to the rules and regulations of the Organization as promulgated and modified from time to time in relation to conduct, discipline and other conditions of service.

11. Travel

You will be required to undertake travel on the Company's work and your travel expenses will be reimbursed as per the travel policy and rules applicable to your level.

12. Confidential information

12.1 "Confidential information" shall mean and include, but not be limited to the Company's product schematics, drawings, software (object code & source code), data, database, product plans, designs, protocols, prices, finances, marketing plans, business opportunities, personnel related information, sales and customer information, business policies, practices and strategies, information received from other entities which the Company is obligated to keep confidential, and research and development results which have not been:

- previously published or disclosed to the general public;
- previously available without restrictions; and
- which information the Company desires to protect against unrestricted disclosure or use.

12.2 "Confidential information" will however, not include information that:

- is or enters the public domain through no fault of yours
- is known and has been reduced into tangible form by you prior to the time of disclosure
- is independently developed by you without access to or use of the proprietary information
- is generally made available to you by the Company without restriction on disclosure or
- is disclosed by you with the Company's written consent.

12.3 You will not at any time, without the written consent of a Director, make copies or disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs, administration, software or project being carried out, whether the same may be confined to you or become known to you in the course of your service or otherwise.

12.4 By accepting the present terms of appointment, you are acknowledging that the Company is the proprietor of the confidential information as detailed in paragraph 12.1.

12.5 By accepting the present terms of appointment, you are further acknowledging that the "Confidential information" as aforesaid, is being exposed to you in trust and that the same would only be used by you for and in the interest of the Company and particularly in order to further the purposes of your employment with the Company. The aforesaid "Confidential Information" will not be used or disclosed by you, during the course of your employment with the Company, for the benefit of any other entity or person, without the written consent of the Board of Directors of the Company.

12.6 You will not, after the termination of your employment with the Company, use the "Confidential Information" as aforesaid, either personally or during the course of employment with your future employers.

12.7 You acknowledge that the restrictions imposed under the present terms of employment are reasonable and are necessary in order to protect the Company's legitimate interests and that the violation by you of these restrictions would cause damage to the Company entitling it to, *inter alia*, injunctive relief.

13. Intellectual Property Rights

13.1 "Intellectual Property Rights" shall mean all intellectual property (whether registered or not registered) created, developed or acquired by the Company in respect of its products, including but not limited to copyrights, trademarks, designs, trade secrets, confidential information and patents.

13.2 You acknowledge the ownership of the Company in respect of all Intellectual Property associated with its products and undertake that you will not, either during or after the termination of your employment with the Company, infringe, cause to infringe or abet the infringement of these rights.

13.3 The ownership of any Intellectual Property that you may create or develop for the Company, during the course of your employment, will vest in the Company, for all territories in the world and for their entire term of protection, your remuneration being adequate consideration.

14. Protection of interest

If you conceive any new or advanced methods of improving processes, systems or software in relation to the operation of the Company, such developments will be fully communicated to the Company and will be and remain the sole right/property of the Company.

15. Past records

If any declaration given or information furnished to the Company prove to be false or if you are to have willfully suppressed any material information or if you violate any of the terms and conditions of appointment, in such case, you will be liable to be removed from services without any notice.

16. Termination notice

On successful completion of the service agreement / Probation your employment is terminable by two months (60 days) notice on either side or either Party is not bound to give any reason thereof. Your release/relieving will be subject to you serving the two months notice period and satisfactory handing over of your duties, responsibilities, company documents, company assets, etc. to the company.

17. After termination

On termination of employment you will immediately deliver-up to the Company all its properties including correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, floppy diskettes, magnetic media, effects or records, etc. and shall not make copies or retain any of these items.

18. Abandonment

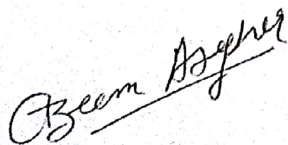
You shall be punctual and regular in your attendance. If you remain absent for 2 consecutive days or over-stay beyond sanctioned leave by 2 or more consecutive days, you shall be deemed to have voluntarily separated / abandoned from the services of the Company and lose right on the job."

19. Conditional offer

This is a conditional offer subject to successful completion of Background verification. You'll be intimated once these formalities are completed.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter.

Yours faithfully,
For Gallagher Service Center LLP

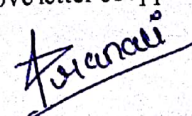


Azeem Asgher
Senior Business Leader- Human Resource

I agree to accept employment on the terms and conditions mentioned in the above letter of appointment.

Date: 03/11/2022

Signature:



Annexure – I

Emoluments(A)	Per Annum
Basic	190560
House Rent Allowance	19056
Statutory Pay	16007
Special Allowance	12392
Employer's Contribution to Provident Fund	21600
Fixed Emolument	259615
Performance Based Incentive	10385
Emoluments Total (A)	270000
Benefits B	
Employer's contribution to ESI	7736
Medical Insurance Premium	0
Gratuity	9162
Benefits Total (B)	16898
Cost To Company (CTC): Total (A+B)	286898
Gross (excluding PBI)	19835
Employee's contribution to ESI (monthly)	149
Net(Excluding Professional Tax & Income Tax)	17886

In addition to above compensation:

- You will have the potential to earn overtime amount of Rs.1500/- (approx.) per month.
- You can earn incentive of Rs.4,000/- upon clearing international domain certification.

This appointment letter is subject to the clearing of Background verification Check.

Name: Pranali. Sunil. Jagtap.

Signature: Pranali

Place: Pune

Date: 03/11/2022.

Annexure - II

Components	Description
Statutory Pay	Paid in advance on monthly basis as per Payment of Bonus Act. Amount is subject to change basis statutory amendments applicable for the state.
House Rent Allowance	Paid monthly and is subject to tax exemption on submission of relevant documents as per Income Tax rule at the end of Financial Year
Employer Contribution to PF	Company's contribution to Provident Fund - 12% of Basic Salary capped at Rs.21600 per annum. Amount is credited to employee's PF account directly.
Special Allowance	Special allowance is a taxable allowance. This is subject to review and may change or be adjusted against other components of Total Emoluments at company's discretion
Performance Based Incentive	* Paid monthly up to 200% of the amount indicated above and is linked to your monthly performance rating.
Total Emoluments	* Sum of fixed Emoluments & Performance based Incentive. Salary increments are done on this component and not total CTC which includes benefits.
Employer Gratuity	* As per Payment of gratuity Act - Eligible for payout on completion of 5 years at the time of separation
ESI Employer contribution	* As per Employees State Insurance Act -Contribution by employer to facilitate medical benefits. Is currently at 3.25% of monthly earnings
Mediclaime Insurance	Applicable only if you don't fall under ESI bracket. Premium for Insurance coverage as indicated below: Medical insurance cover of Rs. 2 Lakhs Accident Cover 1 time annual CTC, Term life coverage up to 1 time annual CTC(in case of demise)
Night Shift Allowance	* Amount is paid for the days worked in nightshift as per policy. Allowance is subject to change as per managements discretion

***Salary components are subject to changes as per Management Discretion**

Name: Branali* Sunil Jagtap .

Place: Pune .

Signature: *Branali*

Date: 03/11/2022

ANNEXURE - III
DECLARATION CUM UNDERTAKING

I, Mr./Ms. Pranali Jagtap have been issued the Offer Letter by Gallagher Service Centre LLP (hereinafter referred to as "Company") for the position of Process Analyst. As a part of my employment with, the Company, I'm given to understand that I will be issued a HP make laptop along with the other joining formalities.

The laptop issued to me by the Company with the below mentioned understanding:

- a. The laptop issued is solely for official purpose.
 - b. I shall acknowledge the receipt of the laptop via email to GSC_Recruitment_Pune@ajg.com
 - c. I shall be fully accountable for the theft, loss or damage to the Company property and materials and shall be liable to replace or pay equivalent amount to the Company in the event of the same. The Company retains the right to deduct the amount from my salary in case of theft, loss or damage to the property.
 - d. I shall not disclose the system password to anyone.
 - e. I shall not leave my laptop unattended. I would be personally responsible for its misuse of any nature when I am away.
 - f. I shall not share Company's proprietary/ confidential information with anyone.
 - g. I shall not misuse the Internet access facility granted to me.
 - h. I shall not to do personal work on the office computer / system.
 - i. I shall take print out of mails and/or documents only when absolutely necessary.
 - j. I shall always try and ensure not to download any type of software from any source at any time whatsoever. If required for any official purpose at any time, approval from IT department will be taken in writing to make sure such software are scanned properly before use, and such software will be downloaded legally and with IT department's consensus.
 - k. I shall not use personal systems / laptops unless expressly allowed in writing by IT department.
- II. I understand that:
- a. The Company's IT and other assets provided to me shall always remain the property of the Company and not of any individual.
 - b. The In-house developed software and data is the Company's exclusive property and shall not be used for any external purpose under any circumstances.
 - c. The Company reserves its right to amend, modify, rescind, delete, supplement or add to the provisions of the said declaration cum undertaking as it deems appropriate from time to time in its sole and absolute discretion.
 - d. It shall be my responsibility and obligation to return the laptop and all the Company provided materials and properties to the Company's [specific department or personnel if any] upon termination of my employment with the Company.
- III. I fully agree and accept that it is my personal responsibility to adhere to the Company's IT. policy and any amendment / modification thereof and to comply with all of the provisions stated therein in true letter and spirit. I understand and am accountable for any consequence or any misuse of the Company's system. I further undertake to abide by the IT policy guidelines as a condition of my employment and my continuing employment in the Company.
- IV. I acknowledge that the confidential information and inventions is/are valuable, special and unique and that in the event of breach of any terms/obligations/conditions of this declaration cum undertaking will result in irreparable harm/injury to the Company and therefore, I agree that, in the event of breach or threatened breach of any terms/obligations/conditions of this declaration cum undertaking by me, the Company shall be entitled to a temporary, preliminary and/or permanent injunctive relief in addition to and not in lieu of any other legal or equitable relief including monetary damages; and without prejudice to foregoing I agree to indemnify and keep indemnified, without demur, the Company from and against any and all losses, liabilities, claims, expense, damages, costs (including but not limited to advocate fees, litigation cost), which the Company may suffer/incur as a result of breach of any terms/obligations/conditions of this declaration cum undertaking and/or the offer letter by me.

- V. I accept and agree that this declaration cum undertaking is a part of my employment agreement with the Company or offer letter issued by the Company to me and shall be read and understood in conjunction with the same.

Date: 03/11/2022

Name: Pranali. Sunil. Jagtap.

Signature: Pranali



MACHINE TECH

☎ +91 9970064900 ☎ Plot No. A-21/02/29-30, M/s Kasturba Mahila Udyogak, Industrial Premises Cooperative Soc. Ltd.,
MIDC Chakan Industrial Area (Phase II), Khed, Pune - 410501 ✉ machinetechnepune@gmail.com

Date: 4th January 2023

APPOINTMENT LETTER

Dear Mr. Prathamesh Pravin Joshi,

With reference to your application letter & discussions we had with you, we on behalf of MACHINE TECH, are pleased to appoint you for the position of **ACCOUNT ASSISTANT** & invite you to join family.

We expect you to join on 16th January 2023 in line with discussion with you.

- No other incentives / Bonus to be paid for one year
- Expenses made on account of Visits will be paid at actual's after submitting of Bills / Vouchers, Expenses limit will be informed to you before visits.
- There is NO Provident Fund (PF) scheme & also NO ESI scheme
- Annually increment subject to performance
- There will be probation period of 6 months & you will be under observation for Performance, attendance, team work, obedience, presentation etc. There will be no leave, during probation period.
- You shall inform your acceptance & acknowledge subject Appointment Letter immediately & joining date also.



Vaibhav Karmarkar

Vaibhav Karmarkar

MACHINE TECH



Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234385799/Pune/BPS/BTN
Date: 11/08/2023

Mr. Prishit Deepak Baldota
Venkatesh Hill View Appt, 4th Floor, Falt No.24 Dhanakwadi
Dhankawadi
Near Deccan Honda Car Showroom
Pune-411043
Maharashtra
Tel# 91-9423438150

Dear Mr. Prishit Deepak Baldota,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **11,660/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.



OTHER BENEFITS

1. Health Insurance Scheme

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

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for Rs. 5, 00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail . For further details, please refer to the policy document

2. Professional Memberships:

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

3. Social Security - Employees' State Insurance:

The company will contribute 3.25% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

4. Compensation Benefits under ESI Act / Employees' Compensation Act:

If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

* Inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act

5. Night Shift Stipend:

Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. **200/-** per shift as per the company policy.

6. Process Specific Stipend:

Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

TERMS OF TRAINEESHIP

1. Traineeship Pre-requisites

Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.



It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with **TCSL** will be discontinued without any notice or notice pay

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

2. **Traineeship Period:**

During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, **TCSL** may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

3. **Hours of Training:**

You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

4. **Leave:**

You will be entitled for leaves as per the company's policy.

5. **Transport:**

TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

6. **Alternative Occupation / Traineeship:**

During the period of your traineeship at **TCSL** , you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company.

7. **Confidentiality, Data and Intellectual Property Protection:**

As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of **TCSL** and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

8. **Work in SBWS mode:**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home



(remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

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

9. TATA Code of Conduct:

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

10. Notice Period:

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

11. Medical Test:

You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute's photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and further employment(if absorbed in Regular Employment) to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

12. Background Check:

Your traineeship will be subject to a background check in line with the Company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background checks are unfavorable or at a variance with your own declarations, your traineeship will be discontinued without any notice.

13. Submission of Documents:

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

- Standard X and XII Mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Passport
- 6 photographs - passport size
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.



Your original documents will be returned to you after verification.

14. Initial Learning Programme (ILP)

On joining **TCSL** as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as **TCSL** may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. **TCSL** continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of ownership and commitment has to come from you.

As **TCSL** progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

15. Letter of Appointment

Your will be issued a letter of appointment on your joining and after completing joining formalities as per **TCSL** policy

16. Personal Data Processing:

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

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

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

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

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

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

17. Terms and conditions:

The above terms and conditions of traineeship are specific to your traineeship period in India.

18. Rules and Regulations of the Company:

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

19. Compliance to all clauses:

You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle **TCSL** in withdrawing this letter of traineeship at its sole discretion.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the Traineeship and this offer will be automatically withdrawn. Post acceptance of TCSL offer letter if you fail to join on the date provided in the TCSL joining letter, the offer will stand automatically terminated at the sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For Tata Consultancy Services Limited.

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



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

Encl: Annexure 1: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms



ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20234385799/Pune/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:



Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

2. Associate's Obligations

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

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by



TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

4. Prior knowledge

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

5. Use of third party material

Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

6. Security policies and Guidelines.

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

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,



acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

- (a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;
- (b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;
- (c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");
- (d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;
- (e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;
- (f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and
- (g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

7. Working in SBWS Framework:

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

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

- a) Will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- b) Will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.
- c) Will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.
- d) Will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.



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

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

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

8. Restriction on Associate's Rights

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

9. No License

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

10. Equitable Rights

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

11. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized



representatives of both parties.

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

Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on _____ .

I hereby accept this Offer and intend to join service on_____.

Name:

Address:

Signature:

Date:

24 January 2022

Mangalore

Dear Pritam Ramanand Pujari ,

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an Offer of appointment to join Diya Systems (hereafter referred to as 'Company') as per the below terms and conditions:

Role – Graduate Engineering Trainee - Training

Date of Joining – 20 January 2022

Your annual total earning potential will be **INR 2,42,605.00** and will be structured as per the attached **Annexure 1- Compensation plan**. This will continue to be applicable until further communication on the same. The compensation includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, ESIC etc, as applicable.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

Your employment with Diya Systems will be governed by the attached **Annexure 3 - Terms of Employment**. You are required to carefully read and understand these Terms of Employment. As further detailed in the Terms of Employment, your employment with Diya Systems is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

You are required to provide copies of all mandatory documents required by the Company and during the course of your employment, as per the timelines specified/communicated by the Company from time to time. These documents include but are not limited to your education and past employment/s. Your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

We wish you have a successful career ahead at Diya Systems.

Yours sincerely,

ACKNOWLEDGED AND AGREED:


B. Shyamprasad Hebbar

Full Name: **Pritam Ramanand Pujari**

Senior Vice President – Corporate Services

Date : **24 January 2022**

Strictly Private & Confidential

ANNEXURE 1

COMPENSATION

Salary Component	
	Annual (INR)
Annual Earning Potential	INR 2,42,605.00 /- (please mention the total cash component amount as provided below)

SALARY ANNEXURE

Fixed Salary - A			
Component	Component Type	Monthly Entitlements	Yearly Entitlements
Basic	Fixed	6800.00	81600.00
DA	Fixed	3400.00	40800.00
HRA	Fixed	4080.00	48960.00
Advance Bonus	Fixed	700.00	8400.00
Special Allowance	Fixed	2020.00	24240.00
Total Fixed Salary - A		17000.00	204000.00
Other Benefit - B			
Component	Component Type	Monthly Entitlements	Yearly Entitlements
Gratuity	Variable	491.00	5887.00
Provident Fund	Variable	1224.00	14688.00
Employee State Insurance	Variable	553.00	6630.00
Total Other Benefit - B		2268.00	27205.00
Additional Benefit - C			
Component	Component Type	Monthly Entitlements	Yearly Entitlements
Meal Coupons	Variable	700.00	8400.00
Medi Insurance	Variable	250.00	3000.00
Total Additional Benefit - C		950.00	11400.00
Total Gross Yearly CTC (A + B)		19268.00	231205.00
Total Gross Yearly CTC [(A + B) + C]		20218.00	242605.00

Yours sincerely,



B. Shyamprasad Hebbar
Senior Vice President – Corporate Services

ACKNOWLEDGED AND AGREED:

Full Name: Pritam Ramanand Pujari

Date : 24 January 2022

Strictly Private & Confidential

1. Employer contribution to the PF & ESIC : is the contribution made by the company to Provident fund office & ESIC corporation on employee account which is mandatory
2. Gratuity : Applicable as per Gratuity Act of 1972 . Eligibility starts after completion of 5 years of continuous service
3. Mediciam insurance premium paid by employer on account of employee as per company policy

(Note 1: For International Worker Only* As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities. *As defined by applicable law from time to time)

(Note 2: Employee state insurance deduction of 0.75% of your gross salary will happen in your monthly pay and 3.75% of your gross will be contributed by company to Employee State Insurance Corporation. You will be getting identification card from ESIC office where you can avail different medical facilities)

ANNEXURE 2

DECLARATION

I hereby represent and warrant that as of my effective start date of employment with Diya Systems, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-a-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by Diya Systems or employment with Diya Systems, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Diya Systems premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Diya Systems, including any such documents or materials from my previous employer. To the extent I feel that my employment at Diya Systems would require me to bring any third party documents or materials to Diya Systems I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Diya Systems. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Diya Systems to terminate my services with immediate effect.

Yours sincerely,


B. Shyamprasad Hebbar

Senior Vice President – Corporate Services

ACKNOWLEDGED AND AGREED:

Full Name: Pritam Ramanand Pujari

Date : 24 January 2022



JKJS & CO.LLP
Chartered Accountants

www.jkjs.co.in

RAMESH HARGANE
Audit Executive
+91 9673704892

Pune Branch : Office no. 302,
Siddhi Terrace, S. No. 20,
Behind Dhananjay Plaza,
Bavdhan Khurd, Pune - 411021

Email : audit.jkjspune@gmail.com

Head Office : Mumbai

Date: 2 November 2022

Mr. / Ms. Ritish Jani

Dear Ritish,

We have pleasure in appointing you as **Process Associate**, in our organization. While you will be initially based at our **Pune Office**, the Company reserves the right to transfer your services or place you in any other capacity or location that it may decide from time to time.

1. Date of joining

Your appointment is effective from the date of joining which shall be as early as possible but not later than **07-Nov-22**

2. Salary

Your compensation will be **Rs. 2,44,642/- (Rupees Two Lakhs Forty Four Thousand Six Hundred and Forty Two Only)** per annum, on a **cost to company (CTC)** basis. The breakdown of the CTC will be as specified under various line items as set out in Schedule A. Statutory deductions such as Income Tax, Profession Tax, and Employee Provident Fund would be deducted in line with the prescriptions of the respective Acts. Your compensation is strictly confidential and may not be shared with anyone.

3. Salary review

Your salary will be reviewed as per company policy subsequent to successful completion of probation. Your increment in the grade is discretionary and will be subject to and on the basis of effective performance and results during the year.

4. Performance Based Incentive

Your incentive is calculated at **4%** of your fixed emoluments, i.e. **Rs.8846**, which is a part of your total emoluments as mentioned in **Annexure-I**. This component is linked to your Performance and shall be governed by the Company rules and policy, you are eligible to earn up to **200% of your Performance Incentive**. Your incentive payout will happen monthly.

5. Leave

You will be entitled to leave as per the rules as made applicable to your cadre from time to time. In the first three months from the Date of Joining, you are not eligible for any leave. Violation of leave policy can lead to termination as per Company Policy.

6. Retirement

The retirement age is 58 years.

7. Probation & Confirmation:

You will be on probation for 6 months from the date of commencement of your services. The Company may at its discretion, extend such probationary period subject to your performance. During the Probation Period, your services are terminable by **30 days'** notice by either party. On completion of six months it will be an automatic movement to permanent roles, unless otherwise notified. On confirmation, your employment will be subject to termination on **'60 days'** notice by either party.

8. Other Work

Your position is a **whole time employment** with the Company and you shall devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as share-holder or debenture holder) in any other trade or business during the employment with the Company, without permission in writing from a Director of the Company.

Gallagher Service Center LLP

Regd. Office: 401 A,B,C,D,E,F and G, Delta #2, Gigaspace IT Park, Vimannagar, Pune - 411 014, Maharashtra (INDIA) Tel. : +91 20 6625 1700

Brigade Magnum, 1st Floor (Wing-A) & 2nd Floor, International Airport Road, Amruthahalli, Kodigehalli Gate, Hebbal, Bengaluru - 560 092, (INDIA) Tel No.: +91 80 4034 3434 / 6191 6000

LLPIN: AAL- 5010 - ('Registered with Limited Liability')

(Formerly known as Gallagher Operations Support Services Private Limited (CIN: U72900PN2006PTC128475) up to February 07, 2017)

9. **Working hours**

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

10. **Responsibilities**

You will always need to be aware of the responsibilities and duties attached to your position and conduct yourself accordingly. Your work in the Company will be subject to the rules and regulations of the Organization as promulgated and modified from time to time in relation to conduct, discipline and other conditions of service.

11. **Travel**

You will be required to undertake travel on the Company's work and your travel expenses will be reimbursed as per the travel policy and rules applicable to your level.

12. **Confidential information**

12.1 "Confidential information" shall mean and include, but not be limited to the Company's product schematics, drawings, software (object code & source code), data, database, product plans, designs, protocols, prices, finances, marketing plans, business opportunities, personnel related information, sales and customer information, business policies, practices and strategies, information received from other entities which the Company is obligated to keep confidential, and research and development results which have not been:

- previously published or disclosed to the general public;
- previously available without restrictions; and
- which information the Company desires to protect against unrestricted disclosure or use.

12.2 "Confidential information" will however, not include information that:

- is or enters the public domain through no fault of yours
- is known and has been reduced into tangible form by you prior to the time of disclosure
- is independently developed by you without access to or use of the proprietary information
- is generally made available to you by the Company without restriction on disclosure or
- is disclosed by you with the Company's written consent.

12.3 You will not at any time, without the written consent of a Director, make copies or disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs, administration, software or project being carried out, whether the same may be confined to you or become known to you in the course of your service or otherwise.

12.4 By accepting the present terms of appointment, you are acknowledging that the Company is the proprietor of the confidential information as detailed in paragraph 12.1.

12.5 By accepting the present terms of appointment, you are further acknowledging that the "Confidential information" as aforesaid, is being exposed to you in trust and that the same would only be used by you for and in the interest of the Company and particularly in order to further the purposes of your employment with the Company. The aforesaid "Confidential Information" will not be used or disclosed by you, during the course of your employment with the Company, for the benefit of any other entity or person, without the written consent of the Board of Directors of the Company.

12.6 You will not, after the termination of your employment with the Company, use the "Confidential Information" as aforesaid, either personally or during the course of employment with your future employers.

12.7 You acknowledge that the restrictions imposed under the present terms of employment are reasonable and are necessary in order to protect the Company's legitimate interests and that the violation by you of these restrictions would cause damage to the Company entitling it to, *inter alia*, injunctive relief.

13. **Intellectual Property Rights**

13.1 "Intellectual Property Rights" shall mean all intellectual property (whether registered or not registered) created, developed or acquired by the Company in respect of its products, including but not limited to copyrights, trademarks, designs, trade secrets, confidential information and patents.

13.2 You acknowledge the ownership of the Company in respect of all Intellectual Property associated with its products and undertake that you will not, either during or after the termination of your employment with the Company, infringe, cause to infringe or abet the infringement of these rights.

13.3 The ownership of any Intellectual Property that you may create or develop for the Company, during the course of your employment, will vest in the Company, for all territories in the world and for their entire term of protection, your remuneration being an adequate consideration.

14. Protection of interest

If you conceive any new or advanced methods of improving processes, systems or software in relation to the operation of the Company, such developments will be fully communicated to the Company and will be and remain the sole right/property of the Company.

15. Past records

If any declaration given or information furnished to the Company prove to be false or if you are to have willfully suppressed any material information or if you violate any of the terms and conditions of appointment, in such case, you will be liable to be removed from services without any notice.

16. Termination notice

On successful completion of the service agreement / Probation your employment is terminable by two months (60 days) notice on either side or either Party is not bound to give any reason thereof. Your release/relieving will be subject to you serving the one month's notice period and satisfactory handing over of your duties, responsibilities, company documents, company assets, etc. to the company.

17. After termination

On termination of employment you will immediately deliver-up to the Company all its properties including correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, floppy diskettes, magnetic media, effects or records, etc. and shall not make copies or retain any of these items.

18. Abandonment

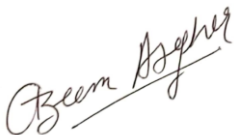
You shall be punctual and regular in your attendance. If you remain absent for 2 consecutive days or over-stay beyond sanctioned leave by 2 or more consecutive days, you shall be deemed to have voluntarily separated / abandoned from the services of the Company and lose right on the job.”

19. Conditional offer

This is a conditional offer subject to successful completion of Reference check and Background verification. You'll be intimated once these formalities are completed.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter.

Yours faithfully,
For Gallagher Service Center LLP



Azeem Asgher
Senior Business Leader – Human Resources

I agree to accept employment on the terms and conditions mentioned in the above letter of appointment.

Date: 07/11/2022

Signature: 

Annexure – I

Emoluments A	Per Annum	Per Month
Basic	168733	14061
House Rent Allowances	18000	1500
Statutory Pay	14173	1181
Employer's Contribution to Provident Fund	20248	1687
Fixed Emolument	221154	18430
Performance Based Incentive**	8846	737
Emoluments Total (A)	230000	19167
Benefits B		
Employer's contribution to ESI	6530	
Gratuity***	8112	
Benefits Total (B)	14642	
Cost To Company (CTC): Total (A+B)	244642	
Deductions		
Employer's Contribution to Provident Fund		1687
Employee's Contribution to Provident Fund		1687
Employee's Contribution to ESI		126
Professional Tax		200
Net pay		14729

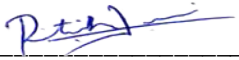
In additional to above compensation:

- You will have the potential to earn overtime amount of Rs.1500/- (approx.) per month.
- You can earn incentive of Rs.4, 000/- upon clearing international domain certification.

This appointment letter is subject to clearance of Background Verification Check.

Name: Ritish Ashok Jani

Place: **Pune**

Signature: 

Date: 07/11/2022


Annexure - II

Components	Description
Statutory Pay	Paid in advance on monthly basis as per Payment of Bonus Act. Amount is subject to change basis statutory amendments applicable for the state.
House Rent Allowance	Paid monthly and is subject to tax exemption on submission of relevant documents as per Income Tax rule at the end of Financial Year
Employer Contribution to PF	Company's contribution to Provident Fund - 12% of Basic Salary capped at Rs.21600 per annum. Amount is credited to employee's PF account directly.
Special Allowance	Special allowance is a taxable allowance. This is subject to review and may change or be adjusted against other components of Total Emoluments at company's discretion
Performance Based Incentive	* Paid monthly up to 200% of the amount indicated above and is linked to your monthly performance rating.
Total Emoluments	* Sum of fixed Emoluments & Performance based Incentive. Salary increments are done on this component and not total CTC which includes benefits.
Employer Gratuity	*As per Payment of gratuity Act - Eligible for payout on completion of 5 years at the time of separation
ESI Employer contribution	*As per Employees State Insurance Act -Contribution by employer to facilitate medical benefits. Is currently at 3.25% of monthly earnings
Mediclaime Insurance	Applicable Only if you don't fall under ESI Bracket. Premium for Insurance coverage as indicated below: Medical insurance cover of Rs. 2 Lakhs Accident Cover 1 time annual CTC, Term life coverage up to 1 time annual CTC(in case of demise)
Night Shift Allowance	*Amount is paid for the days worked in nightshift as per policy. Allowance is subject to change as per managements discretion

***Salary components are subject to changes as per Management Discretion**

Name: Ritish Ashok Jani

Place: Pune

Signature: 

Date: 07/11/2022

ANNEXURE – III
DECLARATION CUM UNDERTAKING

I, Mr./Ms. **Ritish Jani** have been issued the Offer Letter by Gallagher Service Centre LLP (hereinafter referred to as “**Company**”) for the position of **Process Associate**. As a part of my employment with, the Company, I’m given to understand that I will be issued a HP make laptop along with the other joining formalities.

The laptop issued to me by the Company with the below mentioned understanding:

- a. The laptop issued is solely for official purpose.
- b. I shall acknowledge the receipt of the laptop via email to gsc_recruitment_pune@ajg.com
- c. I shall be fully accountable for the theft, loss or damage to the Company property and materials and shall be liable to replace or pay equivalent amount to the Company in the event of the same. The Company retains the right to deduct the amount from my salary in case of theft, loss or damage to the property.
- d. I shall not disclose the system password to anyone.
- e. I shall not leave my laptop unattended. I would be personally responsible for its misuse of any nature when I am away.
- f. I shall not share Company's proprietary/ confidential information with anyone.
- g. I shall not misuse the Internet access facility granted to me.
- h. I shall not do personal work on the office computer / system.
- i. I shall take print out of mails and/or documents only when absolutely necessary.
- j. I shall always try and ensure not to download any type of software from any source at any time whatsoever. If required for any official purpose at any time, approval from IT department will be taken in writing to make sure such software are scanned properly before use, and such software will be downloaded legally and with IT department's consensus.
- k. I shall not use personal systems / laptops unless expressly allowed in writing by IT department.

II. I understand that:

- a. The Company’s IT and other assets provided to me shall always remain the property of the Company and not of any individual.
- b. The In-house developed software and data is the Company’s exclusive property and shall not be used for any external purpose under any circumstances.
- c. The Company reserves its right to amend, modify, rescind, delete, supplement or add to the provisions of the said declaration cum undertaking, as it deems appropriate from time to time in its sole and absolute discretion.
- d. It shall be my responsibility and obligation to return the laptop and all the Company provided materials and properties to the Company’s [specific department or personnel if any] upon termination of my employment with the Company.

III. I fully agree and accept that it is my personal responsibility to adhere to the Company's IT. policy and any amendment / modification thereof and to comply with all of the provisions stated therein in true letter and spirit. I understand and am accountable for any consequence or any misuse of the Company’s system. I further undertake to abide by the IT policy guidelines as a condition of my employment and my continuing employment in the Company.

IV. I acknowledge that the confidential information and inventions is/are valuable, special and unique and that in the event of breach of any terms/obligations/conditions of this declaration cum undertaking will result in irreparable harm/injury to the Company and therefore, I agree that, in the event of breach or threatened breach of any terms/obligations/conditions of this declaration cum undertaking by me, the Company shall be entitled to a temporary, preliminary and/or permanent injunctive relief in addition to and not in lieu of any other legal or equitable relief including monetary damages; and without prejudice to foregoing I agree to indemnify and keep indemnified, without demur, the Company from and against any and all losses, liabilities, claims, expense, damages, costs (including but not limited to advocate fees, litigation cost), which the Company may suffer/incur as a result of breach of any terms/obligations/conditions of this declaration cum undertaking and/or the offer letter by me.

V. I accept and agree that this declaration cum undertaking is a part of my employment agreement with the Company or offer letter issued by the Company to me and shall be read and understood in conjunction with the same.



TECHNE AI

Registered Office
2nd Floor, Moodliar Chambers,
338/C, Rasta Peth, Pune - 411011

www.techneai.com

Date: 01/03/2023

Dear Rutuja Deshmukh,

Employee Code: 77

Date of Joining: 01/03/2023

Sub: Appointment letter for the Position of Dot Net Developer

With reference to your application and subsequent interview with us, we are pleased to appoint you as Dot net Developer at our **Pune Office of TechneAI Pvt Ltd.**

You will be located at our Pune Office currently. It is expressly understood by you that, during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the Company's Projects or any other establishment in India, at the sole discretion of the Management.

A. Duties & responsibilities

You agree to devote your full business time to business affairs of the company and shall perform all duties assigned to you faithfully and efficiently subject to the directions received from your reporting manager. You furthermore agree to not engage in any other activity and specifically any activity in direct competition of the company's business during the period of this employment contract & other conditions mentioned herein.

B. Reporting Relationship

Your direct manager will ensure that you have all the necessary tools & tackles to complete your job and also ensure that you receive all necessary training & guidance required to complete your job satisfactorily.

C. Compensation

Based on our discussions & evaluation done during the interview process, you will receive a compensation payable monthly. Such compensation will be governed by company rules & regulations in force at the time of your appointment.

The fixed compensation offered at the time of joining may or may not be revised depending upon individual, company performance and as per prevailing market practices or company management decisions taken about the same from time to time.





TECHNE AI

📍 **Registered Office**
2nd Floor, Moodliar Chambers,
338/C, Rasta Peth, Pune - 411011

🌐 www.techneai.com

D. Probation Period

You will be on probation for a period of Six Months (6 months) from the date of your joining which may be extended based on your performance during the probation period.

You would be deemed to be confirmed in the duties unless stated otherwise after completion of the probation period.

Decision to extend your probation period beyond 6 months will be taken by your direct manager in consultation with your department head & HR.

E. Transfer

During the tenure of your service, you are liable to be transferred from one department to another, from one place / location to another place / location, anywhere in India, whether or not such office / plant / site exists at the time of your appointment. Your refusal for such transfer will be Considered as unwillingness to serve the company and in such case, the management will be free to terminate your services.

F. General Rules & Regulations

Working days: You will be expected to follow defined working days as per your role.

Working hours: You will be expected to follow defined working hours as per your role & rules defined by the company from time to time.

You will be governed by all other defined rules & regulations of the company in force and defined / revised from time to time as per decisions of the company management

G. Confidentiality

During the course of your employment and anytime thereafter, you will maintain secrecy of the affairs or works of the company and you will not disclose / divulge or communicate any of the company's trade secret, matters, process, machinery and information to any person(s) and / or organization

H. Non Solicitation / Non Compete

You will not engage yourself in any other business or employment, part-time or full time, with or without remuneration, without prior written permission of the management during the course of your employment with the company.





TECHNE AI

Registered Office
2nd Floor, Moodliar Chambers,
338/C, Rasta Peth, Pune - 411011

www.techneai.com

You shall not, directly or indirectly, or through any third party, solicit business from, any client of the Company or client's group / associate companies / firms for a period of one year after the date of termination of your employment with the Company

You shall not, directly or indirectly, perform services or take up employment with any competitor of the Company for a period of one year after the date of termination of your employment with the Company

I. Intellectual Property

You acknowledge and agree that, all rights relating to Intellectual Property conceived or made by you during the period that you are associated with the Company or retained by its clients, which relates to or which resulted from any work done for the Company or its clients, shall be owned by the Company. You shall not replicate / copy and / or re-brand and sell any of the aforementioned intellectual property. And you shall surrender all and any intellectual property which came into your possession which belongs to the Company upon completion of your employment.

J. Indemnity

You agree to indemnify, defend and hold harmless the Company from and against all past, present and / or future actions, claims, judgments, suits, proceedings and liabilities whatsoever, including without limitation third party claims and all direct as well as indirect costs, charges, expenses, losses and damages incurred or suffered or caused to or sustained by Company by reason of any breach, non-observance and/or non-performance of any of the terms and conditions of any agreement signed by you with the Company, any act of misconduct, negligence, wrongful acts of omission or commission, misuse of systems or failure to follow the established procedures of the Company and / or your failure to comply with the provisions of law during your course of association with the Company and for which the Company may face charges / loss of any kind.

K. Breach

In case you commit a breach of the terms contained herein and / or any part thereof and / or of any law during your association with the Company which may come to light at a later point of time, you shall be bound to make good the loss, whether direct or indirect, suffered by the Company as a result of such default or breach by paying such amount of compensation along with the interest thereon, as the Company claims in the demand notice that it serves upon you.





TECHNE AI

Registered Office
2nd Floor, Moodliar Chambers,
338/C, Rasta Peth, Pune - 411011

www.techneai.com

L. Social Media Posts

You agree and undertake not to post anything which is derogatory to the status or image of the Company nor cause or respond in the affirmative to any such posts by any person or entity. If you do so, you shall be liable for civil as well as criminal action. In addition, for every defamatory post / reply that you write / cause to be written or circulated, you shall be liable to pay to Company INR 50,000 by way of liquidated damages.

M. Termination / Resignation

your services will be terminated as per the slabs defined below, and this notice period is from both company and employees.

In case you wish to resign from your duties you are expected to serve the notice period as per the slabs mentioned below.

- 1) For Confirmed employees after completion of Probation Period - 3 months.
- 2) For employees On probation period - 1 month.

In case you are unable or unwilling to serve this notice period, you would be liable to provide the company with remuneration equal to the notice period slab applicable as per your gross salary.

The Company shall be entitled to terminate your employment without notice or compensation in the following event(s):

- Willful violation of the Company rules, policies & procedures.
- Unauthorized absence from duty.
- Imprisonment or censure by a court of law

We at TechneAI Pvt. Ltd. have the privilege to have you with us, and wish you a very successful career with us. We reaffirm our complete confidence in your abilities to find professional and personal satisfaction here. Please sign and return a copy of this appointment letter in acceptance of the terms and conditions.

Best wishes for a long, happy and rewarding career with TechneAI Pvt. Ltd.

Authorized Signatory

For TechneAI Pvt Ltd



Agreed & Accepted By

(Name & Signature of Employee)

Hostin Services Private Limited

Registered Office:

Sneh Centre, 3rd Floor, Opp Hotel Lalit Mahal

1182/2 F.C. Road, Shivajinagar, Pune, India – 4110005

Phone: +91-20-66080101/ 25520101 * Fax: +91-20-25520101

Web: www.hostinservices.com * Email: info@hostinservices.com

Date: 30th January 2023

To,

Ms Rutuja Uppin ,

Pune

Subject: Offer Letter for the position of **Junior Cloud Consultant**

Dear **Rutuja ,**

We are very happy that you have chosen to pursue your career with us and we are pleased to inform you that after careful consideration, Hostin Services Private Limited (the “Company”) has decided to extend an offer of employment (the “Offer Letter”) to you. This decision is made, in part, on the basis of information provided by you during the interview and in your resume. This Offer Letter sets forth the terms of employment, which if you accept, will govern your employment.

It is our pleasure to have you on board as a full-time employee in the role of **Junior Cloud Consultant** at **L1 Band** and will be expected to perform the duties as per the job description and you will be governed by the rules and regulations as applicable, enforced, amended or altered from time to time during the course of your employment. The Company shall have the right to vary or modify any or all the terms and conditions which shall be binding on you.

At the time of this offer, your place of posting is Hostin Services Private Limited, 10, Sneh Centre, Opp Hotel Lalit Mahal, F C Road, Shivajinagar, Pune 411005. We look forward to a happy, long, productive, and harmonious relationship between you and the Company.

Our philosophy is simple. Happy employees lead to Happy Customers. In order to have satisfied and loyal customers, organizations should have happy, satisfied and engaged employees. We see people as an integral part of business and their happiness is of utmost importance. All our systems, policies, and practices are crafted to foster an open culture, enabling our people to discover their potential and participate in shaping their own work-life experience.

We offer you this employment on the following terms and conditions:

1. Date of Joining: **1st February 2023** or earlier, except if otherwise extended by the Company and communicated to you in writing.

Please submit all the documents mentioned in Annexure A at the time of joining in hard copy.

2. Emoluments: Your total cost to the Company (CTC) will be **Rs 2,50,120 /- (Rupees Two Lakhs Fifty Thousand One hundred and twenty rupees only)** per year subject to applicable statutory deductions. A detailed break up of your salary structure is provided in Annexure 2 and 3 below. Salary credit date is on the 10th Of every month and has the cycle of 1st day of the month to last day of the Month.
3. Trial/ Probation Period: Three (3) months. At the discretion of the Company, the probation period may be extended, if it is found that the services provided by you are not satisfactory.
4. Working Hours and Leave: Monthly 8 days OFF. The normal working days will be as per the Attendance Policy of the Company. Nine hours working. You may be required to work in excess of the or outside normal working days as necessary to perform your duties and responsibilities. The salary payable to you hereunder is an adequate compensation in case you are required to work for any additional hours, and you shall not be entitled to any additional payment in this regard. You will be entitled to a certain amount of paid leave annually as per the prevalent policies of the Company.
5. Confidentiality: The contents of this Offer Letter are strictly confidential to the Company and the Company treats the contents of this Offer Letter as its confidential information. Irrespective of whether or not you accept this offer, you shall at all times maintain absolute confidentiality of the content of this offer as well as any information which was disclosed to you pursuant to your discussions with the Company. Any disclosure of the contents of this offer to any third-party will be construed as a serious breach and the Company may initiate appropriate legal action against you.
6. All other detailed terms and conditions of your employment specified in the Appointment Letter, and the Invention Assignment and Confidentiality Agreement along with the Company Policies will be provided to you separately. This Offer Letter along with the Appointment Letter, Invention Assignment and Confidentiality Agreement, and Company Policies collectively form a part of your employment conditions.
7. This Offer Letter is conditional upon you executing the Appointment Letter and/or any other agreement as may be requested by the Company at the time of joining.

8. The Company may revoke this offer of employment any time before execution of the Appointment Letter. Similarly, after accepting this offer, if you do not intend to join the Company, you shall have a right to inform your intentions any time before your joining date.

9. Verification: As part of our process, we will conduct a reference check and antecedent verification of your medical records, and all the data or information produced by you before and during the interview process. If it is found at any time that any information furnished by you to the Company is incorrect or false or if you are found to have willfully suppressed or concealed any material information, the Company will have the right to withdraw the offer and you will be liable to removal from the services without any notice and compensation in lieu thereof.

Please note that your designation, reporting manager, Department, work location, remuneration, benefits, and terms, and conditions are subject to changes during the course of your employment with the Company.

To accept the terms of this offer, you must communicate your acceptance on or before the acceptance deadline of two (2) days following the date of this letter, failing which this offer letter stands automatically revoked.

We are eager to welcome you to the family!

For Hostin Services Private Limited:

Name: Sonal Salunkhe Bhagat

Designation: Manager - People and Culture

Date : 30th January 2023

Annexure 1

LIST OF DOCUMENTS

- 1.** Latest/Updated Resume
- 2.** Identity Proof: (Any One)
 - a. Passport
 - b. AADHAR Card
 - c. Voter's card
 - d. Driving License
- 3.** Current and Permanent Address Proof – (Any One)
 - a. Electricity bill
 - b. Telephone bills
 - c. Corporation tax receipt
- 4.** Date of Birth Proof – (Any One)
 - a. Birth Certificate
 - b. School Leaving Certificate
 - c. HSC Certificate
- 5.** Educational Information: All documents
 - a. SSC mark sheet & certificate
 - b. HSC mark sheet & certificate
 - c. School leaving and Domicile certificate
 - d. Graduation): Semester (if applicable): Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
 - e. Post-graduation (if applicable): Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
- 6.** Professional Information: (as applicable)
 - a. Previous employment offer letter
 - b. Previous employment Appointment letter
 - c. Previous employment Relieving Letter/Experience Certificate / Service Certificate from all previous employers (if applicable)
 - d. Resignation Acceptance Letter / Email / Relieving Letter / Experience Certificate from current employer (if not currently available, it is mandatory to submit the same on the date of Joining)
 - e. Last three (3) months salary slip/salary certificate
 - f. Six (6) months salary account bank statement
- 7.** Four (4) passport size photograph
- 8.** PAN Card (Mandatory)

Annexure 2

Annual Gross Salary :

Gross CTC (INR)	2,50,120
Gross Salary	2,28,000
Benefits	22,120

PART A - Salary	
BASIC	91,200
HRA	36,480
Conveyance	19,200
Medical Allowance	15,000
Special Allowance	6,120
Gross Salary (Total Part A)	2,28,000
Part B - Deductions	
Profession Tax	2,500
PF (Employee Contribution)	10,950
Income Tax	As Applicable
Total Part B	13,450
Part A-B(Net Payable)	2,14,550
Part C - Benefits	
PF (Employer Contribution)	10,950
Medical Insurance	6,800
Gratuity*	4,370
Total Part C	22,120
Total Cost to Company	2,50,120


Annexure 3 : Employee Benefits

1. **Employer PF Contribution:** The employer share of PF Contribution as applicable.
2. **Individual Medical Insurance:** The Medical Insurance coverage is INR 300,000 per annum.
3. **Gratuity:** The Gratuity Shall be payable as per the Payment of Gratuity Act.
4. **Special Allowance :** Special allowances are inclusive of benefits under client projects(If any) such as Conveyance ,Shifts, Internet and On Call allowances.

Accepted By,

Rutuja Uppin

Sign :

DocuSigned by:

21A239B511A4497...

Date : 2/7/2023

JOINING LETTER

Date: 12th September 2023

Emp Code – MI/23/040

To,

Sae Waikar

Sub: Joining Letter – General Employment Terms and Conditions – Maxxcell Institute of Professional Studies PVT LTD

We are pleased to have you as **Overseas Operations Associate** at Maxxcell Institute of Professional Studies PVT. LTD.

Your employment will be governed by the following terms and conditions:

1. **Joining date:** 11th September 2023
2. **You will be paid a Gross Salary of:** Rs. 18000

3. **Working Hours:** Your working hours will be Monday to Saturday 11:00 am to 07:00 pm, as per current company policies. The company observes a 6-day work week. However, the 1st and 3rd Saturday of the month is observed as a weekly off.

4. **Probation Period**

You will be on probation for a period of 3 months from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in services. During your probation period, the management has the right to terminate your employment at any given time with immediate effect without notice if your services/ performance is found to be dissatisfactory.

5. **Leave**

Every Sunday is considered a weekly off. You are granted 2 paid leaves per month. If you have taken more than 2 days of paid leave, then Rs. 600 will be deducted per day. Similar calculation will be applied for half day leave. However, if you haven't taken any leaves and have unused leaves in a month you will be paid a day's salary for the same; hence any unused leaves are not carried forward.

6. **Notice Period**

Should you resign from the organization, you are required to send an email stating your resignation and cause for the same, to hr@maxxcell.in, keeping in CC shyam@maxxcell.in the Company will have the option to accept your resignation either with immediate effect, and you may pay 1 months' salary in lieu of notice period or accept it effective any day up to the end of the notice period and pay you salary for the remaining period from the acceptance of resignation till you serve the notice period, that is 1 Month – 30 days in total. The notice period is non- negotiable. Incertain cases, the notice period may be negotiable strictly based on the Senior Management's decision.

7. Working outside Maxxcell Institute/Conflict of Interest

Your position with the Company calls for Full- time employment and you will devote yourself exclusively to the business and growth of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during your employment with the Company, without written permission from the Company.

As an employee of Maxxcell Institute You will not seek full time or part time job or be involved in any way with any competitor's business activities either directly or indirectly during your employment with the Company. If you are found to be guilty of working outside Maxxcell Institute without managements consent or found to be guilty of working with a competitor, the management has the right to terminate your services with immediate effect.

8. Confidential Information

You will not, at any time, without the consent of the Company disclose or divulge or make public except under legal obligation, any information regarding Company's affairs of administration or research carried out, whether the same may be confided to you or become known to you, in the course of your service or otherwise. Violation of the confidentiality agreement will be subject to legal action.

9. Agreement/Contract/Bond with previous Employer

It will be your personal responsibility to discharge all obligations arising out of any contract or bond with previous employers, Maxxcell Institute will not bear responsibilities for the same.

10. Property/Assets of Maxxcell Institute

On Resignation/Termination you will immediately give up to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effect or records, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items. Any items lent to you during your tenure at Maxxcell Institute (Laptop, phone, Sim card etc) should be handed over to the company before completing the notice period or a day prior to your last working day.

11. Termination

The employer has the right to terminate this appointment at any given time, with immediate effect.

Your appointment may be terminated by the employer based on the following reasons:

- a. If you, the “employee”, in the opinion of the Company, is found to be guilty of dishonesty, misconduct or negligence in the performance of your duties, roles and responsibilities.
- b. If you have been found to have committed a serious breach or continual material breach of any of your duties or obligations.
- c. If you are found to have made illegal monetary profit or received any gratuities or other rewards, in cash or in kind, out of any of the Company’s affairs or any of its subsidiaries or related companies.
- d. If after several intimations, the company does not find improvement in performance and finds performance poor and very unsatisfactory.

12. Discipline

You shall be expected to maintain a high level of professionalism at all times, whether within the Company premises or any other associated premises including client and vendor premises. You shall not publicly criticize, defame or misrepresent the Company, its employees, Directors or other personnel and shall not, knowingly, conduct him/her in a manner which may result in the Company's name, image, goodwill or business being tarnished.

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time and as an Employee of Maxxcell Institute of Professional Studies Private Limited you are to compulsorily abide by the same.

Please communicate your acceptance of this joining letter terms and conditions by signing a copy of this letter and returning it to us.

We trust that we will have a long and mutually rewarding association.

Thanking you,

By Maxxcell Institute of Professional Studies Private Limited



Name – Mr. Shyam Manavat

Designation – Founder and CEO

I have read, agreed, and accepted the above terms and conditions regarding my joining as **Overseas Operations Associate** Maxxcell Institute of Professional Studies Private Limited)

w.e.f – 12th September

Overseas Operations Associate
_____(Sign)

Name: Sae Waikar

Date:



April 1, 2023

Samkit Chopra

Employee ID: 208496

Current Grade: Management Trainee-2

Dear Samkit Chopra,

Your compensation and reward details for the year ended March 31, 2023 are given below. These outcomes are a function of the overall performance of the Bank, the business & team performance and your individual performance in the last year.

Individual Reward Summary:

Your annual performance rating for FY 2023 is **3-Good**.

Your **Annual Total Remuneration (ATR)** effective April 1, 2023 will be INR 8,25,000/- (INR Eight Lakh Twenty Five Thousand only) per annum.

Your Compensation has been restructured in order to align with the anticipated changes in regulatory norms.

Details of your revised compensation break-up is as given below:

Description	Amount
Basic Salary	1,65,000.00
Work Allowance	2,47,500.00
Position Allowance	3,90,900.00
Annual Guaranteed Remuneration (AGR)	8,03,400.00
Employer PF	21,600.00
Annual Total Remuneration (ATR)	8,25,000.00

Your compensation earnings are subject to tax as per prevalent Income Tax rules.

Further the ATR may be subject to be realignment/amendment based on changes in statutory guidelines or relevant Laws.

This letter contains confidential / sensitive information personal to you. Please ensure that it is not disclosed to any other person including any IDFC FIRST Bank employee(s).

We look forward to your continued commitment and wish you a successful year ahead.

Best Regards,

Human Resources

IDFC FIRST Bank Limited

This is a system generated report hence does not require any signature. Please note change in Grade, Designation, Salary & Bonus are applicable only if employee is not serving notice period as of payment of new salary structure, if any.

Please note : You will be governed by the Company's Code of Conduct for its employees, Terms and Conditions of Employment and all HR Policies.



Rewarding Performance

COST TO COMPANY(CTC) FOR Sanika Sushil Inamdar

Email: sanikainamdar06@gmail.com

Band: E0

Designation: Analyst

Issued Date: Tuesday, August 9, 2022

Monthly Components (In Rs.)

Basic Salary	12286
House Rent Allowance/Company Leased Accommodation	2555
Advance Statutory Bonus	2612
TOTAL: Monthly (A)	17453
TOTAL: Monthly : Annualised (B)	209436

Annual Components (In Rs.)

Provident Fund	17692
ESIC Contribution	5788
Gratuity	7088
TOTAL: Annual : (C)	30568
Cost to Company - per annum (D)= (B) + (C)	240004

\$ INSURANCE & MEDICAL BENEFITS (in Rs.)	MAX SUB-LIMITS (per annum)
Term life Insurance Cover##	2000000
Disability cover due to accident (upto)	1800000

The EDLI coverage of INR 602,000 is over & above the Term Life Insurance coverage defined above.

All personal tax liability arising out of compensation and joining expense (if any) will be borne solely by the employee.

NOTE :

All salary components are governed by the company policies and statutory guidelines.

This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager



VINTECH

Ref : ADM/0323/

March 25, 2023

Appointment Letter

To,
Mr. Sankalp Gite
335, Somwar Peth
Behind RP High School,
Pune - 411 011

Dear Mr. Sankalp,

In response to your application and subsequent interview, we have much pleasure to confirm your appointment, subject to your acceptance of the following terms and conditions.

Designation & Joining Date

You will begin your tenure w.e.f. **April 3, 2023** as "**Graduate Trainee - Inside Sales**". You will be part of the Sales Team and will report to Sales Manager.

Working Hours

The normal working hours are 9.00am to 6.30pm. All Saturdays and Sundays are Holidays.

Training & Probation

Your appointment will be subject to completion of training period of six months, followed by probationary period of six months. In case your performance is not found satisfactory, the training and / or probation period may be extended by another six months. Your confirmation will be subject to the satisfactory performance and compliance with the Vintech code of conduct, at the end of the probation period.

Salary Structure

Your starting Stipend will be **Rs. 18000/- p.m.**

You will **NOT** be entitled to any statutory benefits such as PF, ESI, Gratuity, Insurance etc. during your apprenticeship period. However, you will be covered under P.A. Insurance.

Other Reimbursements

You may claim reimbursement of any incidental expenses such as traveling, conveyance, lodging and boarding etc., done by you for any field work / outstation assignments.

For local conveyance, you must submit the petrol bills to your immediate manager for approval every week.

Vintech Electronic Systems Pvt. Ltd.

A1 - A2, Ushahkal, Shree Prajakta Coop. Hsg. Society,
Deep Bunglow Chowk, Model Colony, Pune 411016.
Tel /Fax : +91 -20 2566 6233 • E-mail : info@vintechin.com
www.vintechin.com



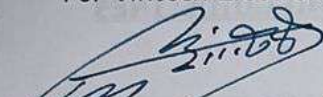
VINTECH

We welcome you to the Vintech family and hope that we will form a healthy, satisfactory and mutually beneficial association.

We wish you all the best for a successful career at Vintech!

Thanking you,

Yours truly,
For Vintech Electronic Systems Pvt. Ltd.,


(Chintamani Lele)
Director



I have read and understood all the terms and conditions of the employment, and hereby confirm my acceptance of the same. I assure you to abide by Vintech Code Of Conduct and Employment Policies.

Signed:

Date :

Vintech Electronic Systems Pvt. Ltd.

A1 - A2, Ushahkal, Shree Prajakta Coop. Hsg. Society,
Deep Bunglow Chowk, Model Colony, Pune 411016.
Tel /Fax : +91 -20 2566 6233 • E-mail : info@vintechin.com
www.vintechin.com





Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234397612/Pune/BPS/BTN
Date: 11/08/2023

Mr. Shantanu Pramod Awate
31/39 Ganesh Dham Society Near Dhankawadi Post Office Pune 411043
Dhankawadi
Near Dhankawadi Post Office Pune
Pune-411043
Maharashtra
Tel# 91-9975553539

Dear Mr. Shantanu Pramod Awate,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **11,660/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.



OTHER BENEFITS

1. Health Insurance Scheme

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

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for Rs. 5, 00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail . For further details, please refer to the policy document

2. Professional Memberships:

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

3. Social Security - Employees' State Insurance:

The company will contribute 3.25% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

4. Compensation Benefits under ESI Act / Employees' Compensation Act:

If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

* Inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act

5. Night Shift Stipend:

Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. **200/-** per shift as per the company policy.

6. Process Specific Stipend:

Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

TERMS OF TRAINEESHIP

1. Traineeship Pre-requisites

Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.



It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with **TCSL** will be discontinued without any notice or notice pay

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

2. **Traineeship Period:**

During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, **TCSL** may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

3. **Hours of Training:**

You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

4. **Leave:**

You will be entitled for leaves as per the company's policy.

5. **Transport:**

TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

6. **Alternative Occupation / Traineeship:**

During the period of your traineeship at **TCSL** , you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company.

7. **Confidentiality, Data and Intellectual Property Protection:**

As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of **TCSL** and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

8. **Work in SBWS mode:**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home



(remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

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

9. TATA Code of Conduct:

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

10. Notice Period:

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

11. Medical Test:

You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute's photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and further employment(if absorbed in Regular Employment) to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

12. Background Check:

Your traineeship will be subject to a background check in line with the Company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background checks are unfavorable or at a variance with your own declarations, your traineeship will be discontinued without any notice.

13. Submission of Documents:

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

- Standard X and XII Mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Passport
- 6 photographs - passport size
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.



Your original documents will be returned to you after verification.

14. Initial Learning Programme (ILP)

On joining **TCSL** as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as **TCSL** may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. **TCSL** continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of ownership and commitment has to come from you.

As **TCSL** progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

15. Letter of Appointment

Your will be issued a letter of appointment on your joining and after completing joining formalities as per **TCSL** policy

16. Personal Data Processing:

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

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

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

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

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

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

17. Terms and conditions:

The above terms and conditions of traineeship are specific to your traineeship period in India.

18. Rules and Regulations of the Company:

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

19. Compliance to all clauses:

You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle **TCSL** in withdrawing this letter of traineeship at its sole discretion.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the Traineeship and this offer will be automatically withdrawn. Post acceptance of TCSL offer letter if you fail to join on the date provided in the TCSL joining letter, the offer will stand automatically terminated at the sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For Tata Consultancy Services Limited.

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



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

Encl: Annexure 1: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms



ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20234397612/Pune/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:



Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

2. Associate's Obligations

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

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by



TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

4. Prior knowledge

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

5. Use of third party material

Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

6. Security policies and Guidelines.

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

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,



acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

- (a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;
- (b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;
- (c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");
- (d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;
- (e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;
- (f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and
- (g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

7. Working in SBWS Framework:

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

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

- a) Will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- b) Will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.
- c) Will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.
- d) Will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.



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

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

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

8. Restriction on Associate's Rights

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

9. No License

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

10. Equitable Rights

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

11. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized



representatives of both parties.

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

Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on _____ .

I hereby accept this Offer and intend to join service on_____.

Name:

Address:

Signature:

Date:

Selection Letter

Dear **Shivam**,

We're jubilant to inform you that you've been selected in **HIKE EDUCATION PRIVATE LIMITED**

Thank you for appearing in the campus placement drive held at your institute/university. We have completed all of our interviews.

We're delighted to inform you that we would like to **offer** you the **Business Development Executive** position. We believe and feel confident that your strong skills will contribute to the growth of our organization

Your starting **salary annexure** is attached with this letter. Kindly be assured that the other details like **Date Of Joining & Location** will be shared with you in the **Letter Of Intent**.

Feel free to reach out to us either at hr@hikeedu.in or onboarding@hikeedu.in for any queries / suggestions or feedback.

NOTE: Your **Date of Joining** will depend upon your **liberation** from the **university / college**.

Thanks & Regards,

Human Resource Department

Hike Education Private Limited



Annexure

Shivam Chandra Shukla

PARTICULARS	PROBATIONER	CONFIRMED
CTC (Annual)	546000	582000
BASIC	11000	12500
HRA	5500	6250
MEDICAL ALLOWANCE	1650	1875
TRANSPORT ALLOWANCE	1100	1250
SPECIAL ALLOWANCE	2750	3125
NET HOME INTAKE	22000	25000
DAILY TRAVEL REIMBURSEMENT (Rs.150/- per day * 30)	4500	4500
PERFORMANCE LINKED INCENTIVES (Payable on the basis of achievement of monthly targets)	15000	15000
MISCELLANEOUS INDUCEMENT (Payable on the basis of percentage achievement of monthly targets- min. 125%)	3000	3000
PUNCTUALITY BONUS (Payable on the basis of 100% attendance)	1000	1000
GROSS (Monthly)	45500	48500

Thanks & Regards,

Human Resource Department

Hike Education Private Limited





Compensation Revision Letter

Date: December 19, 2023

Name : **Shubham Chavhan**
Emp ID : **75085457**
GCM Level : **2**
Designation : **Associate Consultant**

Dear Shubham,

We would like to inform you that your compensation has been revised to INR **2,75,424** /- per annum, effective **December 22, 2023**.

We would like to reiterate that any communication regarding your terms of employment, benefits or compensation must be in writing and signed by the authorized Human Resources representative of the Company. No other communication will be binding or effective. All other terms and conditions of your employment remain unchanged.

Look forward to your continued commitment and contribution in the coming years.

Yours Sincerely,
For **Syntel Private Limited**

A handwritten signature in blue ink, appearing to read "Mini Mathew".

Mini Mathew
General Manager – Human Resources



Annexure- Salary Distribution

Date: December 19, 2023

Name : Shubham Chavhan
 Emp ID : 75085457
 GCM Level : 2
 Designation : Associate Consultant

Salary Structure	Revised (All figures are in INR)
Pay and Allowances	
Basic Pay	176000
Basket of Allowance	42624
Advance Statutory Bonus	35200
Total Fixed Compensation (A)	253824
Statutory and Retiral Benefits	
Company's Contribution to PF	21600
Total Statutory and Retiral Benefit (B)	21600
Total Cost to Company (A+B)	275424

Yours Sincerely,

For **Syntel Private Limited**

Mini Mathew

General Manager – Human Resources

Date: December 19, 2023

Annexure – B

Basket of Allowance	<p>Basket of Allowance comprises of</p> <p>a) Flexi payroll component, pay out of which is done monthly in salary and</p> <p>b) Reimbursable components, to be claimed monthly by the employee on Ceridian Excelity (Vendor Portal).</p> <p>Note:- Flexi Benefit Plan can be availed by employees drawing CTC of 5,00,000 and above.</p> <p>Basket of Allowance (Adjustable Allowance) has been included to meet the Minimum Wage requirements. This Allowance will be considered as Special Allowance for the Statutory purpose.</p> <p>For Maharashtra Based Employees - As per the statutory norms, HRA is part of your BOA and the same can be viewed in your monthly pay slips.</p>
Advance Statutory Bonus	In respect of eligible employees, your Statutory Bonus under PAYMENT OF BONUS ACT, 1965 is inclusive of (1) Performance Pay as applicable and (2) Advance Statutory Bonus.
Voluntary Provident Fund	Option to contribute more towards Employee Provident Fund is available on ITAP module round the year.
Gratuity	Applicable as per your terms of employment / Conditions of Service.
Company Car Lease (Above GCM 4)	Company Car Lease benefit can be opted by employee as per the process given in the HR Policy document. Once the car lease EMI amount is enabled, the said amount will be adjusted from your Basket of Allowance (BOA) component and map against the Company Car Lease in your CTC.
Performance Linked Pay (If Applicable)	This Plan can be amended, modified, or withdrawn by the Company at any time. Plan is reviewed periodically, and its rules and operational aspects may therefore be subject to change. Performance pay guidelines for applicable semester's shall be communicated to you and shall specify the overriding rules, if any. Payment will be made subject to you being on the rolls of the Company on the date of disbursement.
National Pension Scheme	You can contribute up to 10% of the basic salary to National Pension Scheme, a voluntary retirement saving scheme by the Government of India.

Note: -

- ✍ All payments would be as per company's rules, regulations and administrative procedures in force.
- ✍ Any of the above allowance/s may be altered / modified/ withdrawn at the sole discretion of the management and the payment of allowances shall be governed by the rules and regulations of the company as may be applicable from time to time.
- ✍ All payments and benefits are subject to appropriate taxation.

To,
Shubham Wankhade
Pune

Dear Shubham,

We are delighted to welcome you to Just Dial and wish you a great career with us.

Reference to our recent discussions, we are pleased to appoint you as **Tele Marketing Executive** on the following terms and conditions:

Your Employee Code is **10144941**.

1. Date of Joining and Place of Work

Your date of joining the employment with Just Dial is **20-07-2023** and your place of posting is **Pune**. The Company reserves its right to transfer you to any other location within India or abroad and to any of its subsidiaries or associate companies. You shall abide by the rules and regulations pertaining to the entity where you are posted.

2. Compensation

Your consolidated compensation per annum on Cost to Company basis is **INR 252000 (Two lakh fifty two thousand only)**, which is detailed in the Annexure. The payments of monthly remuneration, incentive and other payouts are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

The details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 16800/-
2. CTC per month - 4th month onwards - Rs. 21000/-
3. Retention Bonus* - Payable at the end of 4 months - Rs.12600/-
4. Total CTC per annum - Rs. 252000/-

"Accepted By"



Shubham Wankhade
25-07-2023 09:07:54

***You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Further details are given in the **Annexure**.

Incentive **or** Bonus payout is governed by incentive payout policy circulated and communicated from time to time. The company reserves the right to hold any variable payments including, but not limited to, performance linked incentives/performance based bonuses at its discretion, in case your employment with company is not active or under notice period on the Incentive payout date. Further, Incentive payout during the notice period shall be determined by the company.

3. Probation

You shall be on probation for a period of six months from the date of your joining. On satisfactory completion of the probationary period, your services will be confirmed in writing. You will deem to be in probation until issuance of confirmation letter.

4. Hours of Work

You shall abide by the policy on working days and working hours as applicable to you and this can be reviewed from time to time based on business exigencies. You shall have no objection to working on shifts or staggered shift duty hours, if required.

"Accepted By"



Shubham Wankhade
25-07-2023 09:07:54

5. Good Faith and Confidentiality

During your employment with the Company, you will devote the whole of your energies to your work and you will not - directly or indirectly - carry-on or engage or be interested in any other business or trade or employment or project or assignment of any nature, regardless of whether it has a monetary benefit or not.

You shall not induce, recruit or solicit, either directly or indirectly, any employee or client or customer of the Company for a period of 12 months from the date of your separation from the Company.

You shall keep all confidential information that comes to your knowledge during your employment with us and shall not use or disclose or attempt to disclose any of the secrets or confidential information of the Company or its subsidiaries or associated companies to any person - internal or external - or to any agency or entity, except as authorized or required by your duties.

You will be also responsible for the safekeeping and return in good condition and order, of all Company assets-hardware and software - including Books, Documents, Files, Digital products like CD's and DVD's, Credit and Debit Cards, Passwords or Authorization Codes, etc., which will be in your use, custody or charge during your employment with us.

6. Inventions and Patents

All inventions, creations, developments, improvements and any or all work done by you either your employment with the Company shall remain the property of and singly or jointly during vested in the Company.

The Company reserves the right to obtain copy right or patent registration of any invention, creation, development or improvement of any work done by you either singly or jointly during your employment with us.

You will execute all papers and documents that may be necessary to obtain patents or copyrights in favour of the Company.

"Accepted By"



Shubham Wankhade
25-07-2023 09:07:54

7. Background Verification

The Company reserves the right to conduct Internal / External Background verification check anytime during the tenure of your employment and employees are expected to co-operate for the same. Any negative report may lead to disciplinary / legal action including termination of your employment with immediate effect without notice and/or without any payment in lieu of notice. Background Verification also includes Behavioral, attitude aspects apart from Qualification / Education, Employment, Criminal etc.

8. Termination of Employment

- a. Your services may be terminated any time during the probationary period by giving 15 days notice in writing by either side and without assigning any reasons thereof or salary in lieu of notice period.
- b. Your services may be terminated after confirmation by giving 30 days notice in writing by either side in accordance with Notice Period Policy or salary in lieu of notice period.
- c. In case of short notice period, Company shall have the right to recover/deduct/adjust the same from your salary/legal dues, if any, against the unserved notice period as per Notice Period Policy and any other dues payable by you to the company.
- d. If you are absent for a continuous period of 15 days without prior written approval of your reporting, (including overstay on leave etc.) then it will result in loss of your employment and the same shall automatically come to an end without any notice or intimation from Company.
- e. In case of absconding or unauthorized absence from work without prior written approval of your reporting or non-submission of resignation as per Exit Policy, the Company reserves the right to hold all your legal dues till all the formalities will be completed and also recover/deduct/adjust the same from your legal dues, if any other dues payable by you to the Company.

"Accepted By"



Shubham Wankhade
25-07-2023 09:07:54

f. The Company shall be entitled to terminate your employment without notice, indemnities, and compensation in any of the following events but not limited to:

i. if you are, in the opinion of the Company involved in any forgery or fraud, disobedience, disorderly behavior, negligence, indiscipline, absenteeism or any other misconduct considered as deterrent to our interest or of violation of one or more terms of the employment or policies.

ii. if you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;

iii. if you are found to have made illegal monetary profit or received any gratuities or other rewards, in cash or in kind, out of any of the Company's affairs or any of its subsidiaries or related companies.

g. Company shall also be entitled to recover including but not limited to any cost, expenses, any penalty, interest or damages caused to Company due to any of your acts of omission.

h. You agree that at the time of leaving the employment, you will deliver to the Company (and will not keep in his/her possession, recreate or deliver to anyone else) all Confidential Information as well as all other devices, assets, records, data, notes, reports, proposals, lists, correspondence, specifications, equipment, customer or client lists or information, or any other documents or property belonging to the Company or any of its Affiliates. In the event if you fail to return any properties (as mentioned above), Company reserves the right to withhold all your dues and it may initiate appropriate legal proceedings against you.

"Accepted By"



Shubham Wankhade

25-07-2023 09:07:54

9. Performance Adherence

Your performance will be evaluated based on the targets / task allotted to you by your reporting Authority on time-to-time basis / periodical basis, Failing to achieve the target can lead to termination on performance ground or other similar grounds with or without notice period or salary in lieu of notice period. However, the decision by management will be final.

10. Jurisdiction

It is agreed that all disputes between you and the Company shall have jurisdiction of the courts in Mumbai. All other terms and conditions shall be as per the general or specific rules of the Company in force from time to time.

11. Period of Employment

The age of retirement shall be 58 years and on superannuation you shall be entitled to such benefits as are available under the law and/or the rules framed by the Company.

12. Business Continuity

On the occurrence of any events like Acts of God, fire, flood, explosion, earthquake, or other natural forces, war, accident, epidemics, any labor disturbance, action of Statutory Authorities or local or Central Governments, change in Laws (force majeure events) or any other acts which are beyond control of the Company, it (Company) may alter the terms of employment or may take other necessary steps to ensure business continuity of the Company.

13. "My JD" Mobile Application

In "My JD" mobile application (My JD App), you can access Company's documents, policies & procedure, records, all notifications, including but not limited to your letters, leave and attendance and other records which are uploaded / facilitated to you all the time. It is your sole responsibility to go through the documents as uploaded in My JD App as required and keep yourself updated about all the policies & process of the Company and any amendment thereof and abide by the same all the time, in addition to any other applicable policies and processes that you may need to adhere during the term of your employment.

"Accepted By"



Shubham Wankhade
25-07-2023 09:07:54

14. General

- a. You will be eligible for the benefits of the Company's Leave Rules/holiday policy during the employment terms, as updated in JD App from time to time.
- b. To ensure that our employees have a good work-life balance, we encourage our employees to utilize their leaves, so that they return to work rejuvenated with a fresh zeal and hence any forms of leave encashments are not applicable. Though un-availed PL can be accumulated as detailed in the Leave policy.
- c. Employees are encouraged to discuss their Leaves / Annual Leave planner with their reporting manager at least 15 days in advance before applying in MyJD for mutual and consensus business operations.
- d. Please note that individual salary is a confidential matter and not to be discussed with any other employee.
- e. You will keep us informed of any change in your mobile phone number or your residential address or your marital status.
- f. You clicking on "accept the appointment letter" through the link, confirms that you have read, agreed, acknowledged and accepted all the terms and conditions of employment with Just Dial and that you will abide by all the policies and process laid down by the company from time to time.

Please note-

Acceptance of the appointment letter needs to be done electronically by you & confirms that you have given complete acceptance of the appointment letter & its terms of employment.

In case you have not accepted the appointment letter within 24 hours from the receipt of the link, it will be deemed by the organization as an acceptance of appointment letter & its terms of employment.

After the electronic acceptance of the Appointment letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

Yours sincerely,
For Just Dial Limited

"Accepted By"



Madhulika Singh
Regional Head - Human Resources



Shubham Wankhade
25-07-2023 09:07:54

Annexure:-

Just Dial Ltd. - Compensation Package

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Shubham Wankhade	
Department	Sales	
Designation	Tele Marketing Executive	
Effective Date	20-07-2023	
CTC (in INR)	252000/- per annum	
Pay structure	Monthly (First 3 months)	Monthly (4th Month onwards)
Fixed Components		
Basic	12650	12650
House Rent Allowance (HRA)	1130	5198
Customer Handling Allowance	0	0
Conveyance Allowance	0	0
Salary (C1)	13780	17848
Statutory Components		
Employer PF Contribution	1518	1518
Employer ESIC Contribution	448	580
Benefit's(C2)	1966	2098
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(c3)	0	0
Statutory Bonus	1054	1054
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	16800	21000
Deductions		
Employee PF Contribution	1518	1518
Employee ESIC Contribution	104	134
Total Deductions (b)	1622	1652
*Net Take Home {a - b - C2}	13212	17250
***Overall CTC	16800	21000

* Net Take Home is subject to Applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,
For Just Dial Limited

"Accepted By"

Madhulika Singh
Regional Head - Human Resources

Shubham Wankhade
25-07-2023 09:07:54

Offer Letter

Date: 18 August 2022.

Ms. Siddhi Anil Deshmukh.
Pune.

Dear Siddhi,

Congratulations!! Further to our discussion, we are pleased to extend an offer of employment to you for the position of "Software Engineer". Your date of joining is **10:00 AM, 22nd August 2022**. A detailed copy of your appointment letter will be issued to you on your joining. Please submit attested copies of the below documents at the time of your joining.

1. Copy of SSC, HSC, and all Qualification / University Certificates.
2. Proof of the last salary drawn.
3. Satisfactory references from previous employers
4. Copy of offer/resignation/relieving letter from all previous employers.
5. Passport-size photographs in white background.
6. Copy of PAN Card

You will be on probation for a period of **Three Months**, which can be extended at the sole discretion of the Management. On completion of the probation period or extended period, unless confirmed in the services in writing, you will be deemed to be continuing on probation.

You will be paid a CTC of **INR 3,00,000 /-** per annum (Rupees Three Only per annum, it includes tax deductions & insurance accordingly). Payable on a 12-month basis.

Please provide your acceptance over email and acknowledge the duplicate copy of this letter as a token of acceptance of our offer.

We look forward to you joining **Scrambler Technosys Pvt. Ltd.** for a mutually rewarding association.

For Scrambler Technosys Pvt. Ltd,


Poonam Giri
Head of Recruitment
Scrambler Technosys Pvt. Ltd,
(Mob-9730626054)




Accepted:



Letter of Appointment

Dear Snehal Sunil Modak,

Appointment as **Accounts Assistant**

We refer to your recent interview for the position and are please to advise that we are offering you the position with Electro Charge PinPoint Private Limited effective from 06/10/23 under the following terms and conditions:

1. Posting & Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

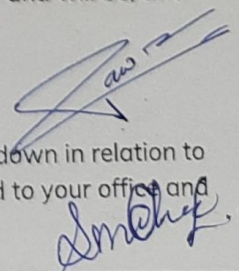
You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.



7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Deductions

Company provide sim card for selling & others services, what ever will be the monthly bill, that amount will be deducted from employee salary.

10. Authority

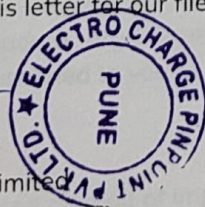
No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

Sincerely,

Uday Pawar
CEO

Electro Charge PinPoint Private Limited



I agree to the appointment and accept the above terms and conditions of service.

Name: Snehal Sunil Modak

Employee ID : PUN26

Date: 06/10/2023

Signature:

HRD/InfosysBPM/1001558260

May 23, 2022

Mr. Sudhir Dnyanoba Kamble
Flat No 2, Matoshree
Kalewadi Phata, Hanuman Nagar, Near City Hospital
Pune-411017
India

STRICTLY PRIVATE & CONFIDENTIAL

Dear Sudhir,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Organization"), we are pleased to make you an offer of employment with the Organization 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.

- | | |
|---------------------------|-----------------------------------|
| a) Role | : Process Specialist |
| b) Role designation | : Process Specialist - Accounting |
| c) Job Level | : 3A |
| d) Date of Joining | : 27-May-2022 |
| e) Location of posting | : PUNE, MAHARASHTRA, India |
| f) Gross salary per month | : Rs 25000/- |

The details of your salary are in Appendix 1

You will devote the whole of your time and attention to the business of the Organization 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 Organization in all matters and will observe the utmost good faith towards the Organization and keep secret all information, which you may obtain with regard to the business and affairs of the Organization.

Details of CTC:

A. Fixed Components

- | | |
|------------------------------|--------------|
| i) Basic Salary | : Rs. 13,426 |
| ii) Fixed Dearness Allowance | : Rs. 1,100 |
| iii) Basket of Allowances* | : Rs. 4,097 |

*This basket is to be used towards HRA, LTA, Medical, Children's Education and Conveyance. You may want to split the basket as per your tax plans.

B. Statutory Components

i) Company's contribution to PF	: Rs. 1,743	12% of (Basic + FDA)
ii) Gratuity	: Rs. 699	4.81% of (Basic + FDA)
iii) Bonus	: Rs. 2,685	

C. Variable Pay (at 100% payout)

Variable Pay : Rs. 1,250

Variable Pay is not a guaranteed part of your compensation and will be paid based on individual and Company performance measures as decided by the company.

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.

i) 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.

ii) 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 2.

All allowances are payable as per the policies of the Organization, 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	10th standard marks card*	Mandatory
2	12th 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 (mandatory)
6	Diploma marks cards* and certificate(if applicable)	6 (mandatory)
7	Professional Qualification marks cards* and certificate (if applicable)	Mandatory
8	Post graduate mark cards* and certificate (if applicable)	Mandatory
9	NSR registration number or ITPIN number or web registration number	Mandatory
10	Passport**	Optional
11	Driving License	Optional
12	Passport/Driving License/PAN Card/Voters ID	Mandatory
13	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 Organization 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 Organization. You will also have to produce the proof of registration when you join the organization. Failure to produce the proof of registration as acceptable to the organization 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 1st page of this Letter of Offer 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. The period of 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 8th 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 days' 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 Organization, you will be required to give either (a) 60 calendar days' notice or (b) two 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 Organization's discretion. Similarly, the Organization can terminate your services by giving 60 calendar days' notice or salary in lieu thereof, at the Organization's sole discretion.

Notwithstanding the above, in the event of your violation of the Code of Conduct and the Disciplinary policy of the Organization, the Organization can terminate your services by giving you up to 60 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 Organization, you may be required to undergo training programs for a minimum period of four (4) weeks. 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 a training program, the Organization 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 Organization does not accept any responsibility for its accuracy.

13. Termination of employment

Your services with the Organization may be terminated by either party upon giving a written notice of 60 calendar days or salary in lieu of such notice.

The Organization 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 Organization reserves the right to terminate the service for your failure to pass the Organization training norms on internal training on soft skill and process.

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 Organization's service rules which is detrimental to the business or interests of the Organization.

14. Other Terms & Conditions

a) You agree not to undertake employment, whether full-time or part-time, as the Director/Partner/member/employee of any other organization/entity engaged in any form of business activity without the consent of the Organization. The consent may be given subject to any terms and conditions that the Organization may think fit and may be withdrawn at any time at the sole discretion of the Organization.

b) All or any of the privilege and benefits extended can be altered or withdrawn by the Organization at any time.

c) 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.

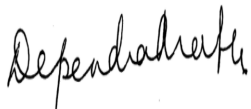
d) You will be governed by the rules and regulations of the organization as applicable to your category of employees, which may change from time to time.

e) 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. Dendra Mathur
SVP - Head Human Resource Development - BPM
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,



Dendra Mathur
SVP - Head Human Resource Development - BPM

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

Date: _____, 20____

Sign 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 be 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	Mr. Sudhir Dnyanoba Kamble
Role Designation	Process Specialist - Accounting
Job Level	3A
Date of Joining	27-May-2022
Location of Posting	PUNE, MAHARASHTRA, India
Fixed Components	Amount in INR per month
Basic	13,426
Fixed Dearness Allowance (FDA)	1,100
Basket of Allowances (BOA)*	4,097
Sub Total 1	18,623
Statutory Components	
Company Contribution to Provident Fund	1,743
Gratuity	699
Bonus	2,685
Sub Total 2	5,127
Variable Components	
Variable Pay*	1,250
Sub Total 3	1,250
Gross Salary per month - Sub Total 1+2+3	25,000
Total Annual CTC	300,000

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 allocation to a voice process)	Rs 2,500
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

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: 23-05-2022 _____ Sign your name Khade Sourabh Dilip _____ Print your name 9048611 HRD _____ Emp No. Dept. Name	Candidate: Date: _____, 20_____ _____ Sign your name Sudhir Dnyanoba Kamble _____ 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

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 3

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 Infosys BPM 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 Machines Corporation.
- (vii) Cognizant Technology Solutions
- (viii) Wipro Limited.
- (ix) HCL Limited.

Place:

Employee Signature:

Date:

Employee Name:

Employee Number:

Acknowledged by Infosys BPM Limited:

APPENDIX 4

Deductions*

Deduction	Description	Month of Deduction	Approximate Amount
Mysore Accommodation	Accommodation provided in Mysore during the training period will be charged	13th /14th month from joining	Up to Rs. 133/day*
Transport* (based on location)	The transport rates depend on the distance travelled	Monthly	Rs. 400* - Rs. 2,500*

*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.

HRD/InfosysBPM/1002350020

25-August-2021

Ms. Supriya Mandavkar

Sai Shrushti Residency, Flat no 105, Near Shivane Post office, Deshmukhwadi, Shivane, Pune 411023

STRICTLY PRIVATE & CONFIDENTIAL

Dear Supriya Mandavkar,

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 | : | Assistant Accountant |
| c) | Job Level | : | 2A |
| d) | Date of Joining | : | 29-September-2021 |
| e) | Location of Posting | : | Pune |
| f) | Gross Salary per month | : | Rs. 20833/- |

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

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. Dendra Mathur
Senior Vice President & Head Human Resource Development – BPM
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,



Dendra Mathur
Senior Vice President & Head Human Resource Development – BPM

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

Date: _____, 20____

Sign your name

_____ Location
Print your name

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	Supriya Mandavkar
Role Designation	Assistant Accountant
Job Level	2A
Date of Joining	29-September-2021
Location of Posting	Pune
Fixed Components	Amount in INR per month
Basic	13900
Fixed Dearness Allowance (FDA)	1100
Basket of Allowances (BOA)*	921
Sub Total 1	15921
Statutory Components	
Company Contribution to Provident Fund	1800
Gratuity	722
Bonus	2390
Sub Total 2	4912
Gross Salary per month - Sub Total 1+2	20833
Total Annual CTC	249996

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: 25-August-2021 _____ Sign your name Mauryaneerav.p _____ Print your name 9019048 HRD _____ Emp No. Dept.. Name	Candidate: Date: _____, 20____ _____ Sign your name Supriya Mandavkar _____ 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
--	--	--	---

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:

To:

Mr. Suraj Sakharam Mane

Mobile #: +91-7507068471

Email: surajmane12999@gmail.com


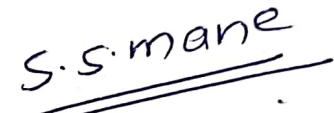
Dear Suraj Sakharam Mane,

With reference to recent discussion we had with you, we are pleased to present the below offer and welcome you to join the Searce family as Analyst - Business Process Management per terms discussed. Your compensation will be a total CTC of INR 240,000/- per annum on joining.

Break-up of your compensation structure is mentioned in Annexure 1 and the terms of offer are mentioned in Annexure 2. Please respond via email on offers@searce.com to communicate acceptance of the offer and to confirm your joining date. We are excited to welcome you to join our business futurify team which differentiates through our unique experimentation culture, thrives on improvement mindset and unlimited passion to learn new things. We encourage you to be a vital part of nurturing a work culture that believes in straight talk and makes people happier at work.

Designation	Analyst - Business Process Management
Joining Date	16-Mar-2023
Confirmation Date (Confirmation Date is subject to extension at the discretion of the company, if required)	Six months after the Date of Joining
Notice Period (During Probation)	60 Days
Notice Period (After confirmation)	90 Days

Acceptance

<p>Searce Cosourcing Services Private Limited</p>	<p>Suraj Sakharam Mane</p>
<p>AAICS2159P Company Tax ID Number (PAN #)</p>	<p>602PM5521P. Tax ID Number (PAN #)</p>
<p> Samir Dadia Signature</p>	<p> Suraj Sakharam Mane Signature</p>
<p>VP - People Success, Administration & IT Designation</p>	<p>Analyst - Business Process Management Designation Offered</p>
<p>10-Mar-2023 Date of Offer</p>	<p>13 March 2023. Date of Acceptance</p>

We are confident you will find this new opportunity challenging and rewarding. Please confirm your acceptance via a return email with a scanned copy of this signed letter on or before 13-Mar-2023. We look forward to having you onboard.

searce®



HAPPIER

Suraj

Mane

Employee Code

2470

Emergency #

+91 839 024 9541

Blood Group

O+

www.searce.com

To,
Suraj Vishwakarma
Pune

Dear Suraj,

We are delighted to welcome you to Just Dial and wish you a great career with us.

Reference to our recent discussions, we are pleased to appoint you as **Tele Marketing Executive** on the following terms and conditions:

Your Employee Code is **10146443**.

1. Date of Joining and Place of Work

Your date of joining the employment with Just Dial is **16-08-2023** and your place of posting is **Pune**. The Company reserves its right to transfer you to any other location within India or abroad and to any of its subsidiaries or associate companies. You shall abide by the rules and regulations pertaining to the entity where you are posted.

2. Compensation

Your consolidated compensation per annum on Cost to Company basis is **INR 264000 (Two lakh sixty four thousand only)**, which is detailed in the Annexure. The payments of monthly remuneration, incentive and other payouts are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

The details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 17600/-
2. CTC per month - 4th month onwards - Rs. 22000/-
3. Retention Bonus* - Payable at the end of 4 months - Rs.13200/-
4. Total CTC per annum - Rs. 264000/-

"Accepted By"



Suraj Vishwakarma
21-08-2023 09:08:12

***You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Further details are given in the **Annexure**.

Incentive **or** Bonus payout is governed by incentive payout policy circulated and communicated from time to time. The company reserves the right to hold any variable payments including, but not limited to, performance linked incentives/performance based bonuses at its discretion, in case your employment with company is not active or under notice period on the Incentive payout date. Further, Incentive payout during the notice period shall be determined by the company.

3. Probation

You shall be on probation for a period of six months from the date of your joining. On satisfactory completion of the probationary period, your services will be confirmed in writing. You will deem to be in probation until issuance of confirmation letter.

4. Hours of Work

You shall abide by the policy on working days and working hours as applicable to you and this can be reviewed from time to time based on business exigencies. You shall have no objection to working on shifts or staggered shift duty hours, if required.

"Accepted By"



Suraj Vishwakarma
21-08-2023 09:08:12

5. Good Faith and Confidentiality

During your employment with the Company, you will devote the whole of your energies to your work and you will not - directly or indirectly - carry-on or engage or be interested in any other business or trade or employment or project or assignment of any nature, regardless of whether it has a monetary benefit or not.

You shall not induce, recruit or solicit, either directly or indirectly, any employee or client or customer of the Company for a period of 12 months from the date of your separation from the Company.

You shall keep all confidential information that comes to your knowledge during your employment with us and shall not use or disclose or attempt to disclose any of the secrets or confidential information of the Company or its subsidiaries or associated companies to any person - internal or external - or to any agency or entity, except as authorized or required by your duties.

You will be also responsible for the safekeeping and return in good condition and order, of all Company assets-hardware and software - including Books, Documents, Files, Digital products like CD's and DVD's, Credit and Debit Cards, Passwords or Authorization Codes, etc., which will be in your use, custody or charge during your employment with us.

6. Inventions and Patents

All inventions, creations, developments, improvements and any or all work done by you either your employment with the Company shall remain the property of and singly or jointly during vested in the Company.

The Company reserves the right to obtain copy right or patent registration of any invention, creation, development or improvement of any work done by you either singly or jointly during your employment with us.

You will execute all papers and documents that may be necessary to obtain patents or copyrights in favour of the Company.

"Accepted By"



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7. Background Verification

The Company reserves the right to conduct Internal / External Background verification check anytime during the tenure of your employment and employees are expected to co-operate for the same. Any negative report may lead to disciplinary / legal action including termination of your employment with immediate effect without notice and/or without any payment in lieu of notice. Background Verification also includes Behavioral, attitude aspects apart from Qualification / Education, Employment, Criminal etc.

8. Termination of Employment

- a. Your services may be terminated any time during the probationary period by giving 15 days notice in writing by either side and without assigning any reasons thereof or salary in lieu of notice period.
- b. Your services may be terminated after confirmation by giving 30 days notice in writing by either side in accordance with Notice Period Policy or salary in lieu of notice period.
- c. In case of short notice period, Company shall have the right to recover/deduct/adjust the same from your salary/legal dues, if any, against the unserved notice period as per Notice Period Policy and any other dues payable by you to the company.
- d. If you are absent for a continuous period of 15 days without prior written approval of your reporting, (including overstay on leave etc.) then it will result in loss of your employment and the same shall automatically come to an end without any notice or intimation from Company.
- e. In case of absconding or unauthorized absence from work without prior written approval of your reporting or non-submission of resignation as per Exit Policy, the Company reserves the right to hold all your legal dues till all the formalities will be completed and also recover/deduct/adjust the same from your legal dues, if any other dues payable by you to the Company.

"Accepted By"



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f. The Company shall be entitled to terminate your employment without notice, indemnities, and compensation in any of the following events but not limited to:

i. if you are, in the opinion of the Company involved in any forgery or fraud, disobedience, disorderly behavior, negligence, indiscipline, absenteeism or any other misconduct considered as deterrent to our interest or of violation of one or more terms of the employment or policies.

ii. if you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;

iii. if you are found to have made illegal monetary profit or received any gratuities or other rewards, in cash or in kind, out of any of the Company's affairs or any of its subsidiaries or related companies.

g. Company shall also be entitled to recover including but not limited to any cost, expenses, any penalty, interest or damages caused to Company due to any of your acts of omission.

h. You agree that at the time of leaving the employment, you will deliver to the Company (and will not keep in his/her possession, recreate or deliver to anyone else) all Confidential Information as well as all other devices, assets, records, data, notes, reports, proposals, lists, correspondence, specifications, equipment, customer or client lists or information, or any other documents or property belonging to the Company or any of its Affiliates. In the event if you fail to return any properties (as mentioned above), Company reserves the right to withhold all your dues and it may initiate appropriate legal proceedings against you.

"Accepted By"



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9. Performance Adherence

Your performance will be evaluated based on the targets / task allotted to you by your reporting Authority on time-to-time basis / periodical basis, Failing to achieve the target can lead to termination on performance ground or other similar grounds with or without notice period or salary in lieu of notice period. However, the decision by management will be final.

10. Jurisdiction

It is agreed that all disputes between you and the Company shall have jurisdiction of the courts in Mumbai. All other terms and conditions shall be as per the general or specific rules of the Company in force from time to time.

11. Period of Employment

The age of retirement shall be 58 years and on superannuation you shall be entitled to such benefits as are available under the law and/or the rules framed by the Company.

12. Business Continuity

On the occurrence of any events like Acts of God, fire, flood, explosion, earthquake, or other natural forces, war, accident, epidemics, any labor disturbance, action of Statutory Authorities or local or Central Governments, change in Laws (force majeure events) or any other acts which are beyond control of the Company, it (Company) may alter the terms of employment or may take other necessary steps to ensure business continuity of the Company.

13. "My JD" Mobile Application

In "My JD" mobile application (My JD App), you can access Company's documents, policies & procedure, records, all notifications, including but not limited to your letters, leave and attendance and other records which are uploaded / facilitated to you all the time. It is your sole responsibility to go through the documents as uploaded in My JD App as required and keep yourself updated about all the policies & process of the Company and any amendment thereof and abide by the same all the time, in addition to any other applicable policies and processes that you may need to adhere during the term of your employment.

"Accepted By"



Suraj Vishwakarma
21-08-2023 09:08:12

14. General

- a. You will be eligible for the benefits of the Company's Leave Rules/holiday policy during the employment terms, as updated in JD App from time to time.
- b. To ensure that our employees have a good work-life balance, we encourage our employees to utilize their leaves, so that they return to work rejuvenated with a fresh zeal and hence any forms of leave encashments are not applicable. Though un-availed PL can be accumulated as detailed in the Leave policy.
- c. Employees are encouraged to discuss their Leaves / Annual Leave planner with their reporting manager at least 15 days in advance before applying in MyJD for mutual and consensus business operations.
- d. Please note that individual salary is a confidential matter and not to be discussed with any other employee.
- e. You will keep us informed of any change in your mobile phone number or your residential address or your marital status.
- f. You clicking on "accept the appointment letter" through the link, confirms that you have read, agreed, acknowledged and accepted all the terms and conditions of employment with Just Dial and that you will abide by all the policies and process laid down by the company from time to time.

Please note-

Acceptance of the appointment letter needs to be done electronically by you & confirms that you have given complete acceptance of the appointment letter & its terms of employment. In case you have not accepted the appointment letter within 24 hours from the receipt of the link, it will be deemed by the organization as an acceptance of appointment letter & its terms of employment.

After the electronic acceptance of the Appointment letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

Yours sincerely,
For Just Dial Limited

Madhulika Singh
Regional Head - Human Resources

"Accepted By"

Suraj Vishwakarma
21-08-2023 09:08:12

Annexure:-

Just Dial Ltd. - Compensation Package

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Suraj Vishwakarma	
Department	Sales	
Designation	Tele Marketing Executive	
Effective Date	16-08-2023	
CTC (in INR)	264000/- per annum	
Pay structure	Monthly (First 3 months)	Monthly (4th Month onwards)
Fixed Components		
Basic	15010	15010
House Rent Allowance (HRA)	825	5087
Customer Handling Allowance	0	0
Conveyance Allowance	0	0
Salary (C1)	15835	20097
Statutory Components		
Employer PF Contribution	0	0
Employer ESIC Contribution	515	653
Benefit's(C2)	515	653
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(c3)	0	0
Statutory Bonus	1250	1250
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	17600	22000
Deductions		
Employee PF Contribution	0	0
Employee ESIC Contribution	119	151
Total Deductions (b)	119	151
*Net Take Home {a - b - C2}	16966	21196
***Overall CTC	17600	22000

* Net Take Home is subject to Applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,
For Just Dial Limited

Madhulika Singh
Regional Head - Human Resources

"Accepted By"

Suraj Vishwakarma
21-08-2023 09:08:12

Worksite Chennai	: ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahaballapuram Road, Navalur Village and Panchayat, Thiruporur Panchayat Union, Chengalpeta Taluk, Kancheepuram Dist. Chennai – 603 103, India
Worksite Coimbatore	: Module I-3, 2nd Floor, Tidel Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.
Worksite Pune 1	: Commerzone, Unit 401, 4th Floor In Building 7, Survey No. 144 & 145, Samrat Ashoka Path, Opposite to Airport Road, Verwada, Pune – 411 006, India.
Registered Office	: 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

Date: August 9, 2022

Private & Confidential

Sanika Sushil Inamdar

**Sector No 27/A Plot No 253 Nigdi Pradhikaran,
Sector No 27/A Plot No 253 Nigdi Pradhikaran,
Pune,
Maharashtra,
India - 411044**

Document ID - 5ece5e32-3b33-4ab7-8f71-6f69aeab8e19

Dear Sanika,

- Congratulations! With reference to your application and subsequent interview, we are pleased to make you an offer –cum - appointment with **State Street HCL Services (India) Private Limited (“SSHS” or “HCL” or “Company”)** as **Analyst**. You are required to report on August 10, 2022 at 09:00 AM at the address: **Statestreet HCL Services (India) Private Limited, PuneSEZ-Magarpatta City,Tower 7,Wing A&B.**
- Your annual compensation would be **Rs. 240000 per annum** as per Annexure I. However, the structure and components of your Compensation plan may be changed from time to time in line with the Compensation Policy and practices of the Company. In addition to your CTC, you would be eligible for a process allowance of based on the process you are aligned to. Process Allowance will be shown as an annual component in the CTC annexure but the same shall be payable to you on a monthly basis. Process Allowance is payable from the Date of production. In the event of process change, Process Allowance will change accordingly and a new compensation letter to this effect will be issued to you thereafter for your records/reference
- This is a system generated (offer and appointment letter) document. Agreeing to the terms and conditions in the workflow of iTap (Company’s web based application) is as good as signing of physical contract form on mutual agreement between you and the Company. It has legal binding as per the law if mutual trust is breached. You are requested to accept the offer within 07 days and mail the confirmation of acceptance to recruiter’s email id- dhirajumesh.rathod@hcl.com , failing which the offer will stand null and void.
- Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when

Signature of the employee

State Street HCL Services

Statestreet HCL Services (India) Private Limited

CIN : U72900DL2012FTC229698

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it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective , discriminatory or unethical actions.

Signature of the employee

HCL

CIN : U72900DL2012FTC229698

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- All our operations function **24x7, 365 days in a calendar year**. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. Your working hours will be as advised to you by your superiors from time to time but **shall not exceed 48 hours** in a week. It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work.
- In accordance with the authorization on your application, your appointment is subject to your clearance of **Background Verification/Reference Check/any other test specified by the client** and genuineness of documents or information provided by you to the Company. You are being provisionally offered on the presumption that you have no criminal background as per law of the land and the particulars furnished by you in your Application and/or Bio-data are correct. We will also be contacting your referrals. **Please note that this offer is subject to satisfactory references being obtained.**
- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure A to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.
- In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies
- In case the aforesaid particulars are found to be incorrect or it is found that you have **concealed or withheld** some other relevant facts, your offer/employment with the Company shall stand terminated/cancelled forthwith, without any notice.
- Your growth in terms of role, compensation etc., in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 6 months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and affected from the first day of the subsequent quarter thereafter. **Probation period & Performance Appraisal / Compensation**

Signature of the employee

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Review shall be deemed to be changed with the change in position / process / function.

- Your services during the period of probation shall be liable to be terminated giving **two month** notice or **two month** basic salary in lieu thereof without assigning any reason thereof. Likewise you will also be competent to terminate your contract of employment by giving **two month** notice. The waiver of the notice period fully or partially or acceptance of such basic salary is at the Company's sole discretion. Further, the aforesaid requirement of notice period may be extended, if mutually agreed by you and the Company.
- The company shall be entitled to accept your prospective resignation with effect from a date earlier than the one offered by you and thus relieve you at any time during your notice period as the notice is for the benefit of the management and balance notice period can be waived at any time by the management. In such an event, however, you shall be paid basic salary for the remaining period of your notice. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.
- You will be required to declare at the time of joining any direct relatives who may be working with HCL or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. During your employment with **State Street HCL Services (India) Private Limited**, if any of your direct relatives are offered by HCL or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives herein include parents, spouse, brother/s, sister/s and children of the **State Street HCL Services (India) Private Limited employee**.
- On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations; we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.
- All Employees are entitled to avail the Company Transport within the defined limits as per company's policy

Signature of the employee

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- During your employment if the company identifies any negative instances/irregularities relating to your previous employment, your employment will be terminated with immediate effect.
- You and your family (spouse, dependent children, dependent parents) will be covered under comprehensive Medical Insurance scheme/ESI as per policy
- Your resignation shall become effective as soon as the management accepts it. The management shall be competent to withhold its acceptance in respect of your resignation in case dues are recoverable from you or if you are under suspension and/or disciplinary proceedings are pending or contemplated against you or for any other similar reasons. After having opted to resign and given the intimation to this effect, you shall be debarred from withdrawing your resignation except with the written permission of the management.
- Subject to other terms of the instant letter, company reserves the right to terminate your services without any cause assigned to the termination. In such a case, the company at its discretion would consider to pay the terminated employee one-month basic salary only.
- During your employment with the Company, you will be liable to be transferred to any of the offices/ departments /manufacturing units of the Company or of associate companies/ group companies, client location, whether existing or to be set up, anywhere in India or abroad, on the same terms and conditions of employment at the sole discretion of the management. Provided that if you are deputed to any associate/ subsidiary/ group company outside India by the Company, you shall be treated as having bound yourself to serve the Company for the deputation period, and for the stipulated period thereafter, if any, and the same shall be treated as the contract period vis-à-vis this contract of service.
- You may be required to attend specialized training, either in India, or abroad, and it is expected that you will be ready and willing to undertake such training, as the same is necessary to enable you to effectively discharge your duties with the Company. The training period would be any six days of a week. The Company shall be spending considerable amount of money on the said training, and it is expected that you shall work for the Company for a certain minimum stipulated period of time after completion of the said training, so as to enable the Company to get the benefit of the amount spend by it. It is the practice of the Company to execute a training and/or Service agreement at the commencement of training in which the rights and liabilities of the respective parties are set out. You will be required to compensate the company for the amounts spend by it on the training in the event of your committing breach of your obligations under the training - cum - service agreement. You may also be required to furnish at least one surety

Signature of the employee

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to guarantee due compliance with the terms of the training and/or service agreement as per the policy. Subject to above, during your employment with the company, you may also be required to execute agreement(s) in the nature of NDA (Non-disclosure agreement) or any other agreement/undertaking/affidavit due to client/process/business requirements.

- During your employment with the company, you will be governed by the policies, service rules and regulations of the company being in force or introduced/amended later. In this regard, a confidentiality undertaking at the time of joining and/or any other agreement that may be required from time to time will be required to be executed by you.
- You shall not divulge, communicate or pass on any information, secrets directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. At all times you shall maintain absolute integrity. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of HR Department. Indulgence in such activities or any violation of this norm shall lead to termination of your employment immediately.
- You would be initially posted at **Pune(A008)**, where you are requested to report to Human Resources Group on joining. Upon joining, you will be required to sign a standard undertaking on your obligations to conform to organizational discipline, policies and norms.
- During your employment with the company, you will not take up employment elsewhere either part time or otherwise. Besides you will not engage in any commercial activity. In case of defiance of this provision, Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.
- In case you absent yourself from duty for **7** days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.
- You will be retired from service on attaining superannuation age of 58 years or earlier in case you are found physically and/or mentally unfit to work any longer or for continued ill-health as certified by the medical officer nominated by the Company.

Signature of the employee

CIN : U72900DL2012FTC229698

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- You are requested to submit 10 passport size photographs and the attested copies of the following documents, at the time of joining:
 - School leaving certificate / birth certificate
 - Educational qualification certificate (from 10th std onwards) along with mark sheets
 - Passport (The first 4 and the last 4 pages)
 - Relieving letter or duly accepted resignation letter from your present and previous employers
 - Salary certificate from your present and previous employers
- Please ensure to accept the Online offer Letter once you have gone through all the clauses. Your acceptance to the Letter is mandatory before you report to joining.

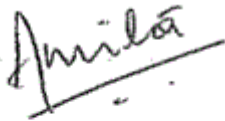
Please note that no commitments other than what is mentioned in this letter & its annexure(s) will be applicable to you or entertained by us.

You are advised to go through the contents of this offer letter and the annexure(s) before signing the duplicate copy.

With best wishes and looking forward to a mutually fruitful association.

Yours sincerely,

For Statestreet HCL Services



Amrita Das
Senior Vice President
Head-Global Rewards

Signature of the employee

Worksite Chennai	: ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahaballpuram Road, Navalur Village and Panchayat, Thirupurur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India
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Registered Office	: 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

DECLARATION

I, Sanika Sushil Inamdar, hereby declare that I have completely understood the contents of the instant Letter and I agree to abide by the below mentioned clauses:

1. Flexible to work in any shifts, process, Centre and location.
2. All the required documents to be submitted on the date of joining.
3. Salary will be subject to revision in case of non-submission of the required experience certificates.
 - Unsatisfactory responses from the previous employment references may lead to reduction in salary or/and termination of employment with us.
4. Non-disclosure of prior experience with HCL will lead to termination of employment.

In case, the aforesaid particulars are found to be incorrect or it is found that I have withheld some relevant facts, State street HCL Services (India) Private Limited has the right to withdraw the instant Letter of Offer and/or terminate my employment with immediate effect.

Annexure II

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED TO FACILITATE JOINING, PRE-EMPLOYMENT BACKGROUND VERIFICATION / VALIDATION AND APPOINTMENT PROCESS AT HCL

PRE-EMPLOYMENT BACKGROUND VERIFICATION

S.No.	Particulars (To be submitted to the Recruiter)
1	Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	Permanent/Current Address Proof – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	Previous Employer – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	Identity Verification - Copy of valid passport and PAN card required

Additional documents (To be submitted on request)

Signature of the employee

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1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining / induction day (Hard Copies)

S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 th Mark sheet, only if passport is not available.	1
5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.

Signature of the employee

Worksite Chennai	: ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahaballpuram Road, Navalur Village and Panchayat, Thirupurur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India
Worksite Coimbatore	: Module I-3, 2nd Floor, Tidelpark Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.
Worksite Pune 1	: Commerzone, Unit 401, 4th Floor In Building 7, Survey No. 144 & 145, Samrat Ashoka Path, Opposite to Airport Road, Verwada, Pune – 411 006, India.
Registered Office	: 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following.

S. No	Location	Address
1	NOIDA	Mondays and Thursdays: Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) Tuesdays, Wednesdays and Fridays: Akashi Induction Room, Ground Floor, Tower - 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services Human Resources Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

Please go through the contents of this letter of offer and the annexure before accepting it. Your acceptance of the e-offer will be deemed as you have read and accepted all the clauses mentioned here-with.

Besides the above policies **State street HCL Services (India) Private Limited** is governed by policies* which are listed in corporate intranet www.hclbpo.net.

Signature of the employee

Worksite Chennai	: ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahabalipuram Road, Navalur Village and Panchayat, Thirupurur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India
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Worksite Pune 1	: Commerzone, Unit 401, 4th Floor In Building 7, Survey No. 144 & 145, Samrat Ashoka Path, Opposite to Airport Road, Verwada, Pune – 411 006, India.
Registered Office	: 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

Annexure III

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components are explained as following:

BASIC SALARY The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

House Rent Allowance (HRA) The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

Advance Statutory Bonus Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.

Attendance Allowance Attendance Allowance is payable max. up to INR.1000/- per month.

Food Wallet Food Wallet is a voluntary benefit and is applicable for payments related to food and non- alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.

Compensatory Allowance Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

Medical Insurance Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-

Signature of the employee

CIN : U72900DL2012FTC229698

Worksite Chennai : ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahaballpuram Road, Navalur Village and Panchayat, Thirupurur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India

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Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.

- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:**

Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.

The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

*The percentage and amount is in compliance with the current PF Act.

Gratuity

As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Signature of the employee

CIN : U72900DL2012FTC229698

Worksite Chennai : ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahaballpuram Road, Navalur Village and Panchayat, Thiruporur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India

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Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice.

Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

[#blurb:indianda#]

Signature of the employee

HCL

30 September 2023

Suyog Kulkarni

Flat no.1, Nisha Park Apartment, Behind Mamata Gas Agency, Parijat Chowk, Gulmohar Road, Savedi, Ahmednagar, Maharashtra, India-414003.

Dear Suyog Kulkarni,

It is with immense pleasure that we hereby offer you the position of **Test Engineer** in **Band "Band 1"** and **Level "Level 2"** as per the organization structure with a total compensation of **INR. (₹ 500,000.00) per annum (Five Lakh Rupees Only)**.

The Payout structure will be as detailed below:

Fixed Components	Per month (INR)	Per annum (INR)
Basic Salary	16,167	194,004
HRA	8,084	97,008
Transport Allowance	1,600	19,200
Medical Allowance	1,250	15,000
Statutory Allowances	1,000	12,000
Special Allowances	10,376	124,512
Gross Pay (a)	38,477	461,724
Employer's Contribution to PF	1,940	23,280
Retirals (b)	1,940	23,280
Fixed CTC(a+b+c)	40417	485,004
Individual Performance		15,000
Performance Linked Pay (d)		15,000
Cost to Company (a)+(b) +(c)+(d)		500,004

Please note, your compensation will always be measured as Cost to Company, which includes the Company's Contribution to your Provident Fund account.

List of Documents to be submitted on the Day of Joining

- Photocopies of all educational certificates and mark sheets (10th, 12th, degree, PG, diploma etc).
- Photocopies of all employment letters (offer, experience, relieving and appraisal letters of all previously worked companies).
- Photocopy of last drawn pay slip.
- 3 passport size photos.
- Photocopy of a valid Passport.
- IT declaration form.
- Form 16 from previous employer / Tax computation sheet in original
- Photocopy of PAN Card.
- Photocopy of driving License and / or Voter's ID.

The original documents for the above may also be produced, which will be returned to you after verification.

Terms & Conditions of Employment

- You are requested to join on **27/11/2023** at your base location **Bangalore**. During your tenure

at Indium you can work in **Work from office** model. The Company will have the right to transfer you to any other location if required as the company may, from time to time determine.

2. When assigned in projects, you will report in to your project Supervisor at Customer Site or at Indium. When not assigned on projects, you will report to the Head of Resource Management Department at Indium.

3. Non-disclosure clause

You must observe strict secrecy and shall, at no time without prior consent of the Company, in writing, disclose or divulge or make public except on legal obligations, any information regarding the Company's affairs or Administration or Marketing or Sales or any research carried out whether the same is confined in you or become known to you in the course of your service or otherwise.

4. Clause of Non-Compete

Though you have been engaged for a specific position, the Company reserves the right to send you on training / deputation / secondment / transfer / assignments to sister companies, associate companies, clients locations or third parties whether in India or abroad. You shall, only at the request of the Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.

Where your services with the Company are terminated as per the terms and conditions of the appointment or at any time thereafter in any other manner or you resign from the services of the Company, you shall not join any person or form any organization or join any other company having business relationship, directly or indirectly, with Indium without prior written approval from the Management or form any configuration to carry out business similar/identical to the business carried on by our Company INDIUM SOFTWARE (INDIA) PRIVATE LIMITED for a minimum period of 2 years.

5. Use of Company Resources

You are required to deal with company money, material and documents with utmost honesty and professional ethics. If you are found guilty at any point of time of moral turpitude or of dishonesty in dealing with Company material, documents or theft or misappropriate regardless of the value involved, your services would be terminated with immediate effect, notwithstanding any other terms and conditions mentioned in the appointment letter.

6. Confidentiality

All works such as Development, Modifications, Improvisations in the form of Programs, Studies, Reports, Manuals, Products etc., carried out for the Company in India or / and abroad, with your direct / indirect involvement shall be the property of the Company. The copyright for the work will be with the Company and you will not have any claims on the same.

7. Code of Conduct

You shall conduct yourself in conformity with the code of conduct, as in force from time to time. Further, you shall carry out the instructions in letter and spirit, given by your superiors and shall not disobey the instructions given. You shall not indulge in any unethical practices like "go slow" or non-cooperation etc.

8. Variations of Terms, company Policies

You agree that during the course of your employment you will be governed by the rules, policies, guidelines, codes and internal regulations as are for the time being in force. The key current policies will be made available to you on a request basis; however you acknowledge that it is your responsibility to know and keep yourself updated of the Policies from time to time.

You acknowledge that the Company continues to operate in a dynamic environment due to which it may from time to time be necessary for the Company to make changes to its Policies. You

therefore acknowledge and agree that the Company may time to time at its discretion revise, modify, add, delete or replace any of the Policies and/or Codes. You agree to be bound by all such changes.

9. Termination of Employment

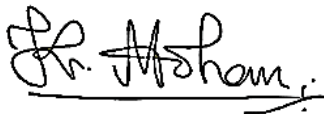
- a) The employment contract may be terminated either by the company or by the employee without assigning any reason by giving 90 days' notice or equivalent basic pay in lieu of the notice period.
- b) The decision of buying notice /serving notice is subject to the discretion of the Company and the decision of the Company will be final.
- c) In case the employee breaches any of the terms of employment or acts in such a manner that hamper the interest of the Company, or in case of acts of misconduct, the Company reserves the right to terminate the employment without assigning any reason and without any notice period.
- d) Unauthorized absence or absence without permission from duty for a continuous period of 7 day would make you lose your lien on employment. In such case your services could be terminated without any notice notwithstanding any other terms and conditions stipulated herein.
- e) You will be governed by the Company's laid down Code of Conduct and if there is any breach of code of conduct or nonperformance of contractual obligation or the terms and conditions laid down in this letter, your service could be terminated without any notice notwithstanding any other terms and conditions stipulated herein. The company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.
- f) Reference check will be made from your Educational institute and previous employments. In the event Indium receives any adverse report about you which may be detrimental to the company or if Indium opines that the information furnished by you is not true, then, the company reserves the right to terminate Your services immediately on the ground of misrepresentation of facts and the company shall not be liable to pay amount what so ever.

The Company is excited about the many ways you will contribute to the challenges ahead of us as well as providing you with a rewarding career path. The Company looks forward to your accepting this offer.

Kindly sign and return the duplicate copy of this letter as a token of having accepted the terms and conditions mentioned above.

With warm wishes

For INDIUM SOFTWARE (INDIA) PRIVATE LIMITED



Mohan K
Vice President
Human Resources

08th Sep 2023

To Whom It May Concern

This is to certify that Mr. Tejas Navale has been associated with our organization since July 2023 as a freelance news writer contributing to PunekarNews.in, our hyperlocal news website. Tejas has also had his news reports published on our sister website, MumbaikarNews.in.

Tejas has consistently demonstrated a high level of professionalism and commitment to his work. His contributions to our news platforms have been invaluable, providing our readers with well-researched, informative, and engaging articles. Tejas has shown a strong understanding of the local news landscape, delivering content that is not only accurate but also relevant to our audience.

Tejas Navale's writing skills, attention to detail, and ability to meet deadlines have greatly contributed to the success of our news platforms. He has effectively covered various news topics and events, showcasing his versatility as a news writer. .



Managing Editor
PunekarNews.in



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9021 64 83 66

punekarnews@gmail.com
www.punekarnews.in

501, Ganesh Nagar, Lane No 8
Pune, Maharashtra



PRIVATE AND CONFIDENTIAL

Reference No. - 1384212470
Applicant ID - 4831317

13-Mar-2022

Utkarsh Gite

Dear Utkarsh,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme during the current academic year and submission of your certificate and mark sheet within 3 months of result announcement - which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked, which please take note of.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : icicicareers@icicibank.com

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414
Fax: (91-22) 2653 1122
Website www.icicibank.com
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,
Near Chakli Circle,
Old Padra Road,
Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

Reference No. - 1384212470

Applicant ID - 4831317

13-Mar-2022

Utkarsh Gite

Dear Utkarsh,

We are pleased to make you an offer of appointment as Deputy Manager (Band II) in ICICI Bank. You will be placed in ENTERPRISE SOLUTION at NANDED - STATION ROAD_BR.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of. The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join our Bank on 28-Mar-2022.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414
Fax: (91-22) 2653 1122
Website www.icicibank.com
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,
Near Chakli Circle,
Old Padra Road,
Vadodara 390 007, India.

Utkarsh Gite

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

Utkarsh Gite

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated
 - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
 - a) Any breach of the conditions mentioned in this letter on your part
 - b) You not successfully completing the degree programme within the stipulated timeline during the current academic year and non-submission of your certificate and mark sheet within 3 months of result announcement
 - c) Any incorrect information furnished by you like:
 - Mismatch in your previous employment data even for a day
 - Mismatch in your previous pay slip
 - Fake qualification certificates etc; and
 - d) Suppression of any material information by you.
 - e) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.



: 4 :

Utkarsh Gite

• **General:**

- Your appointment and continuation in employment are subject to reference checks, successful completion of your course during the current academic year and submission of your certificate and mark sheet within 3 months of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.
- Your acceptance is taken as your understanding that the role in ICICI Bank may involve sales. You may be required to travel extensively as per the requirement of your job/role or as may be needed for the exigencies of the Bank. Also, that you further understand that your services in the Bank are transferrable in any location and profile including sales, across geographies as per organization requirements.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Heena Narang
HR MANAGER

Digitally signed by HEENA NARANG
Date: 2022.03.14 00:17:14 +05:30
Reason: Offer Letter
Location: Mumbai

I have read all the terms and conditions of the offer and would like to confirm my acceptance. ✓

Signature

of

Applicant

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414
Fax: (91-22) 2653 1122
Website www.icicibank.com
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,
Near Chakli Circle,
Old Padra Road,
Vadodara 390 007, India.

Utkarsh Gite

Annexure:

Remuneration:

- Your Base Salary will be Rs. 198,000/- (Rupees One Lakh Ninty Eight Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 1,07,100.00/- (Rupees One Lakh Seven Thousand One Hundred only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 99,000.00/- (Rupees Ninety Nine Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 29,700.00/- (Rupees Twenty Nine Thousand Seven Hundred only) per annum.

Utkarsh Gite

Benefits:

- Comprehensive Medclaim Coverage for you and your immediate family up to Rs.400,000/-(Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Loans: Your overall loan entitlement is Rs.500,000/-(Rupees Five Lakh only) at an interest rate of 2.5%. The details of the ICICI Bank loan scheme are attached herewith.

Digitally signed by HEENA NARANG
Date: 2022.03.14 00:17:15 +05:30
Reason: Offer Letter
Location: Mumbai


Signature of Applicant



JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

URL: <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

Username: Registered email id or Applicant id

Password: Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (Photo copies) are required to be uploaded:

- a) Self-attested copies of educational certificates and marksheets (Xth/XIIth/ Graduation/ Post graduation)
- b) Latest Curriculum Vitae
- c) Passport size Photograph (against Red background)
- d) Address proof (Passport/Voter id/Ration card)
- e) PAN Card
- f) Copy of appointment letter duly signed by you as acceptance of terms and conditions of appointment.

You are required to carry all original documents for verification on the day of joining.

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414
Fax: (91-22) 2653 1122
Website www.icicibank.com
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,
Near Chakli Circle,
Old Padra Road,
Vadodara 390 007, India.



Remuneration Details		
Name: Utkarsh Gite		
Position: Deputy Manager (Band II)		
Group: RETAIL BANKING GROUP		
	Deputy Manager (Band II)	
	Monthly	Annual
Basic	10,500	1,26,000
HRA	8,250.00	99,000.00
Supplementary Allowance *	8,925.00	1,07,100.00
Superannuation Allowance **	2,475.00	29,700.00
Total	30,150.00	4,33,000.00
Retirals		
Retirals (PF, Gratuity) ***	3,354.00	40,248.00
Total Fixed CTC	39,504.00	4,74,048.00
Performance Linked Retention Pay #	5,833.00	69,996.00
Cost of Loans ##	4,167.00	50,004.00
Deferred Allowance###	11,667	140,000
Total CTC	61,171.00	7,34,048.00
<p>###Deferred allowance of Rs.140,000 will be paid annually for two years at the end of Financial year. For off-campus recruitment, the deferred amount would be prorated for the number of days worked in the FY . The payment of Deferred Allowance will be subject to the following conditions:</p> <ul style="list-style-type: none">• You being active and not serving notice as on the dates of payments• Your performance being satisfactory• You not having breached any rules and regulations of ICICI Bank or having any ongoing disciplinary investigation against you.		

Digitally signed by HEENA NARANG
Date: 2022.03.14 00:17:15 +05:30
Reason: Offer Letter
Location: Mumbai

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
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Vadodara 390 007, India.



* Supplementary allowance will include HRA Conveyance / Travel allowance, Telephone reimbursement, LTA, Medical, Canteen and any other allowance.
*** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
Performance Linked Retention Pay payout would be as per the policy of the Bank. Please note that there is no minimum guaranteed payout.
Overall loan entitlement is Rs.5 Lakh @ an interest rate of 2.5%. Only education loan can be availed in the first year of joining. Refer to section on Loan Scheme in offer letter for more details.

Date : 13-Mar-2022

Digitally signed by HEENA NARANG
Date: 2022.03.14 00:17:16 +05:30
Reason: Offer Letter
Location: Mumbai

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414
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CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,
Near Chakli Circle,
Old Padra Road,
Vadodara 390 007, India.



Loan Scheme

You will be eligible for Rs. 500,000 (Rupees Five Lakh only) of education loan at the interest rate of 2.5% per annum. The following terms and conditions will be applicable.

Terms and conditions:

- a) Sanction of loan will be at the sole discretion of the Management.
- b) The tenure of repayment is 5 years. The monthly installment and interest will be recovered from monthly salary.
- c) The entire loan outstanding will have to be repaid at the cessation of service.
- d) In case of separation from bank's services, employee should settle full outstanding staff loans before the last working day. In case of delay in loan repayment under exceptional circumstances, either on account of being taken over by the new employer/bank/financial institution or on account of being paid out of retiral accumulation, commercial interest @ 24% p.a. will be charged from last working day till the date of repayment.
- e) All new loans will require the beneficiary to provide a "guarantor" who would underwrite the loan in case of default. The employee and the guarantor need to complete the process of signing the 'Guarantee and Indemnity' form and also provide adequate income proof of Guarantor. Personal guarantor cannot be an existing employee of the Bank.
- f) All loan disbursements shall be subject to the Bank fulfilling its requirement of obtaining critical information like PAN details, proof of permanent residential address, and copy of driving license and/or passport details.
- g) Loan can be availed for only making payment to the existing Education Loan in any Bank/Financial Institution.

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ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414
Fax: (91-22) 2653 1122
Website www.icicibank.com
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,
Near Chakli Circle,
Old Padra Road,
Vadodara 390 007, India.

Hostin Services Private Limited

Registered Office:

Sneh Centre, 3rd Floor, Opp Hotel Lalit Mahal

1182/2 F.C. Road, Shivajinagar, Pune, India – 4110005

Phone: +91-20-66080101/ 25520101 * Fax: +91-20-25520101

Web: www.hostinservices.com * Email: info@hostinservices.com

Date: 25th January 2023

To,

Mr Vivekanand Gundu ,

Pune

Subject: Offer Letter for the position of **Junior Developer**

Dear **Vivekanand ,**

We are very happy that you have chosen to pursue your career with us and we are pleased to inform you that after careful consideration, Hostin Services Private Limited (the “Company”) has decided to extend an offer of employment (the “Offer Letter”) to you. This decision is made, in part, on the basis of information provided by you during the interview and in your resume. This Offer Letter sets forth the terms of employment, which if you accept, will govern your employment.

It is our pleasure to have you on board as a full-time employee in the role of **Junior Developer** at **L1 Band** and will be expected to perform the duties as per the job description and you will be governed by the rules and regulations as applicable, enforced, amended or altered from time to time during the course of your employment. The Company shall have the right to vary or modify any or all the terms and conditions which shall be binding on you.

At the time of this offer, your place of posting is Hostin Services Private Limited, 10, Sneh Centre, Opp Hotel Lalit Mahal, F C Road, Shivajinagar, Pune 411005. We look forward to a happy, long, productive, and harmonious relationship between you and the Company.

Our philosophy is simple. Happy employees lead to Happy Customers. In order to have satisfied and loyal customers, organizations should have happy, satisfied and engaged employees. We see people as an integral part of business and their happiness is of utmost importance. All our systems, policies, and practices are crafted to foster an open culture, enabling our people to discover their potential and participate in shaping their own work-life experience.

We offer you this employment on the following terms and conditions:

1. Date of Joining: **1st February 2023** or earlier, except if otherwise extended by the Company and communicated to you in writing.

Please submit all the documents mentioned in Annexure A at the time of joining in hard copy.

2. Emoluments: Your total cost to the Company (CTC) will be **Rs 3,00,200/- ,(Rupees Three Lakhs two hundred only)** per year subject to applicable statutory deductions. A detailed break up of your salary structure is provided in Annexure 2 and 3 below. Salary credit date is on the 10th Of every month and has the cycle of 1st day of the month to last day of the Month.
3. Trial/ Probation Period: Three (3) months. At the discretion of the Company, the probation period may be extended, if it is found that the services provided by you are not satisfactory.
4. Working Hours and Leave: Monthly 8 days OFF. The normal working days will be as per the Attendance Policy of the Company. Nine hours working. You may be required to work in excess of the or outside normal working days as necessary to perform your duties and responsibilities. The salary payable to you hereunder is an adequate compensation in case you are required to work for any additional hours, and you shall not be entitled to any additional payment in this regard. You will be entitled to a certain amount of paid leave annually as per the prevalent policies of the Company.
5. Confidentiality: The contents of this Offer Letter are strictly confidential to the Company and the Company treats the contents of this Offer Letter as its confidential information. Irrespective of whether or not you accept this offer, you shall at all times maintain absolute confidentiality of the content of this offer as well as any information which was disclosed to you pursuant to your discussions with the Company. Any disclosure of the contents of this offer to any third-party will be construed as a serious breach and the Company may initiate appropriate legal action against you.
6. All other detailed terms and conditions of your employment specified in the Appointment Letter, and the Invention Assignment and Confidentiality Agreement along with the Company Policies will be provided to you separately. This Offer Letter along with the Appointment Letter, Invention Assignment and Confidentiality Agreement, and Company Policies collectively form a part of your employment conditions.
7. This Offer Letter is conditional upon you executing the Appointment Letter and/or any other agreement as may be requested by the Company at the time of joining.

8. The Company may revoke this offer of employment any time before execution of the Appointment Letter. Similarly, after accepting this offer, if you do not intend to join the Company, you shall have a right to inform your intentions any time before your joining date.

9. Verification: As part of our process, we will conduct a reference check and antecedent verification of your medical records, and all the data or information produced by you before and during the interview process. If it is found at any time that any information furnished by you to the Company is incorrect or false or if you are found to have willfully suppressed or concealed any material information, the Company will have the right to withdraw the offer and you will be liable to removal from the services without any notice and compensation in lieu thereof.

Please note that your designation, reporting manager, Department, work location, remuneration, benefits, and terms, and conditions are subject to changes during the course of your employment with the Company.

To accept the terms of this offer, you must communicate your acceptance on or before the acceptance deadline of two (2) days following the date of this letter, failing which this offer letter stands automatically revoked.

We are eager to welcome you to the family!

For Hostin Services Private Limited:

Name: Sonal Salunkhe Bhagat

Designation: Manager - People, Culture and Analytics

Date : 25th January 2022

Annexure 1

LIST OF DOCUMENTS

- 1.** Latest/Updated Resume
- 2.** Identity Proof: (Any One)
 - a. Passport
 - b. AADHAR Card
 - c. Voter's card
 - d. Driving License
- 3.** Current and Permanent Address Proof – (Any One)
 - a. Electricity bill
 - b. Telephone bills
 - c. Corporation tax receipt
- 4.** Date of Birth Proof – (Any One)
 - a. Birth Certificate
 - b. School Leaving Certificate
 - c. HSC Certificate
- 5.** Educational Information: All documents
 - a. SSC mark sheet & certificate
 - b. HSC mark sheet & certificate
 - c. School leaving and Domicile certificate
 - d. Graduation): Semester (if applicable): Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
 - e. Post-graduation (if applicable): Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
- 6.** Professional Information: (as applicable)
 - a. Previous employment offer letter
 - b. Previous employment Appointment letter
 - c. Previous employment Relieving Letter/Experience Certificate / Service Certificate from all previous employers (if applicable)
 - d. Resignation Acceptance Letter / Email / Relieving Letter / Experience Certificate from current employer (if not currently available, it is mandatory to submit the same on the date of Joining)
 - e. Last three (3) months salary slip/salary certificate
 - f. Six (6) months salary account bank statement
- 7.** Four (4) passport size photograph
- 8.** PAN Card (Mandatory)

Annexure 2 :

Gross CTC (INR)	3,00,200
Gross Salary	2,75,000
Benefits	25,200

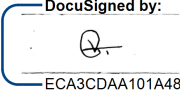
PART A - Salary	
BASIC	1,10,004
HRA	44,004
Conveyance	19,200
Medical Allowance	15,000
Special Allowance	86,796
Gross Salary (Total Part A)	2,75,000
Part B - Deductions	
Profession Tax	2,500
PF (Employee Contribution)	13,200
Income Tax	As Applicable
Total Part B	15,700
Part A-B(Net Payable)	2,59,300
Part C - Benefits	
PF (Employer Contribution)	13,200
Medical Insurance	6,800
Gratuity*	5,200
Total Part C	25,200
Total Cost to Company	3,00,200

Annexure 3 : Employee Benefits

1. **Employer PF Contribution:** The employer share of PF Contribution as applicable.
2. **Individual Medical Insurance:** The Medical Insurance coverage is INR 300,000 per annum.
3. **Gratuity:** The Gratuity Shall be payable as per the Payment of Gratuity Act.
4. **Special Allowance :** Special allowances are inclusive of benefits under client projects(If any) such as Conveyance ,Shifts, Internet and On Call allowances.

Accepted By,

Vivekanand Gundu

Sign : 
ECA3CDAA101A48E...

Date : 2/7/2023

BE YOURSELF, MAKE A DIFFERENCE.



Strictly Private and Confidential

Date: 01/05/2023

Yash Anil Gaikwad

C11661822

119 towers Sneha Complex B-32 , behind Mcdonalds restuarant , On mumbai banglore highway , Warje

7276285572

Dear **Yash Anil Gaikwad**,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Application Cloud Development Associate

Management Level - 12

Job Family Group - Software Eng



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college , as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/Authority exercising its jurisdiction and statutory power/Authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/Authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 14 days (fourteen days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 14 days (fourteen days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

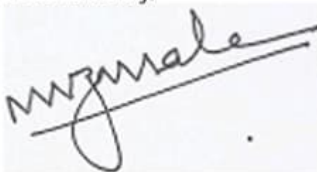
After accepting this Offer, we encourage you visit Countdown to the Company-

(<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on <https://indiacampus.accenture.com/myzone/accenture/auth/login>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

Yash Anil Gaikwad

ANNEXURE 1

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	3,83,000
(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)	32,500
Maximum Annual Total earning potential (A+B)	4,15,500
(C) Joining Bonus	
Joining Bonus (Refer to the section C)	25,000
(D) Additional Benefits	
Gratuity as per law# + Insurance Premium (notional value)	9,500
Total Cash Compensation + Total Additional Benefits (A+B+C+D)	4,50,000

(A) Annual Fixed Compensation

• Your annual fixed compensation is INR 3,83,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

(B) Local Variable Bonus (LVB)

• As part of your annual total cash compensation, you are eligible to participate in the Local Variable Bonus program. At your career level, the annual target variable pay-out is estimated as INR 32,500. The LVB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in the Company during the year. The pay-out that you receive will depend on your performance achievement and the performance of Advanced Technology Centers, India in the current Company fiscal year. Details of the program will be communicated to you separately. The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Local Variable Bonus guidelines.

(C) Joining Bonus

You are also eligible for a joining bonus of INR 25,000 payable upon joining the organization and that will be paid out along with salary of the month of joining or succeeding pay month. In case you leave, or your services are separated from the Company (except for ramp down or redundancies by the Company) before completion of 1 year from the date of joining, then this whole amount shall be recovered from you.

payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

Note: For International Worker Only*

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulations in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

Benefits applicable for current Company financial year:

In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 2 Dependent children	INR 3,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1. Medical:

a) Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum. This plans allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings up to INR 10,00,000 & any additional child up to INR 5,00,000 under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 10,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse and 2 dependent children
- 20% of such claims for parents, parent's in-law, siblings, and additional children under the separate Insurance plan.

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.

##(D) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion. Currently, the discretionary WFH benefits as mentioned in Annexure 1 (D) are available for our people until August 31, 2023 as per the company guidelines, provided such employees have joined/onboarded with Accenture before August 31st 2023.

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

a) Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In addition to the above, you will also be eligible for the following benefits:

- One time relocation allowance subject to a maximum of INR 2500.00/- on submission of actual supporting as per policy.
- Transport facility, as per Company guidelines, can be availed at no cost.

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of 1 year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your final settlement to the extent possible.

All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type- Relocation Expenses (Domestic) - Relocation Type- New joiner Relocation (NJR) > within 90 days of joining.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the above benefits & guidelines.

From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the Company.

GST Clause:

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

General Tax:

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

ANNEXURE II

Mandatory documentation at the time of onboarding:

1. Two copies of your recent passport size photographs.
2. Original marksheet of all semester (PG/UG).
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of Degree/PG/Diploma (as applicable) certificates.
6. Passport copy, if available (if not please apply immediately).
7. Pan Card
8. Certification Completion Document (as mentioned in the eligibility criteria)
9. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required

by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

ANNEXURE IV - DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

Yash Anil Gaikwad

Date:

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."



Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20222524391/Pune/BPS/BTN
Date: 08/06/2023

Mr. Yuvraj Bharat Bhosale
B-17, Panchwati Sco Gajanana Nagar
Kalewadi
Jiva Joyti Hospital
Pune-411017
Maharashtra
Tel# -

Dear Mr. Yuvraj Bharat Bhosale,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **11,250/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.



OTHER BENEFITS

1. Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan.

You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax, in which case the below benefits can be availed:

a) Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.

b) Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.

c) Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

The total premium is split between Base Cover and Floater Cover Premium as per the plan applicable.

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

ii. Floater Cover Premium: Towards Floater cover is to be borne by you.

*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail. For further details, please refer to the policy document

2. Professional Memberships:

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

3. Social Security - Employees' State Insurance:

The company will contribute 3.25% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

4. Compensation Benefits under ESI Act / Employees' Compensation Act:

If you are covered under Employees State Insurance Act (ESI Act), 1948 you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of employment as per the benefits under the Company's Afterlife Benefit Policy / Personal accident insurance scheme, whichever is applicable. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

* Inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act

5. Night Shift Stipend:

Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. **200/-** per shift as per the company policy.



6. **Process Specific Stipend:**

Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

TERMS OF TRAINEESHIP

1. **Traineeship Pre-requisites**

Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.

It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with **TCSL** will be discontinued without any notice or notice pay

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

2. **Traineeship Period:**

During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, **TCSL** may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

3. **Hours of Training:**

You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

4. **Leave:**

You will be entitled for leaves as per the company's policy.

5. **Transport:**

TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.



6. Alternative Occupation / Traineeship:

During the period of your traineeship at **TCSL** , you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company.

7. Confidentiality, Data and Intellectual Property Protection:

As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of **TCSL** and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

8. Work in SBWS mode:

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

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

9. TATA Code of Conduct:

You are required to sign the TATA Code of Conduct and follow the same in your day to day conduct as a trainee of **TCSL** .

10. Notice Period:

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

11. Medical Test:

You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute's photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and further employment(if absorbed in Regular Employment) to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

12. Background Check:

Your traineeship will be subject to a background check in line with the Company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are



completed within one month of joining. If the background checks are unfavorable or at a variance with your own declarations, your traineeship will be discontinued without any notice.

13. Submission of Documents:

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

- Standard X and XII Mark sheets equivalent
 - Degree certificate and mark sheets for all semesters
 - Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
 - Birth Certificate / Proof of Age
 - Passport
 - 6 photographs - passport size
 - An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.
- Your original documents will be returned to you after verification.

14. Initial Learning Programme (ILP)

On joining **TCSL** as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as **TCSL** may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. **TCSL** continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of ownership and commitment has to come from you.

As **TCSL** progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

15. Letter of Appointment

Your will be issued a letter of appointment on your joining and after completing joining formalities as per **TCSL** policy

16. Personal Data Processing:

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

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

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

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

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



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

17. Terms and conditions:

The above terms and conditions of traineeship are specific to your traineeship period in India.

18. Rules and Regulations of the Company:

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

19. Compliance to all clauses:

You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle **TCSL** in withdrawing this letter of traineeship at its sole discretion.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the Traineeship and this offer will be automatically withdrawn. Post acceptance of TCSL offer letter if you fail to join on the date provided in the TCSL joining letter, the offer will stand automatically terminated at the sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For Tata Consultancy Services Limited.

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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

Encl: Annexure 1: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms



ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20222524391/Pune/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:



Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

2. Associate's Obligations

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

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by



TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

4. Prior knowledge

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

5. Use of third party material

Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

6. Security policies and Guidelines.

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

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,



acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

- (a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;
- (b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;
- (c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");
- (d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;
- (e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;
- (f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and
- (g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

7. Working in SBWS Framework:

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

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

- a) Will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- b) Will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.
- c) Will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.
- d) Will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.



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

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

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

8. Restriction on Associate's Rights

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

9. No License

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

10. Equitable Rights

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

11. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized



representatives of both parties.

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

Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on _____ .

I hereby accept this Offer and intend to join service on_____.

Name:

Address:

Signature:

Date: