



Vidya Bharati Shaikshanik Mandal, Amravati's

Vidya Bharati Mahavidyalaya, Amravati

Affiliated to Sant Gadge Baba Amravati University, Amravati

NAAC Re-accredited with Grade "A" (CGPA 3.23-Third Cycle)

CPE Status (Third Time) by UGC,

Mentor College under Paramarsh Scheme by UGC

'Lead College' by S.G.B. Amravati University, Amravati

ISO Certification: 9001:2015 and 14001:2015

Website: vbmv.org

Report of Training and Placement Cell



Kotak Mahindra Bank

Date: February 18, 2021
Ref No: 537456

Arti Bhojwani
Rampuri Camp Lane no.4 Near santoshi mata mandir

LETTER OF APPOINTMENT

Dear Arti Bhojwani,

This letter marks an important event in the life of our Bank and indeed for you. We value this letter as a symbol of a new relationship, one that is based on simplicity, prudence and humility.

When you sign this letter, you would have agreed to uphold our heritage and be a part of the Kotak family. You promise to value our values and be one of us

Down to Earth & Approachable : We are simple, straight forward, realistic, unpretentious and always accessible to our stakeholders

Mutual Respect, Trust and Transparency : We nurture an environment which is transparent in dealings, value the contribution of every individual and respect basic human dignity in all interactions

Passion to Achieve : We are committed to focus on results with undying enthusiasm and energy

Entrepreneurial Approach : We generate and encourage creative ideas, applying sound commercial acumen. We have an innovative approach to problem solving and do not shy away from going beyond the conventional

Ethical with Governance Mindset : We are committed to conducting ethical business maximizing shareholder values on a sustainable basis, while ensuring fairness to all stakeholders including customers, team members, investors, business partners, Government and society at large.

When you sign this letter, you would have embarked on our quest to make modern history!

Signature Not Verified

Digitally signed by MANOJ
PRABHAKAR PHADNIS
Date: 2021.02.18 17:53:33
IST

Manoj Phadnis
Executive Vice President

Arti Bhojwani

Kotak Mahindra Bank Limited
CIN L65110MH1985PLC038137
Kotak Infinity, Building No. 21,
Zone 4, 2nd Floor, Infinity Park
Off Western Express Highway
General A K Marg,
Malad (E), Mumbai - 400097
India.

T +91 22 66056825
F +91 22 67259071
www.kotak.com

Registered Office:
27 BKC, C 27, G Block,
Bandra Kurla Complex,
Bandra (E), Mumbai - 400 051
India.



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20206330288/Nagpur/BPS/BTN
Date:14/05/2021

Dear Ms. Ruchi Prashant Labadi,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

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

Private and Confidential

TCSL/DT20206330288

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Mihan SEZ Village Dabegaon Survey No 72, Hingna PS Post Klapri, Nagpur - 441 105 Maharashtra India
Ph.: +91 712 6689480 Fax 91 712 6689401 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

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

ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20206330288/Nagpur/BPS/BTN on _____(DD/MMM/YYYY).

Signature:

Name:

Date:

Private and Confidential

TCSL/DT20206330288

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Mihan SEZ Village Dahagaon Survey No 72, Hingna PS Post Khapri, Nagpur - 441 108 Maharashtra India

Ph.: +91 712 6689400 Fax 91 712 6589401 E-mail: corporate.office@tcs.com, Website: <http://www.tcs.com>

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

Corporate Identification No. (CIN): L22210MH1995PLC084781



11-Jun-2021

Dear Mayuri Ganorkar,
B.Sc., Computer Science
Vidya Bharati Mahavidyalaya_Amravati

Candidate ID – 16697733

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR 251,999/-. This includes an annual target incentive of INR 12,000/- as well as Cognizant's contribution of INR 19,500/- towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs.284,111/-. This includes an annual target incentive of INR 12,000/- as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship:

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.3 GenC Training Post joining:

- a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.
- b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar
Vice President – Human Resources

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

Signature:

Date:

Compensation and Benefits

Name: Mayuri Ganorkar

Designation: Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1475.892857	17,711
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5330	63,960
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	469	5,628
	Annual Gross Compensation		220,499
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		232,499
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		251,999

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

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

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

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;
AND

Mayuri Ganorkar, 21, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.
The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

- a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the

Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole

discretion and notified to you in advance.

c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;

b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated

and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited Mayuri Ganorkar

Sign: _____

Sign: _____

Name:

Name:



17-Jun-2021

Dear Tannu Sharma,
B.Sc., Computer Science
Vidya Bharati Mahavidyalaya

Candidate ID – 15898721

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR 251,999/-. This includes an annual target incentive of INR 12,000/- as well as Cognizant's contribution of INR 19,500/- towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs.284,111/-. This includes an annual target incentive of INR 12,000/- as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship:

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.3 GenC Training Post joining:

- a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.
- b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar
Vice President – Human Resources

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

Signature:

Date:

Compensation and Benefits

Name: Tannu Sharma

Designation: Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1475.892857	17,711
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5330	63,960
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	469	5,628
	Annual Gross Compensation		220,499
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		232,499
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		251,999

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

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

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

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;
AND

Tannu Sharma, 21, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.
The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

- a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the

Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole

discretion and notified to you in advance.

c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;

b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated

and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited Tannu Sharma

Sign: _____

Sign: _____

Name:

Name:



11-Jun-2021

Dear Vaishnavi Rathi,
BCA, Computer Application
Vidya Bharati Mahavidyalaya_Amravati

Candidate ID – 15747493

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR 251,999/-. This includes an annual target incentive of INR 12,000/- as well as Cognizant's contribution of INR 19,500/- towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs.284,111/-. This includes an annual target incentive of INR 12,000/- as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship:

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.3 GenC Training Post joining:

- a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.
- b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar
Vice President – Human Resources

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

Signature:

Date:

Compensation and Benefits

Name: Vaishnavi Rathi

Designation: Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1475.892857	17,711
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5330	63,960
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	469	5,628
	Annual Gross Compensation		220,499
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		232,499
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		251,999

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

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

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

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;
AND

Vaishnavi Rathi, 22, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.
The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

- a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the

Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole

discretion and notified to you in advance.

c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;

b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated

and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited Vaishnavi Rathi

Sign: _____

Sign: _____

Name:

Name:

Ref No. : iBaseEs/internship2021/24

Date : 05/02/2021

Offer Letter

Ms. Vaishnavi Mahendra Bande

Dear Vaishnavi,

This has reference to your application dated 05th February 2021 & subsequent interview you had with us, for the position of "Trainee Software Developer".

Location: Amravati , Maharashtra

Office Hours: 10 Am To 6 Pm

Weekly OFF: Sunday

We are pleased to confirm the offer letter of employment for the above position on terms & conditions mutually discussed & agreed. Your joining date will be in 05th February 2021

You will be given an additional support & facilities as & when required.

You are required to bring copy of the following....

1. Updated CV
2. Latest passport size 2 photograph
3. College Identity Card
4. Aadhar Card
5. Residence Proof
6. Any other relevant documents



Executive Director
iBase Electrosoft L.L.P.



07-Jun-2021

Dear Prachiti Sabnawis,
BCA, Computer Application
Vidya Bharati Mahavidyalaya

Candidate ID – 15747521

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR 251,999/-. This includes an annual target incentive of INR 12,000/- as well as Cognizant's contribution of INR 19,500/- towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs.284,111/-. This includes an annual target incentive of INR 12,000/- as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship:

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

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- a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.
- b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar
Vice President – Human Resources

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

Signature:

Date:

Compensation and Benefits

Name: Prachiti Sabnawis

Designation: Programmer Trainee

Sl. No.	Description	Monthly	Yearly
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- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

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1	Earned Leave	18
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- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

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- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
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1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;
AND

Prachiti Sabnawis, 21, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.
The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

- a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the

Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole

discretion and notified to you in advance.

c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;

b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated

and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited Prachiti Sabnawis

Sign: _____

Sign: _____

Name:

Name:

August 24, 2021

Private & Strictly Confidential

To

Miss. Priya Padmakar Patil,
Uttam Nagar, Line No.4,
Amravati,
Maharashtra - 444601.

Dear Miss. Priya Padmakar Patil,

Thank you for exploring career opportunities with Wowoni Private Limited (Wowoni). You have successfully completed our initial selection process and we are pleased to make you an offer with the following terms and conditions.

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

1. JOINING

Your scheduled date of appointment as trainee with us will be **September 01, 2021**

2. LOCATION

Your base location of training will be **Pune**, India. The location of posting, work location would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices or the offices of our customers, depending on business requirement.

Due to the current pandemic situation, we encourage our staff/trainee to work from home. However, when normalcy sets in, you will be required to work from our office at Pune or Madurai. This will be separately intimated accordingly.

3. TRAINING

The training program will consist of classroom/virtual training and on the job training. The duration of training will be based on business requirement. Your continued employment with the company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

You will be required to undergo class room and/or on the job training in the first **Six** months, during which period you will be appraised for satisfactory performance during/after which Wowoni would normally confirm you. This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, Wowoni may terminate your traineeship forthwith. However, Wowoni may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. If you

remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of Wowoni trainees without any further intimation/separate communication to you.

4. COMPENSATION AND BENEFITS

Stipend

You will be eligible for a basic monthly stipend of Rs.7,000/-.

5. TERMS AND CONDITIONS

This letter of Offer is being issued on the understanding that there is nothing in your past record which should have been presented to the company for offering this employment/training. If it is found that your past record is objectionable and if any declaration given by you proves to be false and you have suppressed any material information, then the appointment itself shall be deemed as irregular and your services will be liable to immediate termination without any notice or compensation in lieu thereof.

Your services shall be governed by the Rules & Regulations of the company, implied or notified and also any instruction that may be notified from time to time.

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

Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the Wowoni eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

Probation and Confirmation

You will be on probation for the period of **Three** months from the date of completion of the training. On successful completion of your probation you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the company.

Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

Leave and Holidays

You will be entitled to leave and holidays as per the policy of Wowoni after successful completion of probation period:

12 (Twelve) days of Casual / Privilege leave

6 (Six) days of Sick Leave

Any leave during the probationary period requires prior approval and the same will be adjusted from your future leave entitlements.

The annual holiday list for Wowoni will be intimated at the beginning of each year.

Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of Wowoni, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of Wowoni.

Mobility

Wowoni reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per Wowoni's compensation policy from time to time at its sole discretion

Increments and Promotions

Your performance and contribution to Wowoni will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on Wowoni's Compensation and Promotion policy.

Confidentiality Agreement

As part of your acceptance of this appointment as an employee/trainee with Wowoni you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of Wowoni and its clients which may be revealed to you by Wowoni or which may in the course of your engagement with Wowoni come your possession or knowledge unless specifically authorized to do so in writing by Wowoni. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure I.

Service Agreement

As Wowoni will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve Wowoni for a minimum period of 2 years after joining, failing which, you (and your surety) will be liable to pay Wowoni Rs.100,000/- towards the training expenditure. Service agreement duration of Two year refers to continuous service of 24 months from date of joining Wowoni and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

Termination

In case you decide to terminate the employment/training, you will be required to serve a notice period of 3 (Three) months. During the notice period, the employee/trainee cannot utilize / claim his leave balance in order to fulfill the handover process. The Company may at its sole discretion waive all or part of the notice or allow you to pay in lieu of the notice. Any resignation would have to be accepted by the Company to become effective.

The Company may terminate the employment/training at any time by giving 1 (one) month notice or 1 (one) month gross salary in lieu of notice. Notwithstanding the above condition, the employment/training may also be terminated due to undermentioned reasons. This will be without payment of any compensation.

- a. Your continuous absence for a period of more than 10 days (for which leave though applied for, but not approved)
- b. If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- c. For loss of confidence in you by the company for any of the act committed by you.
- d. If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- e. If you are found to be behaving unprofessionally (i.e. defamatory, offensive or derogatory) with your colleagues/clients/vendors/partners or anyone either directly at the workplace or through social media which might affect the reputation of the company.
- f. If you commit any act prejudicial to the continuing good relationship between you and the company.

Pre-employment Medical Certificate

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

You may be required to undergo a pre employment medical checkup and obtain a fitness certificate. We request you to carry a photograph and Photo Identification issued by the Government like Passport, PAN Card, Aadhar Card, Driving License etc along for your medical examination.

If the Company is not satisfied, with the outcome of the medical evaluation checks, the Company, in its sole discretion, reserves the right to withdraw offer and/or appointment and/or termination of your employment/training without notice and compensation.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks..

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment/training.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Wowoni requires you to furnish either police verification report issued by local police station or notarized affidavit in Wowoni's format at the time of joining.

Wowoni Code of Conduct

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

Submission of Documents

Please note that you should initiate and complete the submission of mandatory documents (subject to availability of the documents)

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Must be issued by any doctor with a minimum of M.B.B.S). As per attached format by Wowoni)

wowoni

- Police Verification report from local police station (or) An affidavit/notarized undertaking stating (Non-Criminal Affidavit, should be made on the format provided by Wowoni)
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

Letter of Appointment

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

Please confirm your acceptance of this offer by signing and returning this letter by **August 28, 2021**. We are excited to have you join our team and look forward for long term association.

Sincerely yours,
Wowoni Private Limited



Dwaragachary R.D
Manager – HR & Admin

Acceptance

I have read and understood the terms and conditions mentioned in this letter of appointment and I hereby confirm unconditional acceptance of the same.

Signature
Priya Padmakar Patil
Date :

Annexure I

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

- 1.1 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 Wowoni or the Associate in the course of or in connection with or arising out of the Associate's association with Wowoni. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- 1.2 All other information and material of Wowoni relating to design, method of construction, manufacture, operation, specifications, use and services of the Wowoni 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 Wowoni).
- 1.3 Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to Wowoni if disclosed,
- 1.4 Customer and prospective customer lists, and
- 1.5 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 Wowoni or while in or in connection with or for the purposes of his/her association with Wowoni or any of the operations and entrusted by Wowoni to the Associate.

2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of Wowoni. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by Wowoni or to a person having a valid contract with or need under Wowoni, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to Wowoni 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 Wowoni 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 Wowoni 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 Wowoni, including in the course of provision of services to the Clients of Wowoni and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in Wowoni and agrees to transfer and assign to Wowoni 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 Wowoni, 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 Wowoni to perfect the title of Wowoni 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 Wowoni, 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 Wowoni, he or she had no knowledge of the Confidential Information of Wowoni and that such Confidential Information is of a confidential and secret character and is vital to the continued success of Wowoni's business. Associate further acknowledges that he or she is associated with Wowoni 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 Wowoni in such Confidential Information, it is necessary for Wowoni to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

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

6. Security policies and Guidelines

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

7. Restriction on Associate's Rights

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

8. No License

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

9. Equitable Rights

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

10. General

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

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

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering

invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

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

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

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



11-Jun-2021

Dear Falguni Joshi,
BCA, Computer Application
Vidya Bharati Mahavidyalaya_Amravati

Candidate ID – 15747509

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR 251,999/-. This includes an annual target incentive of INR 12,000/- as well as Cognizant's contribution of INR 19,500/- towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs.284,111/-. This includes an annual target incentive of INR 12,000/- as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship:

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.3 GenC Training Post joining:

- a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.
- b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar
Vice President – Human Resources

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

Signature:

Date:

Compensation and Benefits

Name: Falguni Joshi

Designation: Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1475.892857	17,711
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5330	63,960
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	469	5,628
	Annual Gross Compensation		220,499
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		232,499
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		251,999

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

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

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

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;
AND

Falguni Joshi, 21, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.
The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

- a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the

Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole

discretion and notified to you in advance.

c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;

b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated

and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited Falguni Joshi

Sign: _____

Sign: _____

Name:

Name:

August 24, 2021

Private & Strictly Confidential

To
Mr. Dhananjay Naphade,
AT Post Talni, Tq,
Motala Dist,
Buldhana – 443102.

Dear Mr. Dhananjay Naphade,

Thank you for exploring career opportunities with Wowoni Private Limited (Wowoni). You have successfully completed our initial selection process and we are pleased to make you an offer with the following terms and conditions.

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

1. JOINING

Your scheduled date of appointment as trainee with us will be **September 01, 2021**

2. LOCATION

Your base location of training will be **Pune**, India. The location of posting, work location would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices or the offices of our customers, depending on business requirement.

Due to the current pandemic situation, we encourage our staff/trainee to work from home. However, when normalcy sets in, you will be required to work from our office at Pune or Madurai. This will be separately intimated accordingly.

3. TRAINING

The training program will consist of classroom/virtual training and on the job training. The duration of training will be based on business requirement. Your continued employment with the company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

You will be required to undergo class room and/or on the job training in the first **Six** months, during which period you will be appraised for satisfactory performance during/after which Wowoni would normally confirm you. This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, Wowoni may terminate your traineeship forthwith. However, Wowoni may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. If you

remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of Wowoni trainees without any further intimation/separate communication to you.

4. COMPENSATION AND BENEFITS

Stipend

You will be eligible for a basic monthly stipend of Rs.7,000/-.

5. TERMS AND CONDITIONS

This letter of Offer is being issued on the understanding that there is nothing in your past record which should have been presented to the company for offering this employment/training. If it is found that your past record is objectionable and if any declaration given by you proves to be false and you have suppressed any material information, then the appointment itself shall be deemed as irregular and your services will be liable to immediate termination without any notice or compensation in lieu thereof.

Your services shall be governed by the Rules & Regulations of the company, implied or notified and also any instruction that may be notified from time to time.

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

Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the Wowoni eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

Probation and Confirmation

You will be on probation for the period of **Three** months from the date of completion of the training. On successful completion of your probation you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the company.

Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

Leave and Holidays

You will be entitled to leave and holidays as per the policy of Wowoni after successful completion of probation period:

12 (Twelve) days of Casual / Privilege leave

6 (Six) days of Sick Leave

Any leave during the probationary period requires prior approval and the same will be adjusted from your future leave entitlements.

The annual holiday list for Wowoni will be intimated at the beginning of each year.

Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of Wowoni, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of Wowoni.

Mobility

Wowoni reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per Wowoni's compensation policy from time to time at its sole discretion

Increments and Promotions

Your performance and contribution to Wowoni will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on Wowoni's Compensation and Promotion policy.

Confidentiality Agreement

As part of your acceptance of this appointment as an employee/trainee with Wowoni you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of Wowoni and its clients which may be revealed to you by Wowoni or which may in the course of your engagement with Wowoni come your possession or knowledge unless specifically authorized to do so in writing by Wowoni. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure I.

Service Agreement

As Wowoni will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve Wowoni for a minimum period of 2 years after joining, failing which, you (and your surety) will be liable to pay Wowoni Rs.100,000/- towards the training expenditure. Service agreement duration of Two year refers to continuous service of 24 months from date of joining Wowoni and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

Termination

In case you decide to terminate the employment/training, you will be required to serve a notice period of 3 (Three) months. During the notice period, the employee/trainee cannot utilize / claim his leave balance in order to fulfill the handover process. The Company may at its sole discretion waive all or part of the notice or allow you to pay in lieu of the notice. Any resignation would have to be accepted by the Company to become effective.

The Company may terminate the employment/training at any time by giving 1 (one) month notice or 1 (one) month gross salary in lieu of notice. Notwithstanding the above condition, the employment/training may also be terminated due to undermentioned reasons. This will be without payment of any compensation.

- a. Your continuous absence for a period of more than 10 days (for which leave though applied for, but not approved)
- b. If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- c. For loss of confidence in you by the company for any of the act committed by you.
- d. If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- e. If you are found to be behaving unprofessionally (i.e. defamatory, offensive or derogatory) with your colleagues/clients/vendors/partners or anyone either directly at the workplace or through social media which might affect the reputation of the company.
- f. If you commit any act prejudicial to the continuing good relationship between you and the company.

Pre-employment Medical Certificate

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

You may be required to undergo a pre employment medical checkup and obtain a fitness certificate. We request you to carry a photograph and Photo Identification issued by the Government like Passport, PAN Card, Aadhar Card, Driving License etc along for your medical examination.

If the Company is not satisfied, with the outcome of the medical evaluation checks, the Company, in its sole discretion, reserves the right to withdraw offer and/or appointment and/or termination of your employment/training without notice and compensation.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks..

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment/training.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Wowoni requires you to furnish either police verification report issued by local police station or notarized affidavit in Wowoni's format at the time of joining.

Wowoni Code of Conduct

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

Submission of Documents

Please note that you should initiate and complete the submission of mandatory documents (subject to availability of the documents)

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Must be issued by any doctor with a minimum of M.B.B.S). As per attached format by Wowoni)

wowoni

- Police Verification report from local police station (or) An affidavit/notarized undertaking stating (Non-Criminal Affidavit, should be made on the format provided by Wowoni)
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

Letter of Appointment

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

Please confirm your acceptance of this offer by signing and returning this letter by **August 28, 2021**. We are excited to have you join our team and look forward for long term association.

Sincerely yours,
Wowoni Private Limited



Dwaragachary R.D
Manager – HR & Admin

Acceptance

I have read and understood the terms and conditions mentioned in this letter of appointment and I hereby confirm unconditional acceptance of the same.

Signature
Dhananjay Naphade,
Date :

Annexure I

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

- 1.1 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 Wowoni or the Associate in the course of or in connection with or arising out of the Associate's association with Wowoni. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- 1.2 All other information and material of Wowoni relating to design, method of construction, manufacture, operation, specifications, use and services of the Wowoni 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 Wowoni).
- 1.3 Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to Wowoni if disclosed,
- 1.4 Customer and prospective customer lists, and
- 1.5 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 Wowoni or while in or in connection with or for the purposes of his/her association with Wowoni or any of the operations and entrusted by Wowoni to the Associate.

2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of Wowoni. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by Wowoni or to a person having a valid contract with or need under Wowoni, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to Wowoni 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 Wowoni 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 Wowoni 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 Wowoni, including in the course of provision of services to the Clients of Wowoni and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in Wowoni and agrees to transfer and assign to Wowoni 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 Wowoni, 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 Wowoni to perfect the title of Wowoni 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 Wowoni, 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 Wowoni, he or she had no knowledge of the Confidential Information of Wowoni and that such Confidential Information is of a confidential and secret character and is vital to the continued success of Wowoni's business. Associate further acknowledges that he or she is associated with Wowoni 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 Wowoni in such Confidential Information, it is necessary for Wowoni to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

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

6. Security policies and Guidelines

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

7. Restriction on Associate's Rights

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

8. No License

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

9. Equitable Rights

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

10. General

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

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

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering

invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

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

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

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

August 24, 2021

Private & Strictly Confidential

To

Mr. Dhananjay Naphade,
AT Post Talni, Tq,
Motala Dist,
Buldhana – 443102.

Dear Mr. Dhananjay Naphade,

Thank you for exploring career opportunities with Wowoni Private Limited (Wowoni). You have successfully completed our initial selection process and we are pleased to make you an offer with the following terms and conditions.

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

1. JOINING

Your scheduled date of appointment as trainee with us will be **September 01, 2021**

2. LOCATION

Your base location of training will be **Pune**, India. The location of posting, work location would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices or the offices of our customers, depending on business requirement.

Due to the current pandemic situation, we encourage our staff/trainee to work from home. However, when normalcy sets in, you will be required to work from our office at Pune or Madurai. This will be separately intimated accordingly.

3. TRAINING

The training program will consist of classroom/virtual training and on the job training. The duration of training will be based on business requirement. Your continued employment with the company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

You will be required to undergo class room and/or on the job training in the first **Six** months, during which period you will be appraised for satisfactory performance during/after which Wowoni would normally confirm you. This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, Wowoni may terminate your traineeship forthwith. However, Wowoni may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. If you

remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of Wowoni trainees without any further intimation/separate communication to you.

4. COMPENSATION AND BENEFITS

Stipend

You will be eligible for a basic monthly stipend of Rs.7,000/-.

5. TERMS AND CONDITIONS

This letter of Offer is being issued on the understanding that there is nothing in your past record which should have been presented to the company for offering this employment/training. If it is found that your past record is objectionable and if any declaration given by you proves to be false and you have suppressed any material information, then the appointment itself shall be deemed as irregular and your services will be liable to immediate termination without any notice or compensation in lieu thereof.

Your services shall be governed by the Rules & Regulations of the company, implied or notified and also any instruction that may be notified from time to time.

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

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Probation and Confirmation

You will be on probation for the period of **Three** months from the date of completion of the training. On successful completion of your probation you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the company.

Working Hours

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Leave and Holidays

You will be entitled to leave and holidays as per the policy of Wowoni after successful completion of probation period:

12 (Twelve) days of Casual / Privilege leave

6 (Six) days of Sick Leave

Any leave during the probationary period requires prior approval and the same will be adjusted from your future leave entitlements.

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Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per Wowoni's compensation policy from time to time at its sole discretion

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Confidentiality Agreement

As part of your acceptance of this appointment as an employee/trainee with Wowoni you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of Wowoni and its clients which may be revealed to you by Wowoni or which may in the course of your engagement with Wowoni come your possession or knowledge unless specifically authorized to do so in writing by Wowoni. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure I.

Service Agreement

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Termination

In case you decide to terminate the employment/training, you will be required to serve a notice period of 3 (Three) months. During the notice period, the employee/trainee cannot utilize / claim his leave balance in order to fulfill the handover process. The Company may at its sole discretion waive all or part of the notice or allow you to pay in lieu of the notice. Any resignation would have to be accepted by the Company to become effective.

The Company may terminate the employment/training at any time by giving 1 (one) month notice or 1 (one) month gross salary in lieu of notice. Notwithstanding the above condition, the employment/training may also be terminated due to undermentioned reasons. This will be without payment of any compensation.

- a. Your continuous absence for a period of more than 10 days (for which leave though applied for, but not approved)
- b. If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- c. For loss of confidence in you by the company for any of the act committed by you.
- d. If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- e. If you are found to be behaving unprofessionally (i.e. defamatory, offensive or derogatory) with your colleagues/clients/vendors/partners or anyone either directly at the workplace or through social media which might affect the reputation of the company.
- f. If you commit any act prejudicial to the continuing good relationship between you and the company.

Pre-employment Medical Certificate

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

You may be required to undergo a pre employment medical checkup and obtain a fitness certificate. We request you to carry a photograph and Photo Identification issued by the Government like Passport, PAN Card, Aadhar Card, Driving License etc along for your medical examination.

If the Company is not satisfied, with the outcome of the medical evaluation checks, the Company, in its sole discretion, reserves the right to withdraw offer and/or appointment and/or termination of your employment/training without notice and compensation.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks..

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment/training.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Wowoni requires you to furnish either police verification report issued by local police station or notarized affidavit in Wowoni's format at the time of joining.

Wowoni Code of Conduct

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

Submission of Documents

Please note that you should initiate and complete the submission of mandatory documents (subject to availability of the documents)

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
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- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
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- Medical Certificate (Must be issued by any doctor with a minimum of M.B.B.S). As per attached format by Wowoni)

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- Police Verification report from local police station (or) An affidavit/notarized undertaking stating (Non-Criminal Affidavit, should be made on the format provided by Wowoni)
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

Letter of Appointment

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

Please confirm your acceptance of this offer by signing and returning this letter by **August 28, 2021**. We are excited to have you join our team and look forward for long term association.

Sincerely yours,
Wowoni Private Limited



Dwaragachary R.D
Manager – HR & Admin

Acceptance

I have read and understood the terms and conditions mentioned in this letter of appointment and I hereby confirm unconditional acceptance of the same.

Signature
Dhananjay Naphade,
Date :

Annexure I

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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- 1.2 All other information and material of Wowoni relating to design, method of construction, manufacture, operation, specifications, use and services of the Wowoni 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 Wowoni).
- 1.3 Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to Wowoni if disclosed,
- 1.4 Customer and prospective customer lists, and
- 1.5 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 Wowoni or while in or in connection with or for the purposes of his/her association with Wowoni or any of the operations and entrusted by Wowoni to the Associate.

2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of Wowoni. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by Wowoni or to a person having a valid contract with or need under Wowoni, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to Wowoni 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 Wowoni 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 Wowoni 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 Wowoni, including in the course of provision of services to the Clients of Wowoni and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in Wowoni and agrees to transfer and assign to Wowoni 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 Wowoni, 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 Wowoni to perfect the title of Wowoni 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 Wowoni, 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 Wowoni, he or she had no knowledge of the Confidential Information of Wowoni and that such Confidential Information is of a confidential and secret character and is vital to the continued success of Wowoni's business. Associate further acknowledges that he or she is associated with Wowoni 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 Wowoni in such Confidential Information, it is necessary for Wowoni to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

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

6. Security policies and Guidelines

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

7. Restriction on Associate's Rights

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

8. No License

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

9. Equitable Rights

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

10. General

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

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

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering

invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

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

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

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



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AM

UAM NO: MH03E0008481



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Mr./Ms. Nikita Khuje

DATE-1.02.2021

Dear Nikita,

This has reference to your application dated 30th January 2021 & subsequent interview you had with us, for the position of "Trainee Software Developer".

Location: Amravati

Office Hours: 11 AM to 6 PM Weekly OFF: Sunday

We are pleased to confirm the offer letter of employment for the above position on terms & conditions mutually discussed & agreed. Your joining date will be 3rd February 2021.

You will be given an additional support & facilities as & when required. You are required to bring copy of the following....

1. Updated CV
2. Latest passport size 2 photograph
3. College Identity Card
4. Aadhar Card
5. Residence Proof
6. Any other relevant documents From,

Soft 2 Technologies
Kathora Naka, Amravati

Shubham Dhore
DIRECTOR
SOFT2TECHNOLOGIES



BACK SIDE OF GUPTA CEMENT, KATHORA NAKA,
AMRAVATI, PIN-444602



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AM

UAM NO: MH03E0008481



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SOFT2TECHNOLOGIES@GMAIL.COM



WWW.SOFT2TECHNOLOGIES.COM

Mr./Ms. Atul Ghatе

DATE-1.02.2021

Dear Atul,

This has reference to your application dated 30th January 2021 & subsequent interview you had with us, for the position of "Trainee Software Developer".

Location: Amravati

Office Hours: 11 AM to 6 PM Weekly OFF: Sunday

We are pleased to confirm the offer letter of employment for the above position on terms & conditions mutually discussed & agreed. Your joining date will be 3rd February 2021.

You will be given an additional support & facilities as & when required. You are required to bring copy of the following....

1. Updated CV
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Kathora Naka, Amravati

Shubham Dhore
DIRECTOR
SOFT2TECHNOLOGIES



BACK SIDE OF GUPTA CEMENT, KATHORA NAKA,
AMRAVATI, PIN-444602

Offer Letter

8th March, 2021

GIC/HR/Offer/2021/1026

To,

Aishwarya Changole

Ashtavinayak Colony,

New Bypass Road, Chattri Talao,

Amravati -444606

Contact No.: 9359271807

Email Id: changole.aishwarya@gmail.com

Subject: Offer Letter for the post of Digital Marketing Senior Executive

Dear **Aishwarya**,

We are pleased to offer you an appointment in our organization as **Digital Marketing Senior Executive (GIC-1026)** with effect from **8th March, 2021**. You will be based at our Pune office located in baner.

Your annual CTC will be **Rs. 204,000/- (Two Lakh Four Thousand only)**. The details of salary breakup are provided in **Annexure – A**.

You will be on probation for a period of 6 months from the date of your joining. Your present posting will be at Pune Office. However, the company reserves the right to transfer you to any of its offices/establishments/group companies, whether now in existence or to be set up hereafter.

All the rules & regulations should be followed as per the employee handbook. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above or there is any delinquency in your background verification, we retain the right to review our offer of employment. Employment as per this offer is subject to your being medically fit.

Please sign and return duplicate copy of this letter in token of your acceptance.

This offer is valid if you join us on or before 8th March, 2021. Kindly confirm your acceptance of the above terms & conditions and the date of joining by signing and returning the enclosed copy of this offer letter on or before your joining date. In case we do not receive your acceptance in writing by the date mentioned above, this offer shall stand withdrawn automatically.

You have to submit following documents while reporting for duty.

- a) Copies of certificates in support of your age, qualification and experience including degree mark sheet along with originals for verification.
- b) Relieving letter from previous employer & last 3 months pay slips or salary certificate, if experienced.
- c) Copies of identification proof such as permanent account number (PAN), Aadhar Card, Passport and Driving license, if any.
- d) Your 1 latest passport size colour photographs with light background.
- e) Copy of Residence proof (Electricity bill or telephone bill or Ration card or Passport)

Your Reporting time is 09:30 a.m. and office hours are from 9:30 am to 6:30 pm (completing 9 working hours daily) with all Saturdays and Sundays off.

We congratulate you and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming market leaders. We assure you of our support for your professional development and growth.

Yours truly,
For Global Infocloud Pvt. Ltd.



Nidhi Jalan
Director

I agree and accept the terms and conditions of the company mentioned above.

Signature: _____

Name: _____

Date: _____

Global Infocloud Pvt. Ltd.

Annexure - A			
<u>SALARY STRUCTURE</u>			
Name		: Aishwarya Changole	
Designation		: Digital Marketing Senior Executive	
SALARY DETAILS		AMOUNT	
Components	Basic + DA	: INR	6,800
	HRA	: INR	2,720
	Conveyance Allowances	: INR	1,600
	Medical Allowances	: INR	1,250
	Education Allowances	: INR	200
	Lunch Allowances	: INR	1,350
	Other Allowances	: INR	3,080
A	Monthly Gross	: INR	17,000
B	CTC Per Annum (Cost to Company)	: INR	204,000

Note: Income Tax contribution will be deducted as per law.

For Global Infocloud Pvt. Ltd.




Nidhi Jalan
Director

Global Infocloud Pvt. Ltd.

Ref No. : iBaseEs/internship2021/14

Date : 05/02/2021

Offer Letter

Ms. **Ankita Anil Saurkar**

Dear **Ankita**,

This has reference to your application dated 05th February 2021 & subsequent interview you had with us, for the position of "Trainee Software Developer".

Location: Amravati , Maharashtra

Office Hours: 10 Am To 6 Pm

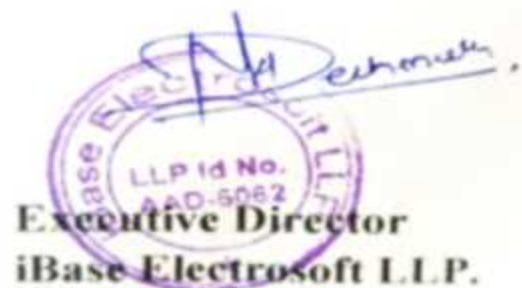
Weekly OFF: Sunday

We are pleased to confirm the offer letter of employment for the above position on terms & conditions mutually discussed & agreed. Your joining date will be in 05th February 2021

You will be given an additional support & facilities as & when required.

You are required to bring copy of the following....

1. Updated CV
2. Latest passport size 2 photograph
3. College Identity Card
4. Aadhar Card
5. Residence Proof
6. Any other relevant documents



Executive Director
iBase Electrosoft L.L.P.

Ref No. : iBaseEs/internship2021/25

Date : 05/02/2021

Offer Letter

Ms. Pranali Shende

Dear Pranali,

This has reference to your application dated 05th February 2021 & subsequent interview you had with us, for the position of "Trainee Software Developer".

Location: Amravati , Maharashtra

Office Hours: 10 Am To 6 Pm

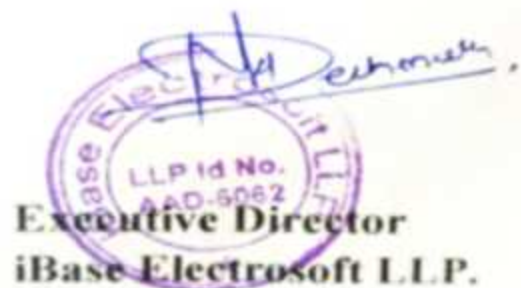
Weekly OFF: Sunday

We are pleased to confirm the offer letter of employment for the above position on terms & conditions mutually discussed & agreed. Your joining date will be in 05th February 2021

You will be given an additional support & facilities as & when required.

You are required to bring copy of the following....

1. Updated CV
2. Latest passport size 2 photograph
3. College Identity Card
4. Aadhar Card
5. Residence Proof
6. Any other relevant documents



Executive Director
iBase Electrosoft L.L.P.

Ref No. : iBaseEs/internship2021/13

Date : 05/02/2021

Offer Letter

Mr. Pratik Arvind Ganjare

Dear **Pratik**,

This has reference to your application dated 05 February 2021 & subsequent interview you had with us, for the position of "Trainee Software Developer".

Location: Amravati , Maharashtra

Office Hours: 10 Am To 6 Pm

Weekly OFF: Sunday

We are pleased to confirm the offer letter of employment for the above position on terms & conditions mutually discussed & agreed. Your joining date will be in 05 February 2021

You will be given an additional support & facilities as & when required.

You are required to bring copy of the following....

1. Updated CV
2. Latest passport size 2 photograph
3. College Identity Card
4. Aadhar Card
5. Residence Proof
6. Any other relevant documents



Executive Director
iBase Electrosoft L.L.P.



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 www.prometteursolutions.com

 info@prometteursolutions.com

 +91 8087555678 | 020 25234650

Ref: HR/App/20210201

Appointment Letter

Dear Rutuja Changole,

Date: 01st February 2021

1. Reference to your interview with us, we are pleased to appoint you as an **SEO Executive** in our organization. Your joining date is 01st February 2021 on the following terms and conditions specified in this letter.

2.Probation/Confirmation: You will be on a probation period for three months. Based on your performance, your service will be confirmed with the company in written after completion of three months.

3. During the probation period, your services can be terminated, with seven days notice with or without any reasons whatsoever. You will be confirmed in the present position if your service found to be satisfactory during the probation period. During the probation period, if you will resign from the position then need to serve a notice period of fifteen days.

4. Effective the date of your reporting for a service agreement, You will be eligible for remuneration as detailed in **Annexure I** to this letter.

5. The salary will be processed by the First week of each month. The monthly payslip will be made available electronically.

6. The Company does not make overtime pay for extra hours worked, if any.

7. You shall be responsible for the performance of the functions expected and any additional functions and duties that may be assigned to you in connection with the business and operations of the company.

You shall use the best of your efforts to promote, develop and extend the business of the company and comply with the directions and regulations of the company at all times, and in all respects.

8. Your performance will be reviewed to consider salary revision after 12 months from joining date.

09. During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.





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10. You will be eligible for the benefits of the Company's Leave Rules on your confirmation in the Company's Service.

11. Absence for a continuous period of ten days without prior approval of your superior, (including overstay on leave/training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

12. Your holiday schedule will be governed by office location and management.

13. You will be required to submit to our HR Department, the document as per the enclosed checklist, mandatorily at the time of reporting for the engagement.

14. You will not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.

15. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's policies, Company's patterns & Trademark and Company's Human assets profile.

16. You will be required to comply with all such rules and regulations as the Company may frame from time to time.

17. Any of our important information which might come into your possession during the continuance of your service with us shall not be with us divulged or made public by you even thereafter.

18. 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 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 company shall be entitled to recover the damages from you.

19. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm you should immediately report the same to the Management.



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20. You will be responsible for the safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.

21. The company reserves the right to verify the information furnished by you in your application for employment and through other documents. If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed/suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.

22. In the event of your serving on the company a notice of termination of engagement by submitting a resignation letter, your release will be governed by the General Terms and Conditions of engagement in force at that point in time, subject to the satisfactory handing over of your duties, responsibilities, company document, company assets, etc. to the relevant parties.

23. This appointment letter is being to you on the basis of the information and particulars furnished by you in your application at the time of your interview and subsequent discussions. If it transpires that you have made a false statement resulting in your offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

24. You will be working remotely until you will get a further notice from the company. Also while working remotely, the company will not provide any other facility like an internet connection or electricity now or not in the future.

We welcome you to The Prometteur Solutions Pvt Ltd and look forward to a fruitful collaboration.



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Annexure I

Name: Rutuja Changole

Role: SEO Executive

Total remuneration (Per Annum): 144,000

Components of Monthly Remuneration	INR (Per Month)	Deduction
Basic Pay	6000	PT
House Rent	3000	PF
Conveyance	1800	
Special Allowance	1200	
Total Remuneration	12000	

Note: PT will be deducted on the basis of your monthly remuneration.

PF will be deducted when it gets applied in the organization.



Sincerely,

Shanti Chauhan

Shanti Chauhan

Prometteur Solutions Pvt Ltd

HR



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Mr./Ms. Samiksha Ghatol

DATE-1.02.2021

Dear Samiksha,

This has reference to your application dated 30th January 2021 & subsequent interview you had with us, for the position of "Trainee Software Developer".

Location: Amravati

Office Hours: 11 AM to 6 PM Weekly OFF: Sunday

We are pleased to confirm the offer letter of employment for the above position on terms & conditions mutually discussed & agreed. Your joining date will be 3rd February 2021.

You will be given an additional support & facilities as & when required. You are required to bring copy of the following....

1. Updated CV
2. Latest passport size 2 photograph
3. College Identity Card
4. Aadhar Card
5. Residence Proof
6. Any other relevant documents From,

Soft 2 Technologies
Kathora Naka, Amravati

Shubham Dhore
DIRECTOR
SOFT2TECHNOLOGIES



BACK SIDE OF GUPTA CEMENT, KATHORA NAKA,
AMRAVATI, PIN-444602

Offer Letter

Date:- 01/02/2021

Mr./Ms. Saurabh Raja

Dear Saurabh,

This has reference to your application dated 30th January 2021 & subsequent interview you had with us, for the position of "Trainee Software Developer".

Location: Amravati

Office Hours: 11 AM to 6 PM

Weekly OFF: Sunday

We are pleased to confirm the offer letter of employment for the above position on terms & conditions mutually discussed & agreed. Your joining date will be 3rd February 2021.

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You are required to bring copy of the following....

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2. Latest passport size 2 photograph
3. College Identity Card
4. Aadhar Card
5. Residence Proof
6. Any other relevant documents

From,



Shrikant Pande
(Director)
Ctronics InfoTech Pvt Ltd



Offer Letter

Date:- 01/02/2021

Mr./Ms. **Savyasachi Babrekar**

Dear **Savyasachi**,

This has reference to your application dated 30th January 2021 & subsequent interview you had with us, for the position of "Trainee Software Developer".

Location: Amravati

Office Hours: 11 AM to 6 PM

Weekly OFF: Sunday

We are pleased to confirm the offer letter of employment for the above position on terms & conditions mutually discussed & agreed. Your joining date will be 3rd February 2021.

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You are required to bring copy of the following....

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2. Latest passport size 2 photograph
3. College Identity Card
4. Aadhar Card
5. Residence Proof
6. Any other relevant documents

From,



Shrikant Pande
(Director)
Ctronics InfoTech Pvt Ltd



Offer Letter

Date:- 01/02/2021

Mr./Ms. **Shital Nasre**

Dear **Shital**,

This has reference to your application dated 30th January 2021 & subsequent interview you had with us, for the position of "Trainee Software Developer".

Location: Amravati

Office Hours: 11 AM to 6 PM

Weekly OFF: Sunday

We are pleased to confirm the offer letter of employment for the above position on terms & conditions mutually discussed & agreed. Your joining date will be 3rd February 2021.

You will be given an additional support & facilities as & when required.

You are required to bring copy of the following....

1. Updated CV
2. Latest passport size 2 photograph
3. College Identity Card
4. Aadhar Card
5. Residence Proof
6. Any other relevant documents

From,



Shrikant Pande
(Director)
Ctronics InfoTech Pvt Ltd



Offer Letter

Date:- 01/02/2021

Mr./Ms. **Shivani Kale**

Dear **Shivani**,

This has reference to your application dated 30th January 2021 & subsequent interview you had with us, for the position of "Trainee Software Developer".

Location: Amravati

Office Hours: 11 AM to 6 PM

Weekly OFF: Sunday

We are pleased to confirm the offer letter of employment for the above position on terms & conditions mutually discussed & agreed. Your joining date will be 3rd February 2021.

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You are required to bring copy of the following....

1. Updated CV
2. Latest passport size 2 photograph
3. College Identity Card
4. Aadhar Card
5. Residence Proof
6. Any other relevant documents

From,



Shrikant Pande
(Director)
Ctronics InfoTech Pvt Ltd





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SOFT2TECHNOLOGIES@GMAIL.COM



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Mr./Ms. Shubham Fushe

DATE-1.02.2021

Dear Shubham,

This has reference to your application dated 30th January 2021 & subsequent interview you had with us, for the position of "Trainee Software Developer".

Location: Amravati

Office Hours: 11 AM to 6 PM Weekly OFF: Sunday

We are pleased to confirm the offer letter of employment for the above position on terms & conditions mutually discussed & agreed. Your joining date will be 3rd February 2021.

You will be given an additional support & facilities as & when required. You are required to bring copy of the following....

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3. College Identity Card
4. Aadhar Card
5. Residence Proof
6. Any other relevant documents From,

Soft 2 Technologies
Kathora Naka, Amravati

Shubham Dhore
DIRECTOR
SOFT2TECHNOLOGIES



BACK SIDE OF GUPTA CEMENT, KATHORA NAKA,
AMRAVATI, PIN-444602

Offer Letter

Date:- 01/02/2021

Mr./Ms. **Shubham Gawali**

Dear **Shubham**,

This has reference to your application dated 30th January 2021 & subsequent interview you had with us, for the position of "Trainee Software Developer".

Location: Amravati

Office Hours: 11 AM to 6 PM

Weekly OFF: Sunday

We are pleased to confirm the offer letter of employment for the above position on terms & conditions mutually discussed & agreed. Your joining date will be 3rd February 2021.

You will be given an additional support & facilities as & when required.

You are required to bring copy of the following....

1. Updated CV
2. Latest passport size 2 photograph
3. College Identity Card
4. Aadhar Card
5. Residence Proof
6. Any other relevant documents

From,



Shrikant Pande
(Director)
Ctronics InfoTech Pvt Ltd



Offer Letter

Date:- 01/02/2021

Mr./Ms. **Shubham Talokar**

Dear Shubham,

This has reference to your application dated 30th January 2021 & subsequent interview you had with us, for the position of "Trainee Software Developer".

Location: Amravati

Office Hours: 11 AM to 6 PM

Weekly OFF: Sunday

We are pleased to confirm the offer letter of employment for the above position on terms & conditions mutually discussed & agreed. Your joining date will be 3rd February 2021.

You will be given an additional support & facilities as & when required.

You are required to bring copy of the following....

1. Updated CV
2. Latest passport size 2 photograph
3. College Identity Card
4. Aadhar Card
5. Residence Proof
6. Any other relevant documents

From,



Shrikant Pande
(Director)
Ctronics InfoTech Pvt Ltd



Offer Letter

Date:- 01/02/2021

Mr./Ms. **Sukhanand Guvhade**

Dear **Sukhanand**,

This has reference to your application dated 30th January 2021 & subsequent interview you had with us, for the position of "Trainee Software Developer".

Location: Amravati

Office Hours: 11 AM to 6 PM

Weekly OFF: Sunday

We are pleased to confirm the offer letter of employment for the above position on terms & conditions mutually discussed & agreed. Your joining date will be 3rd February 2021.

You will be given an additional support & facilities as & when required.

You are required to bring copy of the following....

1. Updated CV
2. Latest passport size 2 photograph
3. College Identity Card
4. Aadhar Card
5. Residence Proof
6. Any other relevant documents

From,



Shrikant Pande
(Director)
Ctronics InfoTech Pvt Ltd



Offer Letter

Date:- 01/02/2021

Mr./Ms. **Swati Adole**

Dear Swati,

This has reference to your application dated 30th January 2021 & subsequent interview you had with us, for the position of "Trainee Software Developer".

Location: Amravati

Office Hours: 11 AM to 6 PM

Weekly OFF: Sunday

We are pleased to confirm the offer letter of employment for the above position on terms & conditions mutually discussed & agreed. Your joining date will be 3rd February 2021.

You will be given an additional support & facilities as & when required.

You are required to bring copy of the following....

1. Updated CV
2. Latest passport size 2 photograph
3. College Identity Card
4. Aadhar Card
5. Residence Proof
6. Any other relevant documents

From,



Shrikant Pande
(Director)
Ctronics InfoTech Pvt Ltd





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UAM NO: MH03E0008481



INFO@SOFT2TECHNOLOGIES.COM
SOFT2TECHNOLOGIES@GMAIL.COM



WWW.SOFT2TECHNOLOGIES.COM

Mr./Ms. Tanay Kale

DATE-1.02.2021

Dear Tanay,

This has reference to your application dated 30th January 2021 & subsequent interview you had with us, for the position of "Trainee Software Developer".

Location: Amravati

Office Hours: 11 AM to 6 PM Weekly OFF: Sunday

We are pleased to confirm the offer letter of employment for the above position on terms & conditions mutually discussed & agreed. Your joining date will be 3rd February 2021.

You will be given an additional support & facilities as & when required. You are required to bring copy of the following....

1. Updated CV
2. Latest passport size 2 photograph
3. College Identity Card
4. Aadhar Card
5. Residence Proof
6. Any other relevant documents From,

Soft 2 Technologies
Kathora Naka, Amravati

Shubham Dhore
DIRECTOR
SOFT2TECHNOLOGIES



BACK SIDE OF GUPTA CEMENT, KATHORA NAKA,
AMRAVATI, PIN-444602

Offer Letter

Date:- 01/02/2021

Mr./Ms. **Tanush Marwaha**

Dear **Tanush**,

This has reference to your application dated 30th January 2021 & subsequent interview you had with us, for the position of "Trainee Software Developer".

Location: Amravati

Office Hours: 11 AM to 6 PM

Weekly OFF: Sunday

We are pleased to confirm the offer letter of employment for the above position on terms & conditions mutually discussed & agreed. Your joining date will be 3rd February 2021.

You will be given an additional support & facilities as & when required.

You are required to bring copy of the following....

1. Updated CV
2. Latest passport size 2 photograph
3. College Identity Card
4. Aadhar Card
5. Residence Proof
6. Any other relevant documents

From,



Shrikant Pande
(Director)
Ctronics InfoTech Pvt Ltd





SOFT2TECHNOLOGIES

AM

UAM NO: MH03E0008481



INFO@SOFT2TECHNOLOGIES.COM
SOFT2TECHNOLOGIES@GMAIL.COM



WWW.SOFT2TECHNOLOGIES.COM

Mr./Ms. Vaishnavi Kale

DATE-1.02.2021

Dear Vaishnavi,

This has reference to your application dated 30th January 2021 & subsequent interview you had with us, for the position of "Trainee Software Developer".

Location: Amravati

Office Hours: 11 AM to 6 PM Weekly OFF: Sunday

We are pleased to confirm the offer letter of employment for the above position on terms & conditions mutually discussed & agreed. Your joining date will be 3rd February 2021.

You will be given an additional support & facilities as & when required. You are required to bring copy of the following....

1. Updated CV
2. Latest passport size 2 photograph
3. College Identity Card
4. Aadhar Card
5. Residence Proof
6. Any other relevant documents From,

Soft 2 Technologies
Kathora Naka, Amravati

Shubham Dhore
DIRECTOR
SOFT2TECHNOLOGIES



BACK SIDE OF GUPTA CEMENT, KATHORA NAKA,
AMRAVATI, PIN-444602

Ref No. : iBaseEs/internship2021/24

Date : 05/02/2021

Offer Letter

Ms. Vaishnavi Mahendra Bande

Dear Vaishnavi,

This has reference to your application dated 05th February 2021 & subsequent interview you had with us, for the position of "Trainee Software Developer".

Location: Amravati , Maharashtra

Office Hours: 10 Am To 6 Pm

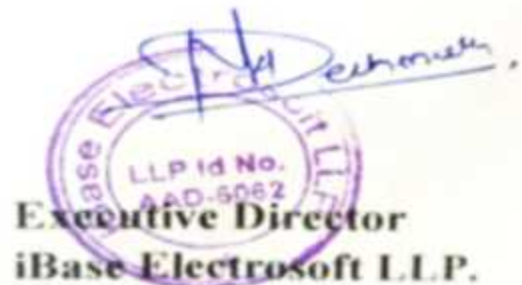
Weekly OFF: Sunday

We are pleased to confirm the offer letter of employment for the above position on terms & conditions mutually discussed & agreed. Your joining date will be in 05th February 2021

You will be given an additional support & facilities as & when required.

You are required to bring copy of the following....

1. Updated CV
2. Latest passport size 2 photograph
3. College Identity Card
4. Aadhar Card
5. Residence Proof
6. Any other relevant documents



Executive Director
iBase Electrosoft L.L.P.

CSB/Branch Banking /BD/ 4122 /2020-OL: Ref-CSB/RB/CRO/2472/2020

09 Jul 2021

Ms Shraddha Sanjay Kalyankar
Guru Krupa Nahli Bazar
Kalyankar lane
VMV Amravati Amravati
Maharashtra - 444604
Mobile No: 8007679937
E-mail ID: -shraddha.kalyankar1@gmail.com

Dear Ms Shraddha Sanjay Kalyankar,

OFFER LETTER: CUSTOMER RELATIONSHIP OFFICER

1. With reference to your application for appointment and subsequent interview, we are pleased to offer you the position of **Customer Relationship Officer** on the terms and conditions given in the succeeding paras.

Posting

2. **Place of Posting:** You will be posted initially at our Akola - Branch Branch, CSB Bank LTD, Plot No 31/4B, Nozal Sheet No 65, Holy Cross Convent Road, Opp:Khandelwal Maruti Show Room, Akola(Dist), Maharashtra-444001, 9072601408, akola@csb.co.in. However, you will also be subjected to transfers to any of the branches/ offices of the Bank solely at its discretion.
3. **Date of Joining:** As discussed, you are required to join for duty latest by **01 Sep 2021**. The date on which you join the above office / branch will be reckoned as your date of joining in the service of the Bank.
4. **Reporting:** The position will report to the **Branch Head**. However, your title, responsibilities and reporting lines can be changed at any point of time based on organizational necessity and as decided by the Board and / or Management acting in the best interest of the Bank.

Compensation

5. You will be eligible for a consolidated pay on Cost to the Company (CTC), basis of Rs 250,008/- , ie, Rupees Two Lakh Fifty Thousand Eight Only per annum. The detailed salary structure is attached at Appendix A.
6. Your salary is confidential and should not be discussed with anyone other than your reporting authority and HR Department.

CSB/Branch Banking /BD/ 4123 /2020-OL: Ref-CSB/RB/CRO/2473/2020

15 Jul 2021

Mr Aman Shival Mahul
Near Akot File Police Station
Ashok Nagar Akot Road
Akola Akola
Maharashtra - 444002
Mobile No: 8308850941
E-mail ID: -amanmahul1999@gmail.com

Dear Mr Aman Shival Mahul,

OFFER LETTER: CUSTOMER RELATIONSHIP OFFICER

1. With reference to your application for appointment and subsequent interview, we are pleased to offer you the position of **Customer Relationship Officer** on the terms and conditions given in the succeeding paras.

Posting

2. **Place of Posting:** You will be posted initially at our Erandwane Branch, CSB Bank LTD, Ground floor, Shop no:12, Yugay Complex, Gulwani Maharaj Road, Erandwane - 411004., . However, you will also be subjected to transfers to any of the branches/ offices of the Bank solely at its discretion.
3. **Date of Joining:** As discussed, you are required to join for duty latest by **01 Sep 2021**. The date on which you join the above office / branch will be reckoned as your date of joining in the service of the Bank.
4. **Reporting:** The position will report to the **Branch Head**. However, your title, responsibilities and reporting lines can be changed at any point of time based on organizational necessity and as decided by the Board and / or Management acting in the best interest of the Bank.

Compensation

5. You will be eligible for a consolidated pay on Cost to the Company (CTC), basis of Rs **250,000/-**, ie, **Rupees Two Lakh Fifty Thousand Eight Only** per annum. The detailed salary structure is attached at **Appendix A**.
6. Your salary is confidential and should not be discussed with anyone other than your reporting authority and HR Department.

Mr Kartik Vilasrao Kadam



CSB/Branch Banking /BD/ 4139 /2021-OI: Ref:CSB/RB/CRO/2489/2021

30 Jul 2021

Mr Nikesh Krishnakumar Sahu
Pannalal Nagar Silangan Road
HV Nagar Amravati
Maharashtra - 444605
Mobile No: 7057103439
E-mail ID: -nikeshsahu1998@gmail.com

Dear Mr Nikesh Krishnakumar Sahu,

OFFER LETTER: CUSTOMER RELATIONSHIP OFFICER

1. With reference to your application for appointment and subsequent interview, we are pleased to offer you the position of **Customer Relationship Officer** on the terms and conditions given in the succeeding paras.

Posting

2. **Place of Posting:** You will be posted initially at our **Akola - Branch Branch, CSB Bank LTD, Plot No 31/4B, Nozal Sheet No 65, Holy Cross Convent Road, Opp:Khandelwal Maruti Show Room, Akola(Dist), Maharashtra-444001, 9072601408, akola@csb.co.in.** However, you will also be subjected to transfers to any of the branches/ offices of the Bank solely at its discretion.
3. **Date of Joining:** As discussed, you are required to join for duty latest by **02 Aug 2021.** The date on which you join the above office / branch will be reckoned as your date of joining in the service of the Bank.
4. **Reporting:** The position will report to the **Branch Head.** However, your title, responsibilities and reporting lines can be changed at any point of time based on organizational necessity and as decided by the Board and / or Management acting in the best interest of the Bank.

Compensation

5. You will be eligible for a consolidated pay on Cost to the Company (CTC), basis of **Rs 250,008/-**, ie, **Rupees Two Lakh Fifty Thousand Eight Only per annum.** The detailed salary structure is attached at **Appendix A.**
6. Your salary is confidential and should not be discussed with anyone other than your reporting authority and HR Department.

412719

09 Jul 2021

Mr Kartik Vilasrao Kadam
At post, Deurwada ta. Arvi Dist. Wardha
Arvi Wardha Wardha
Maharashtra - 442201
Mobile No: 9309878364
E-mail ID: -kartikkadam58@gmail.com

Dear Mr Kartik Vilasrao Kadam,

OFFER LETTER: CUSTOMER RELATIONSHIP OFFICER

1. With reference to your application for appointment and subsequent interview, we are pleased to offer you the position of **Customer Relationship Officer** on the terms and conditions given in the succeeding paras.

Posting

2. **Place of Posting:** You will be posted initially at our **Amravati - Branch Branch, CSB Bank LTD, Ground Floor, Gulshan Plaza, Badnera Road, Rajapeth, Amravati(Dist), Maharashtra-444601, 9072601399, amravati@csb.co.in**. However, you will also be subjected to transfers to any of the branches/ offices of the Bank solely at its discretion.
3. **Date of Joining:** As discussed, you are required to join for duty latest by **01 Sep 2021**. The date on which you join the above office / branch will be reckoned as your date of joining in the service of the Bank.
4. **Reporting:** The position will report to the **Branch Head**. However, your title, responsibilities and reporting lines can be changed at any point of time based on organizational necessity and as decided by the Board and / or Management acting in the best interest of the Bank.

Compensation

5. You will be eligible for a consolidated pay on Cost to the Company (CTC), basis of **Rs 250,008/-**, ie, **Rupees Two Lakh Fifty Thousand Eight Only** per annum. The detailed salary structure is attached at **Appendix A**.
6. Your salary is confidential and should not be discussed with anyone other than your **reporting** authority and HR Department.

4/2/21

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CSB/Branch Banking /BD/ 4125 /2020-OL: Ref-CSB/RB/CRO/2475/2020

09 Jul 2021

Mr PrasannaJeet Prakash Ratnadarshi
Flat no. 406
Hill View ResidencyBhumiputra Colony,Congress Nagar
Congress Nagar AmravatiAmravati
Maharashtra - 444606
Mobile No: 8237503007
E-mail ID: -prasannadarshi@gmail.com

Dear Mr PrasannaJeet Prakash Ratnadarshi,

OFFER LETTER: CUSTOMER RELATIONSHIP OFFICER

1. With reference to your application for appointment and subsequent interview, we are pleased to offer you the position of **Customer Relationship Officer** on the terms and conditions given in the succeeding paras.

Posting

2. **Place of Posting:** You will be posted initially at our Ahmednagar - Branch Branch, CSB Bank LTD,Ground Floor , Shop No. 5 & 6, Fantasy Tower, Gutmohar Road, Sayedi, Ahmednagar, 414003, . . However, you will also be subjected to transfers to any of the branches/ offices of the Bank solely at its discretion.
3. **Date of Joining:** As discussed, you are required to join for duty latest by **01 Sep 2021**. The date on which you join the above office / branch will be reckoned as your date of joining in the service of the Bank.
4. **Reporting:** The position will report to the **Branch Head**. However, your title, responsibilities and reporting lines can be changed at any point of time based on organizational necessity and as decided by the Board and / or Management acting in the best interest of the Bank.

Compensation

5. You will be eligible for a consolidated pay on Cost to the Company (CTC), basis of Rs 250,008/- . ie, **Rupees Two Lakh Fifty Thousand Eight Only per annum**. The detailed salary structure is attached at Appendix A.
6. Your salary is confidential and should not be discussed with anyone other than your reporting authority and HR Department.

VAINCE COSMETICS PRIVATE LIMITED

PAN: AAGCV8167J GST: 27AAGCV8167J1Z0

Contact: 8104504151/9820510399

Dear Kalyani,

Further to the interviews you had with us, we are pleased to offer you employment in our Organization. Enclosed please find a letter of appointment stipulating the terms and conditions of your employment.

You are requested to report at our Mumbai Office on or before 15th Feb 2021. While reporting for duty, please bring with you the following: -

1. Copies of all certificates (including your qualification, experience if any and date of birth certificates) along with the original for verification
2. Letter of acceptance of your resignation and relieving letter from your previous employer
3. Salary slips / certificates of your current remunerations
4. Three copies of your coloured Stamp size photographs
5. Copy of Form 16/ 16A
6. Copy of Passport and Pan Card
7. Copy of Aadhaar Card

On joining, you are requested to report to HR Department, who will arrange to complete the formalities in the matter of employment. Your appointment is subject to:

1. Verification of your education certificates with Universities and on the following terms and conditions.

Thanking you,

Yours faithfully,

For Vaince Cosmetics Private Limited

Vashitwa Mishra
Managing Director



AVEOLABS GLOBAL PRIVATE LIMITED



20th May 2021

Dear Nakshatra Deshmukh,

This is further to our discussion we are pleased to offer you employment with us as Executive - Trainee. Your salary would be 12,000/- pm and DOJ would be 7th of June 2021 at A - 60 Sector 25 Gandhinagar GIDC.

Your location would be Gandhinagar and you would part of Aveolabs group companies.

Particulars	Monthly	Annual
Salary (CTC)*	12,000	2,40,000

Your training period would be 3 months from DOJ and notice period during training would be 1 month. Your notice period thereafter would be 2 months.

*This amount includes an accommodation allowance/rent deduction of Rs. 3,000/- pm. If company provides accommodation (basic) then 3k pm will be adjusted from your salary and you will be paid 9,000/- pm. If company is not able to provide accommodation then 3k pm will be paid along with salary and you will be paid 12,000 pm.

Post completion of 3 months of successful training you will be offered job in the company at a salary of 16,000 pm (including accommodation allowance/rent adj of Rs. 3000/- pm).

Sd/-

Bhavana Bhansali

CEO
Aveolabs Global Private Limited



Date: 31st July , 2020

Miss Rakshanda Nikose ,
Bangalore,
Sub: Letter of Appointment

Dear Rakshanda ,

We are pleased to accept your application and would appoint you for the role of **Formulation Scientist** for EarthyBlend Private Limited at Bangalore. The position will report into the Research and Development head. You will be required to join us on or before **16th August, 2020**

The detailed appointment letter will be issued to you at the time of joining the organization. You will be paid an annual fixed emoluments of Rs.240, 000.

Kindly sign a copy of this letter in acceptance of the offer and return the same for our records. The above offer of offer is valid and open for a period of 4 days from the date of issue, after which it will be deemed to be automatically withdrawn if not accepted within the mentioned period.

You are required to bring the following documents at the time of your joining

1. All Educational Certificates
2. Experience & Relieving Letters of previous employer
3. Address & ID Proof (Driving license, Voters ID, Passport copy, Aadhar card)
4. Cancelled Cheque or passbook copy
5. Last 3 months pay slips/last 3 months bank statements
6. Passport size photographs (6)

We look forward to your joining in our organization and to a mutually beneficial association.

This offer is subject to suitable reference checks and document verification.

Yours Sincerely,

For **EarthyBlend Private Limited**

CEO

Mangesh Gawande

EarthyBlend Private Limited

No: 05 "SR complex" Muninanjappa layout, Hennur Main Road, Kothanur, Bangalore – 560077

CIN No. U52609KA2019PTC130180

Ref. No.: AVN/20-21/190

Date: 30.03.2021

To
Supriya Singh
Block No. - 11, Qtr No. 82, Ekta Nagar,
Chargaon Complex, Post- Kondha,
Tehsil Bhadrawati, Dist. Chandrapur- 442503
Contact: +91-7741856443
Mail: ss4664649@gmail.com

LETTER OF OFFER

Dear Supriya

It is our pleasure to extend the following offer of employment to you on behalf of AVN FOOTSTEPS.

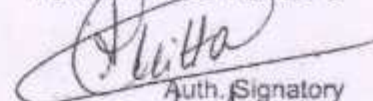
1. You will be designated as Junior Quality Control cum R&D Chemist.
2. Your remuneration would be Rs. 25000.00 per month and an Appointment Letter detailing the compensation and other details will be issued to you on the date of joining. Please note that you are required to sign and submit a copy of the same on the date of joining.
3. Please bring copies of the following documents at the time of your joining.
 - a. Copy of Academic Certification (10th, 12th, Graduation/ Post Graduation).
 - b. Proof of residential address (permanent as well as place of stay), if the two are different.
 - c. AADHAR CARD/ Applied for document.
 - d. PAN CARD/ Applied for document.
 - e. Three recent high resolution passport size photographs.Please note that all the above documents are mandatory to complete the joining formalities.
4. A copy of any of the following documents is required for the Bank Account purpose, so that your corporate salary A/c can be opened:
 - a. Driving license
 - b. Voter ID Card
 - c. Valid Passport

The joining date will be 10.04.2021.

WELCOME TO THE INDUSTRY.

Kindly carry the originals for verification.

For AVN FOOTSTEPS


Auth. Signatory
30/03/2021

AVN Footsteps

Plot No. 107 & 108, DIC Industrial Area, Baddi, Distt. Solan (H.P.) 173205