



VIDYABHARATI MAHAVIDYALAYA AMRAVATI

NAAC Re-accredited with Grade "A" (CGPA 3.23-Third Cycle) | CPE Status (Thrice) by UGC

Mentor College under Paramarsh Scheme by UGC

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

5.2.1 Number of placement of outgoing students during the year 2021-2022

(Offer Letters/Appointment Orders)





decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

14. REIMBURSEMENT OF TRAVEL EXPENSE FOR JOINING MINDTREE

Expenses incurred by you for joining at a Mindtree location will be borne by you and will not be reimbursed by Mindtree. This clause is not applicable in case the program is to be conducted virtually throughout.

15. PERSONAL SAFETY AND CONDUCT

You understand during your training and employment with Mindtree, you shall be responsible for your conduct and personal safety. You shall indemnify Mindtree, its directors and employees from any claims, legal or financial arising out of your own actions or omissions or indulging in activities that endanger your personal safety and release Mindtree of all liabilities to you or your family arising from your acts or omissions.

A. Ingle



Appendix 1

Stipend Details

The monthly stipend payable to you in the first year of service will be equal to INR 15,750 . This will be excluding the corporate insurance cover, the cost of which will be borne by Mindtree.

Particulars	Amount
Stipend	15,750.00
Insurance	642.00
Total Monthly Gross	16,300.00
Annual Cost to Company	195,600.00

A. Ingle



Exhibit 1 - INTELLECTUAL PROPERTY PROTECTION AND NON-COMPETE AGREEMENT

THIS AGREEMENT FOR INTELLECTUAL PROPERTY PROTECTION AND NON-COMPETE is executed between Mindtree Limited, incorporated under the Indian Companies Act 1956 with its registered office at Mindtree Ltd., West Campus, Global Village, RVCE Post, Mysore Road, Bangalore-560059, hereafter referred to as "Mindtree" and **Awan Ingle** hereinafter "You" upon acceptance of the apprenticeship offer and joining Mindtree in an apprenticeship status under the Apprenticeship Contract.

Your apprenticeship commences on the date of joining Mindtree as mentioned in the Joining Report you sign. This Agreement is deemed effective from such joining date.

You understand that Mindtree has developed and uses commercially valuable information including but not limited to technical, non-technical and other information in the various existing and projected areas of our business. To protect our legitimate interests, it is necessary to protect certain information (1) as confidential and trade secret and/or (2) by intellectual property rights such as patent, copyright, and/or other means of protection available under the laws (Information).

You may become acquainted and deal with such Information and may contribute to such information during your apprenticeship. Hence to protect such valuable information, in consideration of the stipend Mindtree provides to You, You hereby accept the terms and conditions below:

1. DEFINITIONS

As used in this Agreement, the terms have the below definitions and as defined in the Offer Letter above:

- a) "Cause for termination." "Cause" shall be defined to mean any reason or rationale for which Mindtree in its sole discretion and reasonably discretion deems it necessary to terminate, dismiss or suspend your services. Causes for dismissal include but not be limited to: Misconduct or negligence in the performance of, or persistent failure to perform your duties as an apprentice; Commission of an act of dishonesty, disloyalty or fraud in connection with your apprenticeship; Drug or alcohol use, or being under the influence of same, during working hours or on duty of Mindtree, conviction of, or plea of nolo contendere in, a crime, whether or not related to your apprenticeship; Breach of the provisions of this Agreement, conditions of the offer letter set out above (Offer Letter), Code of Conduct procedures or breach of Mindtree or applicable client policies, commission or omission of any act which is detrimental to reputation of the Company.
- b) "Client" shall mean such entities which are engaged or in the process of or have the prospect of entering into a business relationship with Mindtree or its affiliates or subsidiaries.
- c) "Compensation" means all payments and benefits provided to You by Mindtree during your apprenticeship, including, but not limited to, those set forth in the Offer Letter which shall be sufficient for and be deemed to be part of consideration for this Agreement as well.
- d) "Output" means those work products including but not limited to codes, derivatives customizations, enhancements, applications, documents, reports, proposals, statements, work flows and all other material. You make resulting partly or wholly from your apprenticeship with Mindtree.
- e) "Employer or Company" means Mindtree Limited and any business entity, which may be a subsidiary or affiliate of Mindtree Limited.

A. Ingle



f) "Intellectual Property" means all innovations, inventions, technology, engineering, trade secrets, trademarks, patents, copyrights to any copyrightable material, software systems, designs, programs, improvements, modifications, marks, mask works, new ideas, concepts, work products and developments, publications, manuals, business procedures, business, operational and marketing plans, programs, and processes, policies, techniques, know-how and methods of operations of Mindtree, including any such items developed, conceived or originated, either individually or jointly with others, by You during the course of your apprenticeship with Mindtree. The definition of "Intellectual Property" is intended to have the broadest meaning as permitted under applicable laws.

g) "Prospect" means and includes the entities with which Mindtree aspires to have a business agreement or understandings.

h) "Restricted Period" shall mean the period of apprenticeship and a further period ending 12 months following the termination/resignation or otherwise ending of your apprenticeship with Mindtree.

2. REPRESENTATIONS AND WARRANTIES.

You represent and warrant that:

a) Your apprenticeship with Mindtree does not cause directly or indirectly the breach of any agreements between You and third parties and you have no conflict of interest in your apprenticeship with Mindtree.

b) You warrant that Mindtree is the sole and exclusive owner of all rights and remedies in Confidential Information you receive from Mindtree and Intellectual Properties you create for Mindtree.

c) You shall not engage in any action, or refrain from engaging in any action, where such action or inaction or act or omission may cause directly or indirectly the breach of any agreements between You and third parties including but not limited to confidentiality or non-disclosure agreements or breach of Intellectual Property Rights.

d) You shall devote full time and attention to your Mindtree apprenticeship and perform your obligations in full compliance of Policies/practices of Mindtree as updated from time to time.

e) The Compensation included in the Offer Letter is the full and total compensation for the services and for the commitments made under this Agreement. You are not entitled any other compensation which is not included in the Offer Letter including, but not limited to, royalties, bonuses, and additional benefits.

f) You agree to hold in confidence all Confidential Information disclosed to you or developed by you in connection with the apprenticeship and agree that Mindtree is the sole and exclusive owner of all rights and remedies therein. You shall not, without our written permission use the Confidential Information for any reason other than to enable You to properly and completely perform the apprenticeship obligations. You shall not reproduce or make copies of the Confidential Information or of your Output, except as required in the performance of your apprenticeship.

g) Upon termination of your apprenticeship for any reason whatsoever, You shall promptly return all Confidential Information and all correspondence, drawings, blue prints, manuals, letters, notes, notebooks, reports, flowcharts, programs, proposals, documents concerning our Clients and all other documents, writings, and materials, laptops, software, tools or other assets utilized by You together with any copies or other reproductions thereof made by You or in your possession or control.

A. Ingle



- h) You have a 'Duty to Speak' and You shall immediately notify us of any information or event which comes to your attention which indicates there has been or might be a loss of confidentiality of such Confidential Information or an actual or potential compromise of Mindtree or its Clients' Intellectual Property Rights.
- i) You agree to abide by the requirements defined under any security, privacy or other regulations or certifications which Mindtree is obligated to comply or is certified to is certified in future.
- j) You shall comply with all reasonable requirements/obligations which Mindtree or its Clients require You to undertake including additional background checks or verifications from time to time, access restrictions, trading compliance requirements etc.

3. INTELLECTUAL PROPERTY OBLIGATIONS

- a) All works resulting from your apprenticeship are "works made for hire" as defined by international copyright laws. You shall promptly disclose to us and or to our Clients as necessary, in writing if requested, any and all inventions conceived or made by You during the period of your apprenticeship.
- b) You hereby assign all of your interests in your Output to Mindtree. Without any additional Compensation or payments of any kind, you shall execute any and all applications, assignments or other instruments which are deemed necessary to apply for Intellectual Property Rights registrations anywhere in the world.
- c) You shall comply with all Mindtree and its Clients' policies that may be in effect from time to time relating to record keeping related to Intellectual Properties.
- d) You shall place all appropriate notices of patent rights, trademark rights, and copyrights and all other Intellectual property Rights on all works resulting from your apprenticeship.
- e) You understand that subsequent to the apprenticeship termination or retirement as the case may be, your assistance may be needed in regard to securing, defending or enforcing any Intellectual property Rights in which you may have been an inventor or co- inventor. If your assistance requires substantial utilization of your time. We shall pay reasonable compensation at a rate to be agreed but not higher than the last salary paid to you by Mindtree. Such assistance may include but may not be limited to executing any and all documents, patent, copyright or other applications and assignments to us or our designee (s), making and keeping proper records, and giving evidence and testimony.
- f) In case of a dispute between You and Mindtree where you have or are alleged to have copied or published or distributed or have done any act in respect of our Confidential Information or our Clients' Intellectual Property which has breached or is likely to breach our rights and remedies herein, the presumption of a breach by you shall be at the highest level allowed by law and the burden of proving otherwise shall rest with you.
- g) The terms of this section shall survive termination of your apprenticeship or retirement.

A. Ingle



4. INDEMNIFICATION

You shall indemnify Mindtree, its directors, employees from and against any loss, damage, or injury Mindtree suffers or is likely to suffer as a result of any of your breach of this Agreement, breach of any third party intellectual property by You, breach of the terms of your Offer Letter or that of Mindtree's Policies/practices and for all acts or omissions. Such indemnity shall include but not be limited to losses, damages, injuries, or liabilities, losses, expenses, attorney fees, liabilities, costs of suits, costs or arbitration, or costs or appeal, etc. The indemnity obligation herein shall survive of your apprenticeship or retirement.

5. REASONABLE NON-COMPETE

i) You warrant that during the Restricted Period:

a) You shall not engage directly or indirectly in any professional services or employment nor advice, manage, render or perform services to or for any person or entity during the term of your apprenticeship with the Company. You agree that Mindtree's services are highly specialized. You further agree that the identity and particular needs of the Mindtree's Clients are not generally known in the industry. Documents and other information regarding Mindtree's services, pricing and cost as well as information pertaining to Mindtree's Clients including but not limited to identity, location, service requirements and charges to the Clients are highly confidential and secret and hence, you shall not for a period of one year from the termination / resignation / severance of your contract of apprenticeship for any reason whatsoever, directly or indirectly engage yourself in any capacity in any professional service or employment which is engaged in a business competitive to that of the Company within the geographical location wherein the Company does its businesses. You are, however free to engage yourself in any profession or employment provided your such future engagement is not competitive and such engagement is in full compliance of all the terms of your apprenticeship terms.

b) Shall not own an interest in any business which directly competes with Mindtree, except, however, nothing herein shall preclude You from owning, as a passive investor, up to one percent (1%) of the outstanding shares in a publicly traded Company for the shares of which an active public trading market exists.

c) And during the term of your apprenticeship, shall not under any circumstances, directly or indirectly solicitor attempt to solicit the Mindtree's and/or any of its subsidiaries' and/or affiliates' and/or group companies' personnel to leave the employment of Mindtree and/or any of its subsidiaries and/or affiliates or apply for employment with any third party or encourage such personnel of the Company. You have further agreed that you shall not engage in soliciting business or allied business that is in any way similar, identical or competitive with the business, activities, services of the Company, or with those Clients of Mindtree with whom you may have had any contact during your apprenticeship and for a period of one year after your apprenticeship ceases with us.

ii) During your apprenticeship, you shall not establish, work for, consult to, or assist in any way, whether in a paid or unpaid capacity, any individual, partnership or other business entity or associate as a sole proprietor, owner, employer, partner, principal, joint venturer, associate, consultant, contractor or otherwise which competes with Mindtree with respect to any of the services, products, trade secrets, Information, Inventions or other matters of Mindtree unless expressly such association has been preapproved in writing by Mindtree.

A. Ingle



You confirm that you have assessed the terms of this section carefully and accept these upon having conducted appropriate verifications of your own.

6. GENERAL

a) In the event of any material breach of any obligation of this Agreement, Mindtree reserves the right to take any appropriate legal action before the competent local court. Additionally, in view of the nature of IT Services business where a breach can cause irreparable loss or damage, Mindtree may at its sole discretion seek immediate injunctive relief or specific performance of your obligations in addition to any other remedy or damages in law or equity.

b) This Agreement along with conditions of the Offer Letter, the Code of Conduct Procedures, the Joining Report and Mindtree Policies form the framework of your apprenticeship and governing conditions.

c) If any provision of this Agreement shall be held by a court of competent jurisdiction to be contrary to law, the remaining provisions of this Agreement shall remain in full force and effect to the extent possible under applicable laws.

d) Each and all of the provisions of this Agreement shall be binding upon and shall inure to the benefit of the successors and assigns of Mindtree.

e) This Agreement shall be construed according to the laws of the Republic of India and subject to the exclusive jurisdiction of Bangalore courts.

f) The terms of this Agreement shall remain in full force and effect both during the continuation of your apprenticeship, and after termination of your apprenticeship for any reason whatsoever as per survival provisions mentioned herein.

g) Any failure by Mindtree to enforce at any time any of the provisions of this Agreement shall not operate as or be deemed a waiver of such right, privilege or remedy or as a waiver of any preceding or succeeding breach by You.

A. Ingle



Code of Conduct

Summary:

Mindtree Minds are expected to follow a professional code of conduct and work ethics. The intent of this document is to lay the ground rules for professional and disciplined behavior in the office premises and/or at client locations. Mindtree cannot anticipate all situations that may arise during your employment. When in doubt about an appropriate course of conduct, please contact your supervisor or a People Function representative.

Your employment with Mindtree is subject to your acceptance of this Code of Conduct Procedure. All Mindtree Minds are required to read, understand and sign the Code of Conduct procedures when they are hired.

Objective:

To define guidelines on the professional code of conduct and work ethics in the office premises and/or at client locations.

Eligibility/Applicability:

All Mindtree Minds, Mindtree's clients, vendors, partners etc.

Code of Conduct :

The policy details various scenarios under which Code of Conduct is monitored.

1) Personal Interest v/s Mindtree's interest

In day-to-day work scenarios, you could face situations where a possible course of action would advance your personal interests at the expense of the company. In such situations, you are expected to put the best interests of the company first. When in doubt, please check with People Function and/or your Manager.

2) Use of proprietary or confidential information of third party

You should not disclose to Mindtree, bring onto Mindtree's premises or induce Mindtree to use any confidential information that belongs to anyone other than Mindtree or yourself. You are instructed neither to make use of any confidential or proprietary information of a third party in the course of performing your job duties or services, nor include or incorporate any such information with or into any product or work that you create, design, or develop for or on behalf of Mindtree in the course of performing your duties or services unless you have the prior written consent of Mindtree. Reference to 'Mindtree' above includes Mindtree's clients, vendors and partners as well.

3) Office for Profit

Without the consent of Mindtree, you are prohibited from initiating or accepting any work as an Employee, consultant, adviser or as a member of board of directors of any other company. If you wish to seek approval for such outside work, please contact your People Function representative.



4) Vendor relationship

In your capacity as a Mindtree Mind or Consultant, neither you in the capacity of employee nor any of your immediate family members can be a vendor of Mindtree. You shall not accept advice, service, or gifts or presents in kind or cash from a vendor of Mindtree with a value greater than \$25. If you receive any gifts from a vendor with a value greater than \$25, or if a vendor engages in a pattern of offering you small gifts, please inform your reporting manager or ask People Function for guidance.

5) Using Mindtree's time and assets

You should not use Mindtree's or its customers' time or any of its assets for performing outside or personal work. In addition, you should not abet, entice, motivate, help, or coerce fellow employees to use such time and assets for outside or personal work that could reasonably be construed to have a detrimental effect on Mindtree.

6) Personal Relationship

Your spouse or any other member in your immediate family may be working with a competitor or vendor of Mindtree. This calls for extra-sensitivity to confidentiality of Mindtree's information as there is a possibility that the closeness in relationship could lead to inadvertently compromising Mindtree's interest. You are requested to be aware of the potential conflicts that might arise and inform the People Function accordingly.

If you are a member of an Enabling function such as People Function, Finance, IS etc you cannot have an immediate family member employed in another function/role in Mindtree, unless it has been explicitly approved by the head of People Function.

7) Equal Opportunity

Mindtree is an equal opportunity employer and makes employment decisions on the basis of merit. The Company seeks to have the best available individual(s) in every position. Mindtree prohibits unlawful discrimination based on race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by federal, state or local laws.

Mindtree is committed to complying with all applicable laws providing equal opportunities to individuals regardless of race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by law. This responsibility applies to all persons involved in the operations of Mindtree and prohibits unlawful discrimination by any Mindtree Mind, including supervisors and coworkers.

Mindtree prohibits taking negative action against any Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation. Any Mindtree Mind who retaliates against another Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment.

8) Dating/Romantic/Sexual Relationships

Mindtree recognizes that sometimes employees enter into personal relationships in the workplace, and this provision is not intended to prohibit such relationships. However, certain romantic or sexual relationships can interfere with the smooth operation of its business. Some of these relationships can also result in actual or potential disclosure of confidential or sensitive information and can have other detrimental effects. Mindtree reserves the right to determine when a relationship presents a problem in the workplace.



Without limiting its discretion to address problematic relationships or situations, Mindtree offers the following guidelines:

During working time and in working areas, employees must keep personal exchanges limited so that others are not distracted or offended, and so that productivity is maintained. During nonworking time, such as lunches, breaks and before and after work periods, employees may have appropriate personal conversations in non-work areas as long as their conversations and behaviors could not be perceived as offensive or uncomfortable to a reasonable person. Employees are strictly prohibited from engaging in conduct that would be deemed inappropriate by a reasonable person while on company premises, regardless of whether they are working at the time.

Mindtree generally considers employee off-duty conduct as private, as long as the conduct does not create problems within the workplace. Exceptions to this principle, however, involve 1) romantic or sexual relationships between supervisors and subordinates (regardless of the reporting structure) or 2) romantic or sexual relationships between any employee in the People Function or Finance departments and any other employee. Both employees involved in a relationship in either of these categories must immediately disclose to Mindtree the existence of a romantic or sexual relationship. Such required disclosure must be made in writing to People Function. People Function will provide an appropriate form upon request. Failure to make this disclosure may result in disciplinary action up to and including termination of employment. This disclosure will enable Mindtree to determine whether, given the relative positions of the individuals involved, action should be taken.

If Mindtree determines that action must be taken, it may ask one or both of the employees to transfer to another position, location, or project. If a transfer proposed by Mindtree is refused, or if Mindtree determines that the situation cannot be adequately addressed by transfer (or if Mindtree determines that transfer otherwise would not be in the best interests of Mindtree), Mindtree may terminate the employment of one or both employees. Mindtree has the sole discretion to determine whether a problem exists and how to address it. Accordingly, Mindtree is not limited to transfer and discipline/termination as its only options.

9) Personal Behavior

Mindtree expects all Mindtree Minds to be honest and fair in dealing with people, customers, vendors, competitors or others because you are the brand ambassador of Mindtree and your actions help to form others' impressions about Mindtree.

10) Breach of Discipline

As discussed above, Mindtree expects all Mindtree Minds to behave in a professional manner. Listed below are categories of inappropriate conduct that may lead to disciplinary action, up to and including termination of employment from Mindtree (This list is just illustrative and not exhaustive).

"Theft, fraud, forgery, embezzlement, misappropriation; dishonesty, harassment, indecent behavior, sexual advances, suggestive remarks, racial slurs, derogatory remarks/discrimination on - disability, veteran status, national origin, sexual orientation, race, color, religion, political affiliation, sex, or age. The list also includes forwarding/ viewing pornographic material at work or on work computers or other devices, willful insubordination, disobedience, absence without leave, habitually irregular attendance, neglect of work, willful damage of company property, disclosing/divulging trade secrets/confidential information/special processes/methodologies, unfair dealing with parties, false representation/misrepresentation, false recording/reporting of information, drunkenness, riotous behavior, commission of certain criminal offense(s), aiding or abetting any act listed herein, willful breach of law/rule / policy / guideline/procedure, working under the influence of alcohol or illegal drugs, creating/encouraging an offensive work environment, etc."



In the event Mindtree receives information suggesting that you may have engaged in any of the conduct described above, People Function personnel may require you to undergo necessary tests/assessments/inquiry as appropriate. You will be expected to cooperate in any investigation People Function or Mindtree management conducts or directs. Mindtree reserves the right to test Mindtree Minds for drug and alcohol use for cause or when a client requires testing.

11) Usage of Assets

As a Mindtree Mind, you will come in contact with the below mentioned assets as part of your job. You shall not disclose or divulge any of these assets without permission. You also shall not give false information, misinterpret or misquote any of these assets.

Information which can safely be construed as intellectual property or as copyrightable material includes the following -

- o Product of ideas and hard work
- o Confidential data
- o Any business/functional plan
- o Personal information
- o Design
- o Processes and know-how
- o Any internal databases
- o Patents /application
- o Copyrighted material
- o Methodologies, Services etc.

You will also ensure that company confidential information is not used for -

- o Benefiting a third party,
- o Having reciprocal dealings for personal benefits,
- o Acquiring pirated, illegal unlicensed software,
- o Receiving or giving extensive gifts/presents,
- o Following any practices that lead to monopolies or restrict trade,
- o Causing any violation of legal or statutory requirements, etc.

Please understand that unintentional disclosure of proprietary information can be just as harmful as intentional disclosure. Hence you are directed not to disclose Mindtree's confidential information to anyone (including fellow employees, if you are unsure of whether to divulge or not) unless otherwise required or permitted by law or directed by Mindtree management.



12) Workplace Etiquettes

Workplace etiquette and housekeeping of personal space is a discipline. You must keep your desk space area clean at all times and should put away any papers, books, files, stationery, etc. when you close work for the day. You must ensure that you maintain minimum noise levels at all times so as not to disturb others. Please be conscious of Mindtree's Green council policy while using company / customer provided resources like printers, stationery, etc.

All Mindtree facilities/ campuses are designated as non-smoking zones. If you wish to smoke at work, please make use of designated smoking areas only.

It is imperative to safeguard the assets (computers, telephones, LCD, etc.) of the company from dishonest, illegal or willfully negligent acts. It is a serious violation to remove any assets from the company or use for personal benefit.

13) Information Disclosure

As a Mindtree Mind, you are expected to maintain the confidentiality of Mindtree's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. If in doubt about whether a document or other information should be considered confidential, please contact your supervisor or People Function representative.

Mindtree Minds should not speak to the media on Mindtree's behalf without contacting company spokesperson/public relations personnel. All media inquiries should be directed to them.

You must be aware that Mindtree subscribes to the provisions and guidelines of security controls as defined under ISO 27001 in the current form and with any subsequent changes. In Mindtree, you are expected to adhere to the defined compliance under the security policy. Any breach of information security controls may result in disciplinary action up to and including termination of employment.

14) Information privacy

For privacy related rights please refer to the Data Privacy Policy available in People hub and <https://www.mindtree.com>.

Agreed and Accepted

Signature : A. Ingle

Name : Awan Ingle

Date : Jul 5, 2022

Mindtree Offer Letter

Final Audit Report

2022-07-05

Created:	2022-07-03
By:	Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAn83Dt2mojs9QlwNbxmSbbJr92_LexFbd

"Mindtree Offer Letter" History

-  Document created by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
2022-07-03 - 10:06:57 PM GMT - IP address: 20.44.36.220
-  Waiting for Signature by avan.ingale@gmail.com
2022-07-03 - 10:07:01 PM GMT
-  Document e-signed by Avan Ingle (avan.ingale@gmail.com)
E-signature hosted by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
Signature Date: 2022-07-05 - 3:10:49 PM GMT - Time Source: server- IP address: 103.109.139.4
-  Agreement completed.
2022-07-05 - 3:10:49 PM GMT



minimalist_

A member of Uprising Science Private Limited

STRICTLY PRIVATE & CONFIDENTIAL

Date: January 29, 2022

To,
Shrutika Lambade


OFFER LETTER

We are pleased to offer you an exciting role in the "Research & Innovation Team" department at Uprising Science Pvt Ltd. Your remuneration package and terms of employment are described as below:

1. **Employer:** Uprising Science Private Limited (USPL)
2. **Job Title:** R&D Associate
3. **Location:** Your initial place of posting will be Jaipur. However, USPL reserves the right to transfer you to any other office in India.
4. **Salary:** Your CTC will be Rs.7,00,000 per annum, where Rs.5,50,000 will be fixed and Rs.1,50,000 will be annual bonus paid at the end of the year. PF, ESIC, TDS (if applicable) will be deducted from your gross monthly salary as per statutory norms.
5. **Date of Joining:** You are expected to join on February 07, 2022 at 10:00 AM
6. **Probation:** You will be on probation for a period of 3 months during which your performance & capabilities will be measured. Post probation, if your performance & conduct are found to be satisfactory, you'll be appointed as permanent employee.

 hr@uprisingscience.com
www.uprisingscience.com

 +91 9723 19000

 3rd Floor, H1-10, G.I. Nagar, U.P. Banker
Jaipur, Rajasthan, India - 302018

Other need-based outstation Travel and Hotel booking requirements shall be arranged from Corporate front office desk aligned with applicable per diem policy of the group.

m_

minimalist_

A brand of Uprising Science Private Limited

7. **Termination:** The employee will not disclose any confidential information related to USPL to any third party, or get into same line of business as USPL for at least 3 months after termination from USPL.

Please sign this letter and return it to us by January 31, 2022 to indicate your acceptance of this offer.

Wishing you a successful career at USPL!

For Uprising Science Private Limited

Yadav


Mohit Yadav
Co-Founder, Uprising Science Pvt Ltd


I have read the above terms & conditioners of the job offer and hereby accept the offer.

Date: _____

Signature: _____

 help@uprising.in
www.uprising.in

 +91 9729 4834

 3rd Floor, H-10, S.I. Marg, I.I.T. Road
Nagar, Mohali Punjab, India - 140218



Date: 27-09-2021

Ref: CC/PER/MUM/21-22/01

SAISH N. KATOLE

Hanuman Nagar, B/H Kholapuri Gate Police Station, Amravati – 444601

Sub : Employment Offer Letter

Dear Saish,

With reference to your application and subsequent discussion you had with us, we are pleased to offer you the position of "**Business Development Executive**" at our Vashi, Navi Mumbai office and can be transferred to other location depending upon the requirements.

You are required to submit the following documents on your joining:

1. Copies of Education/Professional qualifications
2. Relieving / Acceptance of resignation letter from last employer, if any
3. Two passport sized photograph
4. Identity and Address Proof (Aadhar Card/PAN)

The letter of appointment with all the terms and conditions will be issued to you on your joining. You will be on probation for a period of one year from the date of joining the company. You will be paid consolidated salary of Rs. **2,17,000/-** annually. Details are mentioned in **Annexure-I**

You shall join our company on **Monday 4th October 2021** failing which this offer automatically stands withdrawn. The company shall not be liable to any claim, monetary or otherwise, in respect of withdrawal of the offer. Please report to our office and complete joining formalities on **4th October 2021**.

Please return the duplicate copy of this letter duly signed by you as a token of your acceptance of the offer.

Thanking you.

HR Department
CARECHEM CORPORATION

CARECHEM CORPORATION
307, Central Facility Building No. 2, Phase II, Sector 19C, Vashi, Navi Mumbai – 400 705
Tel: +91-22-27666851 / +91-9137195301
Email: sales@carechemcorp.in Web: www.carechemcorp.in

Annexure – I

	Monthly	Annually	
Basic	13,500	1,62,000	
Conveyance	2,500	30,000	
Total	16,000	1,92,000	Take home salary subject to other applicable deductions (e.g. professional tax any)
Incentive Bonus	2,083	25,000	
Total	18,083	2,17,000	
Incentive Bonus		25,000	To be paid after completion of the year based on performance evaluation

Ref: /SPATZ/Ahmedabad/18/2021

To,

Miss. Mohini D. Shah ,

SUB: Appointment Letter

We are pleased to offer /appointing you employment w.e. from 6th September 2021 as "Back Office Sales Executive " with Spatz Cosmeceuticals Inc. on the following terms and condition

1. **Job Title:** Your job Title will be "Back Office Sales Executive" and you will report to your respective department head.
2. **Salary:** Your salary and other benefits will be as set out as follows

Your Total Salary will be Rs. 12,000 /- per Month.

3. **Place of posting:** You will be posted at Ahmadabad. You may however be required to work at any place of business which the Company has, or may later acquire. You may be posted / transferred to an office /project division/ Department / Unit in Gujarat depending upon the exigencies of work.
4. **Hours of Work:** The normal working days are Monday through Saturday. You will be required to work for at least 9 hours per day as necessary for the proper discharge of your duties to the Company.
5. **Notice Period & Termination:**
If you desire to leave our employment, you will give at least one – month notice in writing to the company to that effect and you will be relieved from the services of the company after effective handling over of your charges is done within the stipulated period. However, the company reserves its right to waive the said notice period and relieve you till completion of the assignments, which are given to you.
6. You will follow all rules of discipline and maintain secrecy. You will keep all information as confidential, which you will come across during the course of your employment with the company. If it is found by the company that any information is diverted through you intentionally or otherwise it will not only amount to breach of this contract and trust but you will be liable to pay compensation to company. In this respect opinion of the company will be final.
7. Whatever systems, methods, jobs, assignments, which you will develop during the tenure of your employment, will become the property of the company.
8. You will not refuse any assignment given to you by the company even though the same is not of your grade or area of operation.





minimalist_

A brand of Uprising Science Private Limited

STRICTLY PRIVATE & CONFIDENTIAL

Date: January 29, 2022

To,
Laxmi Jaiswal

OFFER LETTER

We are pleased to offer you an exciting role in the "Research & Innovation Team" department at Uprising Science Pvt Ltd. Your remuneration package and terms of employment are described as below:

1. **Employer:** Uprising Science Private Limited (USPL)
2. **Job Title:** R&D Associate
3. **Location:** Your initial place of posting will be Jaipur. However, USPL reserves the right to transfer you to any other office in India.
4. **Salary:** Your CTC will be Rs.7,00,000 per annum, where Rs.5,50,000 will be fixed and Rs.1,50,000 will be annual bonus paid at the end of the year. PF, ESIC, TDS (if applicable) will be deducted from your gross monthly salary as per statutory norms.
5. **Date of Joining:** You are expected to join on February 07, 2022 at 10:00 AM
6. **Probation:** You will be on probation for a period of 3 months during which your performance & capabilities will be measured. Post probation, if your performance & conduct are found to be satisfactory, you'll be appointed as permanent employee.



m_ minimalist_

A brand of Uprising Science Private Limited

7. **Termination:** The employee will not disclose any confidential information related to USPL to any third party, or get into same line of business as USPL for at least 3 months after termination from USPL.

Please sign this letter and return it to us by January 31, 2022 to indicate your acceptance of this offer.

Wishing you a successful career at USPL!

For Uprising Science Private Limited

Mohit Yadav

Mohit Yadav
Co-Founder, Uprising Science Pvt Ltd

I have read the above terms & conditioners of the job offer and hereby accept the offer.

Date: _____

Signature: _____

CIEL/20073-AL/Ritestar Products Pvt. Ltd/Aug/2021

APPOINTMENT LETTER

Dear **Kinjal Sudhir Chandhark**,

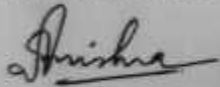
We are pleased to offer you employment in our organization as **F&D Chemist**, on the following terms and conditions:

1. Your date of joining will be **02 Aug 2021**.
2. During the period of your employment, your services could be deputed at the sole discretion of the Management to any of our client's company to do work pertaining to or incidental to the clients business.
3. Details of your salary break up with components are as per the enclosure.
4. Apart from the above any other expenses including travel expenses incurred by you in connection with its obligations under this engagement, with the prior approval of our client, shall be reimbursed by CIEL, at actuals subject to the submission of appropriate bills, receipts and supporting documents related to such expenses.
5. You will be covered under a Group Accident Insurance Scheme to the extent of Rs.200000 and medical insurance up to Rs.100000 per annum. This policy will come into effect after 30 days of joining the company.
6. You will be eligible for one day leave per month as per the company policy, during the period of your contract of employment.
7. You will be entitled to all other statutory benefits wherever applicable during your employment.
8. The employment shall be terminable by either party giving 15 days notice in writing or salary in lieu of notice, to the other; in the event of the project work for which you are being employed comes to an end, the organization may re-deploy you to other projects subject to you clearing the pre-requisites.

We are consciously endeavoring to build an atmosphere of trust, openness, responsiveness, autonomy, and growth among all members of the CIEL HR family. As a new entrant, we would like you to whole-heartedly contribute to this process.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return it to us.
With warm regards,

Yours truly,
For CIEL HR Services Pvt Ltd.



Aditya Narayan Mishra
CEO

I hereby accept the above-mentioned terms and conditions

Signature:
Date:

21st December, 2021

Mr. Rahul Hiralkar
Behind SKK College,
DP Road, Jalgaon Jamod,
Dist: Buoldhana

Sub: Letter of Intent – "Trainee – Quality Assurance and R&D"

Dear Mr. Rahul,

With reference to your application for the post of "Trainee – Quality Assurance and R&D", and your subsequent interview with us, we are pleased to inform you that you have been selected to the above post. Your appointment will be as per the terms of the appointment letter applicable to you.

In connection with above, we are pleased to confirm the offer as per discussion had with you. You will be paid monthly stipend of Rs. 15,000/-.

You are required to join your duties on or before **3rd January 2021** at our **Atgaon** unit. Send us true attested copies of the following documents, for personnel records:

1. Birth Certificate / School Leaving Certificate for proof of age.
2. Certificate in support of Educational Qualification
3. PAN and Aadhaar Card
4. Certificate of Work Experience
5. Document showing last drawn pay
6. Relieving Letter from last Employer.
7. 2 Photographs

This letter does not constitute your appointment and the regular letter of appointment will be issued to you after joining. Your appointment will be effected on your formal acceptance of the terms of appointment offered to you and completion of prescribed formalities.

You are required to sign the duplicate copy of this Letter of Intent and return it to us by way of acknowledgement and acceptance of its terms.

Yours faithfully,
For The Vanity Case Group of Companies


Authorized Signatory

IVORY

Date: 04/10/2021

Ms. Shruti Deshpande,
Kale-layout, Gatai Apartment, Wadgaon Road,
Yavatmal. Pin-445001
Dist.: Yavatmal. Pin-445001, (M.S)
Mob: 8788653489

TERMS OF APPOINTMENT AND EMPLOYMENT

Dear Ms. Deshpande,

We refer to the interview you had with us and are pleased to inform you that you are selected for the post of "Officer-R & D."

The Terms and Conditions, which are as follows:

1. You will be designated as "Officer-R & D."
2. You will join us on or before 04.10.2021

Presently your Salary Grade will be as under:

A. Monthly Allowance	Per Month	Per Annum
	Rs.	Rs.
Basic	6075.00	81000.00
H.R.A.	2025.00	24300.00
Conveyance	2025.00	24300.00
Special Allowance	4200.00	50400.00
Total of Monthly Allowances	15000.00	217184.00

IVORY SOAP WORKS LIMITED

REGD. OFFICE: H-44, MIDC INDUSTRIAL AREA, AMBAD, NASHIK-422 010

Tel: (0253) 6603424/5 / 2381436 / 2381654 • Fax: (0253) 6603426

BRANCH OFFICE: K K CHAMBER, FIRST FLOOR, P. THAKURDAS ROAD, FORT, MUMBAI - 400 001

Tel: (022) 43482300 • Fax: 43482101 • E-mail: ajay.ramnathkar@gmail.com • www.ivorysoapworks.com

Date: 23.8.2021

To,
Mrs. Bhakti Subhash Khilare
Palghar

Subject: Letter Of appointment

This is with reference to your application and personnel interview with Dr. Manir A. Chandniwala
We are happy to offer you to work as an associate with the said designation in our organisation. Your job
specification, Remuneration, and other terms And conditions are mentioned as below
You will be Kept on first 3 month probation.

- 1) Job Designation : Asst. Production chemist.
- 2) Job Reporting : At Palghar Plant
- 3) Core Area of Operations : Production
- 4) Department Reporting : To all seniors , Head of department, Managers & Proprietor
- 5) Job specification : (Duties and responsibilities)

Your major area will be looking at all production and packaging activities which includes.

- a) Carrying out day to day routine work in production.
- b) Planning and effective execution of work and production activity
- c) Putting all the efforts to achieve daily production targets/planning and to keep a check to produce quality product without any errors.
- d) Maintaining all records like daily reports, PMP, production and packaging reports, weekly and monthly reports which are required by management from time to time.
- e) Coordinating with other departments as well as with customers, vendors when and where - required

6) Remuneration

- a) **Salary** : On completion of your job specification company will pay you net 15000/- Indian rupees
- b) **Increments** : Company should give you increment of average 8 to 10 percent annually. However the sole decision of increments lies with management which will depend on individual performance, company growth and company's financial situation. Company may exceed increment percentage in special cases looking into the performance of the candidate/employee.
- c) **Bonuses** : Company does not pay any annually bonuses separately.
- d) **Daily allowances** : Company can give allowances upto Rs 500/- if travelling from nearby stations like palghar, umreth station to Kolgaon. Railway pass upto 500 Rs. Per month or quarter can given on produce of the past. Any official trip cost will be given accordingly as actual. All transportation expense on official work will be paid at actual and lodging and food should not exceed 700 Rs. Per day or in special cases should be approved by management in advance.
- e) **Overtime** : Company can pay overtime @ of 1.5 times of hourly wages to an employee who is called to work on non working days. Min overtime should be 2 hours at any given period to be eligible for payment unless pre specified or approved by management & information should be preapproved and reported to HR or senior and should be done only when required.
- f) **Holidays** : Company will give 13 days paid holidays once employee have completed 1 year of the service or as per the leave policy decided by management from time to time. On exhaustion paid leaves company will deduct wages for those days on which employee have not reported to work. Employee will also be eligible for festive holidays which are pre specified in the list made by HR department.

only

7) Terms & Condition

- a) Our offer to work as a associate with our organisation will be effective from tentative 23.8.2021
- b) You should not negotiate or compromise with any third party including customers.
- c) You will be duty bound and will keep all the trade and business information confidential and will never pass the information to anybody outside your core team and even to an outsider even in case when you have separated from the company.
- d) This company will sign an MOU agreement with you which will be legally complied.
- e) You will be only working with M/S Influx and do all work assigned with at most sincerity and dedication
- f) During your period of service you should not engage in any other business or occupation or activity
- g) Your service will be transferable to any department as per management requirement
- h) You will be liable to follow all the rules and condition which will be levied by company from time to time.

8) Separation :

Incase of disassociation with company you will be liable to give 30 day written notice period if you have worked for less than 3 years and minimum of 60 days notice period if one has worked for more than 3 years of services and you should complete all your entrusted work during this notice period till your last min of work. In case on non reporting to work during this company then company will be liable to take appropriate legal action towards that employee and claim all the damages caused or minimum of 3 months current salary will be fined whichever is more.

Company can discontinue services any employee with or without prior notice. Company in this situation will be liable to pay 1 month salary till completion of notice period or have to pay 1 month salary in 30 days time if immediate discontinuation of services happens due to any valid reasons if separation is genuine without any false act

9) All Disputes related to your employment if any should be subject to Mumbai jurisdiction only

For INFLUX HEALTHTECH PRIVATE LIMITED

Director
(Return to Miss. Bharti Subhash Chitambar)

on acceptance of the offer letter)

Miss. Bharti Subhash Chitambar have thoroughly understood the offer letter, terms and condition and I accept the opportunity to work with M/S Influx Healthtech Private Limited.

Sign and left Thumb impression of employee

Attach complete postal address with photo ID.

Give name of 2 references (local will be preferred)

Photo copy of mark sheets of should be attached

MsShivani R Kothale

05/02/2022

Sub: Appointment & Offer Letter

CONGRATULATIONS! We are pleased to inform that you have been offered to work with us as executive in the production/Formulation department.

We are delighted to make you the following job offer.

This is a permanent, full time position and reports to the General Manager.

We would like you to start work on the 14.02.2022 at 10.00 AM. Please report to MrChauhan, General Manager, for documentation and orientation. If this date is not acceptable, please contact us at the below address/ phone number immediately. If you miss to contact us, then your employment would be on hold/ terminated status due to NCNS (No Call No Show) without prior notice.

Please sign the enclosed copy of this letter (Annexure 1) and return it to HR to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our Company and look forward to work with you.

Welcome & all the very best!

Yours sincerely,

Nitin Joshi

CEO

Annexure 1

Benefits Information:

As discussed with you, you will be paid a CTC of Rs.15000.00 per month. Deduction of PF and ESI contribution on your gross salary will be done as per company policy. Based on the performance during this period, your further increments will be considered based on your performance within 3 months. CTC can be considered @ Rs.18000.00

Terms & Conditions

1. Employees joining the "Company" would be on probation/ learning period for 180 days. Post reviewing the performance, the employment would be "Confirmed".
2. When you are on Probation period, you will not be eligible to avail leave. There will be no exception made for this condition.
3. Employees would not be eligible for any of the benefits while on probation period except for PF and ESI and professional tax if applicable.
4. "Company" has the authority to terminate the employment/ put the employee on corrective action for unsatisfactory performance.
5. "Company" also reserves the rights to terminate the employment without any reason/ prior notice.
6. If the employee quits the "Company", they are required to service 30 days of notice period. Employees who fail to adhere would need to pay the difference amount of their notice period/ one salary whichever is higher.
7. In case of No call No show, "Company" will hold on to the relieving letter and any full & final settlement as applicable.
8. Employees will be eligible for Gratuity as per government law/ guidelines.
9. For availing leaves, employee must be confirmed with the "Company". Employees should also inform the immediate supervisor for casual leave in advance. The "Company" reserves the authority for processing "LOP" (Loss Of Pay) for the number of unauthorized days.

Declaration:

I accept the offer as outlined above and by signing this letter, I am agreeing and accepting the terms & conditions of the "Company"

(Name) _____ Date: _____

(This letter contains information which is confidential and is intended for the use of the person or the organization to which it is addressed and shall be used solely for the purpose for which it is provided. The Company accepts no liability caused by the misuse of this letter.)

08/01/2022

Mr. Amey Diliprao Deshmukh
Shegaon Square,
Amravati, Maharashtra

Sub: Appointment & Offer Letter

CONGRATULATIONS! We are pleased to inform that you have been offered to work with us in the production department.

We are delighted to make you the following job offer.

This is a permanent, full time position and reports to the General Manager.

We would like you to start work on the 17.01.2022 at 10.00 AM. Please report to Mr Chauhan, General Manager, for documentation and orientation. If this date is not acceptable, please contact us at the below address/ phone number immediately. If you miss to contact us, then your employment would be on hold/ terminated status due to NCNS (No Call No Show) without prior notice.

Please sign the enclosed copy of this letter (Annexure 1) and return it to HR to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our Company and look forward to work with you.

Welcome & all the very best!

Yours sincerely,

(Dr Chitra Phadnis)
CEO

----- Page Break -----

08/01/2022

Mr. Shrikant Ramesh Shriram
Balaji Nagar,
Jaha.

Sub: Appointment & Offer Letter

CONGRATULATIONS! We are pleased to inform that you have been offered to work with us in the production department.

We are delighted to make you the following job offer.

This is a permanent, full time position and reports to the General Manager.

We would like you to start work on the 10.01.2022 at 10.00 AM. Please report to Mr Chauhan, General Manager, for documentation and orientation. If this date is not acceptable, please contact us at the below address/ phone number immediately. If you miss to contact us, then your employment would be on hold/ terminated status due to NCNS (No Call No Show) without prior notice.

Please sign the enclosed copy of this letter (Annexure 1) and return it to HR to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our Company and look forward to work with you.

Welcome & all the very best!

Yours sincerely,

(Dr Chitra Phadnis)
CEO



Annexure 1

Benefits Information:

As discussed with you, you will be paid a CTC of Rs. 15000.00 per month. Deduction of PF and ESI contribution on your gross salary will be done as per company policy. Based on the performance during this period, your further increments will be considered based on your performance within 3 months. CTC can be considered @ Rs. 18000.00

Terms & Conditions

1. Employees joining the " Company" would be on probation/ learning period for 180 days. Post reviewing the performance, the employment would be " Confirmed" .
2. When you are on Probation period, you will not be eligible to avail leave. There will be no exception made for this condition.
3. Employees would not be eligible for any of the benefits while on probation period except for PF and ESI and professional tax if applicable.
4. " Company" has the authority to terminate the employment/ put the employee on corrective action for unsatisfactory performance.
5. " Company" also reserves the rights to terminate the employment without any reason/ prior notice.
6. If the employee quits the " Company" , they are required to service 30 days of notice period. Employees who fail to adhere would need to pay the difference amount of their notice period/ one salary whichever is higher.
7. In case of No call No-show, " Company" will hold on to the relieving letter and any full & final settlement as applicable.
8. Employees will be eligible for Gratuity as per government law/ guidelines.
9. For availing leaves, employee must be confirmed with the " Company" . Employees should also inform the immediate supervisor for casual leave in advance. The " Company" reserves the authority for processing " LOP" (Loss Of Pay) for the number of unauthorized days.

Declaration:

I accept the offer as outlined above and by signing this letter, I am agreeing and accepting the terms & conditions of the " Company"

(Name) _____ Date: _____

(This letter contains information which is confidential and is intended for the use of the person or the organization to which it is addressed and shall be used solely for the purpose for which it is provided. The Company accepts no liability caused by the misuse of this letter.)



05/02/2022

Ms Revati P Deshmukh

Sub: Appointment & Offer Letter

CONGRATULATIONS! We are pleased to inform that you have been offered to work with us as executive in the production/Formulation department.

We are delighted to make you the following job offer.

This is a permanent, full time position and reports to the General Manager.

We would like you to start work on the 14.02.2022 at 10.00 AM. Please report to Mr Chauhan, General Manager, for documentation and orientation. If this date is not acceptable, please contact us at the below address/ phone number immediately. If you miss to contact us, then your employment would be on hold/ terminated status due to NCNS (No Call No Show) without prior notice.

Please sign the enclosed copy of this letter (Annexure 1) and return it to HR to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our Company and look forward to work with you.

Welcome & all the very best!

Yours sincerely,

Nitin Joshi

CEO

Annexure 1

Benefits Information:

As discussed with you, you will be paid a CTC of Rs.15000.00 per month. Deduction of PF and ESI contribution on your gross salary will be done as per company policy. Based on the performance during this period, your further increments will be considered based on your performance within 3 months. CTC can be considered @ Rs.18000.00

Terms & Conditions

1. Employees joining the "Company" would be on probation/ learning period for 180 days. Post reviewing the performance, the employment would be "Confirmed".
2. When you are on Probation period, you will not be eligible to avail leave. There will be no exception made for this condition.
3. Employees would not be eligible for any of the benefits while on probation period except for PF and ESI and professional tax if applicable.
4. "Company" has the authority to terminate the employment/ put the employee on corrective action for unsatisfactory performance.
5. "Company" also reserves the rights to terminate the employment without any reason/ prior notice.
6. If the employee quits the "Company", they are required to service 30 days of notice period. Employees who fail to adhere would need to pay the difference amount of their notice period/ one salary whichever is higher.
7. In case of No call No show, "Company" will hold on to the relieving letter and any full & final settlement as applicable.
8. Employees will be eligible for Gratuity as per government law/ guidelines.
9. For availing leaves, employee must be confirmed with the "Company". Employees should also inform the immediate supervisor for casual leave in advance. The "Company" reserves the authority for processing "LOP" (Loss Of Pay) for the number of unauthorized days.

Declaration:

I accept the offer as outlined above and by signing this letter, I am agreeing and accepting the terms & conditions of the "Company"

(Name) _____ Date: _____

(This letter contains information which is confidential and is intended for the use of the person or the organization to which it is addressed and shall be used solely for the purpose for which it is provided. The Company accepts no liability caused by the misuse of this letter.)



minimalist_

A brand of Uprising Science Private Limited

STRICTLY PRIVATE & CONFIDENTIAL

Date: June 16, 2021

To,
Nisha Sharma

OFFER LETTER

We are pleased to offer you an exciting role with the "Research & Innovation Team" at Uprising Science Pvt Ltd. Your remuneration package and terms of employment are described as below:

1. **Employer:** Uprising Science Private Limited (USPL)
2. **Job Title:** R&D Associate
3. **Location:** Your initial place of posting will be Jaipur. However, USPL reserves the right to transfer you to any other office in India.
4. **Salary:** Your CTC will be Rs.7,00,000 per annum where Rs.5,50,000 will be fixed and Rs.1,50,000 will be annual bonus paid at the end of the year. PF, ESIC, TDS (if applicable) will be deducted from your gross monthly salary as per statutory norms.
5. **Date of Joining:** You are expected to join on July 12, 2021 at 10:00 AM
6. **Probation:** You will be on probation for a period of 3 months during which your performance & capabilities will be measured. Post probation, if your



hr@uprising-science.com
www.uprising-science.com



+91 97721 48335



Plot No. 101 E2, S.I. Marg, Lu Dohota
Jaipur, Rajasthan, India - 302014

m_

minimalist_

A brand of Uprising Science Private Limited

performance & conduct are found to be satisfactory, you'll be appointed as permanent employee.

7. **Termination:** The employee will not disclose any confidential information related to USPL to any third party, or get into same line of business as USPL for at least 3 months after termination from USPL.

Please sign this letter and return it to us by June 20, 2021 to indicate your acceptance of this offer.

Wishing you a successful career at USPL!

For Uprising Science Private Limited


मोहित

Mohit Yadav
Co-Founder, Uprising Science Pvt Ltd


I have read the above terms & conditioners of the job offer and hereby accept the offer.

Date: _____

Signature: _____

 hr@uprising-science.com

 +91 97221 80880

 B-17/Nov. 9/1, 1/2, 2/L, Mang. Ln, Sakinaka
Nagar, Mohit Nagar, Gurgaon - 122014

Confirmation Letter

To,

Dear Ms. Shweta OmPrakash Patle

Executive - R & D

Sriveda Sattva Pvt.Ltd.

Dear Ms. Shweta OmPrakash Patle

Consequent to the review of your performance during your probation, we have the pleasure to inform you that, your services are being confirmed as **Executive - R & D**.

All the other terms and conditions during your appointment remain unchanged.

We look forward to your valuable contribution and wish you all the very best for a rewarding career with the organization.

Please sign the duplicate copy of this letter as a token of acceptance of the same.

For Sriveda Sattva Pvt.Ltd.


Authorised Signatory

Sriveda Sattva Pvt. Ltd.

Registered Office: III Floor, No. 54/46 39th A Cross, 11th Main Road, 4th T Block, Jayanagar, Bangalore, Karnataka, India - 560041
Manufacturing Unit: 21st Km, Kanakapura Road, Udayapura, Bangalore (South), Karnataka, India - 560082
Ph: +91-80 26063500 | info@srisritattva.com | www.srisritattva.com | CIN : U65191KA2007PTC042791

Offer Letter

Date: **25-11-2021**

Sub: Offer Letter

Dear **bhagyashree vidhani,**

Congratulations! You have been selected.

We are pleased to inform you that you will be deployed at our Client **Purple**. We are delighted to make you the following job offer.

The position offered to you is that of a **Beauty Advisor** at **Monthly Take Home Salary of Rs. 17870.00**. Your job location will be **Mumbai**

You will be on contract for a period of **12** months. The contract period may be extended, at the sole discretion of the management.

You would be required to join as early as possible but not later than **01-11-2021**. If you do not join your duty on the said date, this offer of appointment shall be treated as canceled, unless the extension of the said date for joining is agreed upon by us.

Documents need to be uploaded on MyHR-OLX People App. (<https://myhr-aj.app.link/IYPhcwJnKV>)

Go to the Play Store and download the MyHR-OLX People App from there. If you face any issues, report it on the app.

Following documents have to be uploaded for further process:

1. Aadhaar Card (Mandatory)
2. Bank Account Proof (Mandatory)
3. Passport Size Photo (Mandatory)
4. Photocopy of PAN Card
5. Details of Family
6. Details of Permanent and Present Address

We are confident you will be able to make a significant contribution to the success of our Client **Purple** and look forward to working with you.

Please click on the "Accept" button to download the app and upload your KYC documents in order to get your Appointment Letter.

Yours faithfully,

OLX People (by Aasaanjobs Pvt Ltd)



Passiflora Laboratories Pvt. Ltd.

Reg. Office : Vanalika - Project, Wing 1-A, Flat No. 507, Gat No. 12A, Near
Lavale Phata, Pirangut, Tal - Mulshi, Dist - Pune, Maharashtra, India - 412115.
Correspondence Address : C/o Shubh Mediacorp India Pvt. Ltd., 1020/1021,
Sadashiv Peth, Near Nagnath Par, Palkar Chambers, Pune - 411030

Date :- 22/12/21
Document No :- Doc/12/001

To,
Nahush Patil
Amravati

On behalf of **Passiflora Laboratories Pvt. Ltd.**, I am excited to extend an offer to you for an internship position within our Company. This position is located in Pirangut Pune. The position is for a 'Trainee Intern'

This position is scheduled to begin 01-01-2021 and will be a six-month unpaid internship opportunity ending on 31-06-2021. The schedule for this position is 8.30 am to 5 pm. This offer is contingent upon the successful completion of requirements. Please be sure to bring necessary documents with you on your first day to complete your profile.

During your temporary employment with company, you may have access to trade secrets and confidential or proprietary business information belonging to company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of company. Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program does not entitle you to an employment offer from company.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. Please review this letter in full, and sign and return Scan copy via mail before 23-12-2021 & hard copy at the time of joining to confirm your acceptance of the position. We look forward to having you begin your career at '**Passiflora Laboratories Pvt. Ltd.**' and wish you a successful internship.

Welcome to our team!

Best wishes,




Director

Factory :

S.No. 281/1, Plot No. 41, Kasar Amboli, Pirangut,

Contact Details :

Mobile - +91 9657002868 / +91 9850271210

Email - nassifloralab@gmail.com

RiteStar

Date: 14/12/2021

Ahmedabad

To,

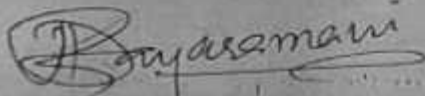
Ms. Pranjal Mahankar

Amravati

With respect to your mail dated 02/12/2021 and your application seeking internship opportunity, we hereby confirm your candidature as Trainee Intern at our company for a period of 6 months from your date of joining.

We look forward for your association with our company and looking to hear from you soon.

Best wishes



Director - Technical



July 06, 2021

Ms. Chandrakant Chandrakant Chaudhari
Deshpande Plot, Shivshakti Nagar,
House No. 49-1249, Ukali, H.V. Nagar,
Amravati - 444605

Contract of Engagement

This has reference to the discussion we had with you; we are pleased to engage you as per the following terms and conditions:

- 1) You will render services for a fixed period of Twelve months from July 05, 2021 to July 04, 2022.
- 2) You will be assigned work in the Technical Department as "Trainee R&D. Upon the completion of a particular assignment or process of work, you may be assigned to other work / processes as deemed fit by the management during the course of your engagement.
- 3) Your appointment is being made on a contractual basis for a fixed period as stated above. Your appointment will automatically come to an end on the expiry of the specified period and no notice pay or retrenchment compensation will be payable to you by the Management. Since your appointment is being made for a specified period you will neither have any right nor a lien on the job held by you. Also you will not claim regular employment even if there is such a vacancy for the post held by you or otherwise. Expect one month's notice or salary in lieu of notice no compensation or remaining wages for the unexpired period of contractual and fixed period of appointment will be payable by the Management if your services are terminated before the specified period of your service.
- 4) This contract commences on July 05, 2021 and ends on July 04, 2022 subject to your satisfactory job performance. Your performance will be reviewed regularly and at any point of time if the performance is not found to be satisfactory, management will be free to end the contract by giving 30 days' notice for the same. The decision to re-engage your services is entirely at the discretion of the Company.
- 5) Your job responsibilities will include but not limited to the following:
 - i. Assisting in R&D tasks.
 - ii. Any other job assigned from time to time.
- 6) You will be stipend of Rs. 15,000/- per month, on pro rata basis as per your monthly attendance, subject to statutory deduction as applicable. All statutory dues arising out of your compensation package will be deducted and deposited with the concerned authorities accordingly.
- 7) Your leave entitlement will be as per Company's Policy.
- 8) You will be bound by the service rules in force and amended by the Company from time to time in relation to your service conditions, which will form part of your terms of engagement.

CIN: U15549WB2017PLC218864

Regd. Office: Duncan House, 1st Floor, 31 Netaji Subhas Road, Kolkata - 700 001
Corporate Office: RPSG House, 2nd Floor, 2/4 Judges Court Road, Alipore, Kolkata-700 027
Tel: +91 33 24871349 Web: www.tooyumm.com



RP - Sanjiv Goenka
Group
Growing Legacies

GUILTFREE INDUSTRIES LIMITED

Dear Ms. Shradha Chandrakant Chaudhari,

- 9) All your rights and obligations in the course of this engagement are strictly limited to the terms and conditions stated hereunder. Accordingly, except as specifically indicated in this contract, you will not be entitled to any other benefits, subsidy, allowances or compensation from the Company.
- 10) Your engagement can be terminated by the Company without any notice or payment of any kind In lieu of notice, if
- a. you are found indulging in any act of dishonesty, disobedience, Insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty or incompetence on your part in the discharge of your duties or the breach on your part of any of the terms, conditions or stipulations contained in this letter or a violation on your part of any of the Company's service rules & regulations.
 - b. You are adjudged an insolvent or applying to be adjudged an insolvent or making a composition or arrangement with your creditors or are held guilty by a competent court any offence involving moral turpitude.
- 11) You may also choose to terminate this engagement by giving one month's notice in writing.
- 12) **Jurisdiction:** All disputes / actions arising out of this contract or relating thereto are subject to the jurisdiction of the court in Kolkata, in the State of West Bengal.

Yours sincerely,
For **Guilfree Industries Limited**

A. Almal

Arpita Almal
Senior Manager - Talent Acquisition & BUHR

I have understood the terms, conditions of the above letter of offer of engagement, and hereby confirm my acceptance of the same.

Name : Signature : Date :

CIN: U15549WB2017PLC218864

Regd. Office: Duncan House, 1st Floor, 31 Netaji Subhas Road, Kolkata - 700 001
Corporate Office: RPSG House, 2nd Floor, 2/4 Judges Court Road, Alipore, Kolkata-700 027
Tel: +91 33 24871349 Web: www.tooyumm.com

JOINING LETTER

Ms. Kartiki
Maharashtra
444002

26 August, 2021

Dear Ms. Kartiki V. DHANOKAR,

Congratulations! We are pleased to confirm that you have been selected to work for Harrods Health Private Limited. We are delighted to make you the following joining offer.

The position we are offering you is that of Associate Researcher at an annual cost to company Rs. 1,68,000 with accommodation (Furnished lodging only). Your working hours will be from 9AM to 6PM.

We would like you to start work on 6th Sept, 2021 at 9am. Please report to the undersigned person, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by 30th August, 2021 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Harrods Health Private Limited and look forward to working with you.

Sincerely,

Dr. Hemang Jain
Director
Harrods Health Private Limited
Ambala, Haryana





arovea

Arovea Formulations Pvt. Ltd.

Regd Office: 501, Eminence 14, Opp Thaltej Fire Station, Thaltej, Ahmedabad, Gujarat 380059

OFFER LETTER

Dated: 28th August, 2021

To,
Miss. Rashmi Fuse
(M):- +91- 95038-16043
E-Mail ID: - rashmifuse1912@gmail.com

Dear Ms. Rashmi,

With Reference to the interview we had with you, we are pleased to inform you that you have been selected in our company for the position of **Business Development Manager** for our Marketing Department at Mumbai, Maharashtra with effect from **10th September, 2021**.

Your gross emoluments per annum including all other benefits, will be **INR Rs. 3,00,000/- Per Annum (Rupees Three Lakhs Per Annum)**. This is considered as cost to company and includes Salary, Performance Link Bonus, Other Benefits and Provident Fund.

We Request you to bring the following documents / Credentials at the time of Joining and submit these documents to HR Department on the day you join our organization:

- Photocopy of all your Academic Qualification documents (Degree or Certificates etc.)
- Relieving letter from you previous employer
- Copy of Salary Certificate/Last three months' Salary Slip
- Experience Certificate from previous employments
- Aadhar Card/PAN Card
- Three passport size photographs

Please sign and return the duplicate copy of this Job offer letter OR send your offer acceptance confirmation by replying this email as a token of your acceptance of this job offer of employment.

We are confident you will be able to make a significant contribution to the success of our Arovea Formulations Pvt.Ltd and look forward to working with you.

Sincerely,

For, Arovea Formulations Pvt. Ltd.

Mr. Ashish Goswami

General Manager – Sales & Marketing



Amit Samant 9/28/2021

to me, Priyanka ▾



Dear Ms. Reval Shah,

With refers to your shared application and subsequent personal round of discussion , We are pleased to appoint you as " Trainee" for our Personal care division. As discussed, please confirm your status of joining as per the following terms :-

Company Name	YASHAM SPECIALITY INGREDIENTS PVT LTD
Department	PERSONAL CARE
Role	TRAINEE
Tenure	Minimum 8 month (Continuing without breaks)
Stipend	Rs.12,000/- per month
Expected Date of Join	Monday,4th October 2021 (actual commencing date of training)
On your joining day please carry following photocopy set of documents along with	



On your joining day please carry following photocopy set of documents **along with originals** * (as applicable).

Sr. No	Document Name	Document Specification
1	Letter of Recommendation	From The Principal , Vidyabharati College . Amravati
2	Recent Passport size photos*	For Application Form
3	Proof of Date of Birth (Photocopy) *	Photocopy of any one mentioned below.
4	Photo Identity Proof *	Pan Card/Voters ID/Driving Licence/Passport.
5	Permanent and Present Address Proof*	Driving License/Passport/Voters ID/Bank Statement/Electricity Bill / Rent Agreement (if applicable).
6	Educational Certificates (Photocopy) *	Passing certificates and mark sheets of all degrees starting from 10th std.
	Professional	

	Citizenship Proof	Passport Card (Mandatory) *
9	Proof of Date of Birth (Photocopy) *	Photocopy of any one mentioned below.
10	Photo Identity Proof *	Pan Card/Voters ID/Driving Licence/Passport.
11	Permanent and Present Address Proof*	Driving License/Passport/Voters ID/Bank Statement/Electricity Bill / Rent Agreement (if applicable).
12	Educational Certificates (Photocopy) *	Passing certificates and mark sheets of all degrees starting from 10th std.

Kindly confirm on the above and date of joining Internship at the earliest.

Thanks & Regards,

Amit Samant

Manager – Corporate HR & ADMIN

Email id : hr@yasham.in | Mob:+91

9869270727 |Dir:+91 22 40639946

Date: 01 March 2022

Employee Id: 1314

Dear Ms. Harshada Ingole,

Congratulations on confirmation of your services as **R&D Scientist** at **Phelenx Healthcare LLP**, Ahmedabad with effect from 1st March 2022. We are pleased to offer you the compensation package of **INR 16,000** per month. During your tenure as Executive Trainee, we have found you to be diligent, hard-working & sincere. It is our privilege to welcome you as a part of Phelenx Family. We look forward to a joyful association & wish you a bright career ahead. Let's make a difference together!

For, Phelenx Healthcare LLP



Authorized Signatory

PHELENX HEALTHCARE LLP

Reg. Add: 1204, Safal Sameep, B/h SoBo Center, South Bopal, Ahmedabad. 380058 Gujarat (IN)

Mfg. Add: Block No. 117, Plot No. 05, Santej-Vadsar Road, Ta. Kalol, Dist. Gandhinagar, Santej. 382721 Gujarat (IN)

Email: care@phelenx.com **Phone:** +91 9879 454 393 **Web:** www.phelenx.com **LLPIN:** AAS-5351

Animal Health | Cosmeceuticals | Nutraceuticals

Ref. No. AVN/20-21/190

Date: 30.03.2021

To
Supriya Singh
Block No. - 11, Qtr No. 82, Ekta Nagar,
Chargan Complex, Post- Kondha,
Tehsil Bhadravati, Dist. Chandrapur-442503
Contact: +91-7741856443
Mail: 664664649@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.

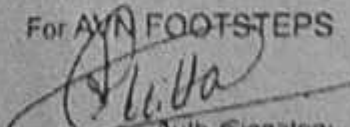
1. You will be designated as Junior Quality Control cum R&D Chemist.
2. Your remuneration would be Rs. 25000.00 per month and an Appointment Letter detailing the compensation and other details will be issued to you on the date of joining. Please note that you are required to sign and submit a copy of 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

*Confirmed
dd
21/4/21*



Date: 1st December 2021

NAME : Miss. Mitali Kalbande
ADDRESS : Amravati Maharashtra
MOB. : +91 9373970376

Dear Miss Mitali,

With reference to your application, Training and subsequent interview with us, we are pleased to offer you a full-time position, viz. **M/s FIVE ELEMENTS** on terms and conditions as set forth herein.

Reporting to : Managing Director
Date of Joining : 1st December 2021
Designation : Formulation Scientist

The further breakdown of your salary has set forth in Annexure 1 hereto. Please note that annual CTC will be taxable in accordance with the taxation laws in India.

Location/Transfer: Your current place of posting will be done at Nagpur Maharashtra- 440022, but during the course of the service, you may be posted/transferred anywhere to serve any of the Company's projects or any other establishment in India or outside, at the discretion of the management of the company.

Job responsibilities: Your job responsibilities will be as assigned by the management of the company from time to time. The designation, reporting and job responsibilities are subject to review by the management from time to time. You shall perform and discharge faithfully and to the best of your ability the duties, assigned to you from time to time by the Company and shall report to your manager in connection with such responsibilities. You will devote your full working time, energy and attention exclusively to the duties entrusted to you and you shall not engage yourself in working for any other person or the Company in any capacity, whatsoever, nor do any private business without obtaining our prior permission in writing.

Research and Innovation Centre:

Five Elements Plot no 10A, Bhusaheb Survey Nagar Jawahar, Housing Society, Near Tip Top Convent School, Jaitala Road Nagpur, 440022 || www.fiveelements.me || valbhav.khandare@fiveelements.me ||



Probationary Period: The first 30 (Thirty) days of the employment shall be considered probationary period. The Company may terminate this Agreement with immediate effect at any time during, or at the end of the probationary period. In such event, the Company's only liability to you will be in respect of unpaid remuneration or expenses. During the probationary period you may not terminate your employment under this provision. Posts the expiry of the probationary period, the Company may, in its sole discretion, decide to confirm your employment.

Confidentiality: You are required to handle this letter along with all terms and its contents as strictly confidential, including but not limited to compensation, and you may not disclose or discuss the same, externally or with co-workers, without the Company's prior written consent.

Validity and Acceptance of offer: If you accept our offer of employment, please sign in the space provided below and return the same to us within 3 (three) business days from the date of this letter. Our offer shall automatically lapse unless we receive your acceptance within the designated time or unless we grant an extension of time due to extenuating circumstances.

We welcome you to the M/s Five Elements family and look forward to your fruitful contributions. Should you have any questions or would like to discuss the terms and/or conditions of this offer, please feel free to contact.

Sincerely,

For, Five Elements

Dr. Vaibhav Khandare
Managing Director- India & UK

Research and Innovation Centre:

Five Elements Plot no 10A, Bhausahab Survey Nagar Jawahar, Housing Society, Near Tip Top Convent School, Jaitala Road Nagpur, 440022 || www.fiveelements.me || vaibhav.khandare@fiveelements.me ||

Ref: RBL/HO/HR/22-23/030

To,
Priti Machale,
442201 Wardha, India

Date: 17th February 2022

Subject- Letter of Intent

Dear Priti,

This is with reference to your application and subsequent interview(s) you had with us. We are pleased to offer you an appointment of **Executive - Chemist** based out at **Mumbai** location on the following terms:

Your emoluments, as discussed and agreed by you, would be **INR 3,00,000/-** (INR Three lacs rupees only) per annum (CTC).

You would join us on or before by **21st March 2022**

You would submit us the proof of your "Resignation acceptance" from your current employer (if currently working) within **2 working days** from the date of the issue of this letter. In absence of the proof of your "resignation acceptance" this offer may stand canceled. Also this offer is subject to successful background verification (by third party agency) and Medical fitness certificate (as per attached test details).

A formal letter of appointment will be given to you at the time of your joining. Also you are requested to submit the set of mandatory documents (**Annexure-A**) on the date of your joining.

We welcome you our Rossari family! And we look forward to have you onboard for our long and mutual rewarding association.

Thanking you,

For Rossari Biotech Ltd,



Authorized Signatory
Human Resources

I have reviewed the standard employment terms and conditions of Rossari Biotech Ltd and I accept this offer as per the terms and conditions contained in this letter.

Signature of Priti Machale

Annexure-A

List of mandatory documents to be submitted on or before joining:

On joining day you need to submit below mentioned documents to HR.

- 1) Proof of Birth Date.
- 2) Proof of Permanent Address (Aadhar Card).
- 3) Relieving Letter / Experience Certificate
- 4) Educational & Professional Certificates (SSC Mandatory, HSC, Graduation, PG etc)
- 5) Copy of PAN Card.
- 6) Copy of Passport / ID Copy.
- 7) 4 Photographs in Maroon background
- 8) Investment Declaration & Final Settlement Statement from previous employer.
- 9) Details of previous Provident Fund Account, if any.
- 10) Cheque / Passbook copy
- 11) Medical check up report (Only for Silvassa & Dahej Factory)



CHEMHOUSE MARKETING

Revolution in Cosmetics

Date - 02.05.2022

To,

Mr. Tejas Tetoo

Dear Mr. Tejas,

With reference to your personal interview & subsequent discussions, we are pleased to provide you herewith an offer for employment in our company as Technical Sales Executive.

The tentative date of joining is 9th May 2022 subject to your exit formalities being completed from previous employment.

Your monthly compensation is fixed at Rs.25,000 per month subject to deduction of mandatory of taxes as applicable.

Kindly convey your immediate acceptance to this offer.

The company policies & other details will be shared in due course through a detailed offer letter.

We sincerely hope you have a long & fruitful career with us.

Warm Regards,

Nihar Nandurdikar

Partner

Chemhouse Marketing

Ref: /SPATZ/Ahmedabad/19/2021

To,

Miss. Vaishnavi H Babrekar ,

SUB: Appointment Letter

We are pleased to offer /appointing you employment w.e. from 20th September 2021 as "Back Office Sales Executive " with Spatz Cosmeceuticals Inc. on the following terms and condition

1. **Job Title:** Your job Title will be "Back Office Sales Executive" and you will report to your respective department head.
2. **Salary:** Your salary and other benefits will be as set out as follows

Your Total Salary will be Rs. 12,000 /- per Month.

3. **Place of posting:** You will be posted at Ahmadabad. You may however be required to work at any place of business which the Company has, or may later acquire. You may be posted / transferred to an office /project division/ Department / Unit in Gujarat depending upon the exigencies of work.
4. **Hours of Work:** The normal working days are Monday through Saturday. You will be required to work for at least 9 hours per day as necessary for the proper discharge of your duties to the Company.
5. **Notice Period & Termination:**
If you desire to leave our employment, you will give at least one – month notice in writing to the company to that effect and you will be relieved from the services of the company after effective handling over of your charges is done within the stipulated period. However, the company reserves its right to waive the said notice period and relieve you till completion of the assignments, which are given to you.
6. You will follow all rules of discipline and maintain secrecy. You will keep all information as confidential, which you will come across during the course of your employment with the company. If it is found by the company that any information is diverted through you intentionally or otherwise it will not only amount to breach of this contract and trust but you will be liable to pay compensation to company. In this respect opinion of the company will be final.
7. Whatever systems, methods, jobs, assignments, which you will develop during the tenure of your employment, will become the property of the company.
8. You will not refuse any assignment given to you by the company even though the same is not of your grade or area of operation.



COSMECEUTICALS INC.

9. You will not accept or Indulge In, whether directly or indirectly, any part-time job or business or business association of any kind as long as you are in the employment of the company.
 10. You will report to the authorised person and will be present progress of your work as frequently as required to the concerned. It is your responsibility to control, supervise, organize and administer employee working under your control.
 11. If you are given any property of company, you will be under obligation to use the same by taking utmost care of you will use that only for company's work and not for any other work. Upon termination of your employment, you will return to the company all papers and documents which may at the time be in your possession relating to the service, business affairs of the company or any of its associates, branches and not copies or extracts there from.
 12. Any change in your civil status or residential address should be notified in writing forthwith to the company.
 13. If it is brought to the notice of the company that you have committed breach of any of the clause or clauses of this Appointment Letter, your appointment can be brought to an end automatically with our charge is of you giving you any notice or reason thereto.
 14. If in the opinion of the company, which shall be final, if you are found guilty of dishonesty, disobedience, disorderly, behaviour, negligence, indiscipline or absence from your assignment or any other services will be liable to be terminated immediately. In such a case, the company is not liable to be paying you month's basic salary in compensation, in lieu of one month's notice period. Please sign the duplicate copy of this offer token of acceptance of same and return it is us for our records.
- We have much pleasure in welcoming you to Spatz Cosmeceuticals Inc. and sincerely hope that your close association within the organisation will be mutually satisfactory to both of us. Please acknowledge receipt of this letter by signing the duplicate copy in your having accepted the appointment on the terms and conditions.
15. If u leave Without any notice than company will take legal Action.

For, Spatz Cosmeceuticals Inc.

Name of Employee: Valshnavi H. Babrekar

For, Spatz Cosmeceuticals Inc


Proprietor

Sign, Accepted Terms & Conditions

Ref: HR NCPL500

Dated: 8th March 2022

OFFER LETTER

To,

Mr. Rucha Anant Kulkarni,
D/O Anant Bhaskarrao Kulkarni,
Antarang,
Near Raje Sambhaji Udhyan,
Sambhaji Nagar,
Chikhli, Buldana,
Maharashtra - 443201

This has reference to your application and the subsequent interviews you had with us. We are pleased to make you an offer for the position of "R & D Executive" with effect from 8th March 2022. You will be based at our office in Pune, India. Your compensation will be Rs. 2,63,424/- (Rupees Two lacs sixty-three thousand four hundred and twenty-four) per annum, total cost to the company.

Your appointment letter comprising the detailed terms and conditions of your employment and the salary sheet will be given to you once you formally join us on the Date of Joining mentioned above.

We trust that the information and supporting document you have provided to us are true, based on which you have received this offer for employment. Should there be any discrepancy in the information provided by you, kindly update it before you sign and return the offer letter. We reserve our right to review and revoke this offer of employment, in the event any discrepancy is found in the future.

We request you to submit the following documents on the Date of Joining and also carry the original document with you.

- Copy of Pan card
- Copy of Aadhar card
- 2 passport size photographs
- Updated Resume
- Current address proof and bank details such as Bank Name, Account Number
- Blood group Certificate
- 2 locally residing family/friend telephone number.
- Copy of the Academic Certificates like HSC, Graduation, Post-Graduation or any other degree diploma courses.
- Copy of Experience Certificates and Relieving Letter from previous Employer.
- Copy of Form 16 or last 3 months' salary slips.

Netsurf Communications Pvt. Ltd.
Regd. office: Sr. No. 107, Enevis Bldg. E, 4th, 7th, 8th
& Terrace Floor, Bopet, Pune, MP 411045
India. Tel: +91 - 20 - 4711 1212
CIN: U74110PN200017C142615



Krishna Entp 6/18/2021
to me, shweta, Gaurang



Dear Priya Kale,

Greetings !!!

We hereby confirm you for the Job Position of Technical Sales Executive-Personal Care in our company Krishna Enterprise.

Your date of Joining will be 19th June, 2021 at 10.30 am at Borivali office.

Find below the list of documents, please carry the original documents along with xerox copies on your joining date :-


1. 2 Photographs
2. Resume
3. Pan Card
4. Aadhar Card
5. Driving Licence
6. SSC Marksheet
7. HSC Marksheet
8. Degree Marksheet (All Semesters)
9. Passing Certificate
10. Experience Letter (If any)

Kindly reply this confirmation email regarding your acceptance.

With Regards,

Ms. Yogita Bakchi
CSR (South Zone)

GST NO. 27AABPG7933P1Z9

cid:image002.png@01D0E65B.F130E430
Krishna Enterprise

Registered Office :
27, Latif House,
250 Sant Tukaram Road,
Masjid Bunder (East)
Mumbai - 400009

Marketing Office :
408, A- Wing, Aravalli Business Centre,
R.C. Patel Road,
Opp. Mayfair Complex,
Off. Chandavarkar Road,

Ref No. RD/VS/MP/11/2021

Ms. Vividha Anil Sawarkar
Avatar Meher Baba Center Amravati,
Jawad Nagar Amravati,
Rukhmini Nagar S.O, Amravati,
Maharashtra- 444606

Subject: Offer Letter

Dear Ms. Sawarkar,

This has reference to your application and the subsequent interview on 25.11.2021 you had with us, we are pleased to make an offer for the position of "Trainee - R&D" – Indore (Madhya Pradesh). Your joining will be on or before 01.12.2021 (Wednesday). PF, PT, ESIC & TDS (if applicable) will be deducted from your gross monthly salary as per statutory norms. The offer of employment for the above position will be as per Company's terms and conditions, Policies and Appointment Letter.

You are required to furnish the following documents:

1. Id Proof.
2. Address Proof.
3. Latest Passport size photograph
4. Service Certificates of your previous jobs
5. Educational Qualification Certificates

On receiving the Offer Letter, you will be required to furnish

1. Last drawn Salary Slip / Certificate showing monthly salary and Annual benefits, from the present employer.
2. Resignation Letter with acknowledgement of present employer within 7 (seven) working days.

Further, on the date of joining, you are requested to provide the relieving letter and Experience Certificate from your present employer.

Request you to give your confirmation within 7 (seven) working days from the date of receipt of this Offer Letter. Non-acceptance of this Letter within 7 (seven) working days shall be considered as non-acceptance automatically.

This Letter of Offer shall be governed by the laws of Republic of India. The Courts at Raipur, District-Pali, Rajasthan, India shall have the exclusive jurisdiction to adjudicate any disputes arising out of this Letter.

For, Velnik India Pvt Ltd.

Prateek Balbhadra

Prateek Balbhadra
HR Department

VELNIK GROUP : COSMETIC | AYURVEDA | CONSTRUCTION | HOSPITALITY | TRADING

Registered office: E-10, Krishi Mandi, Sojat City, Sojat, District-Pali, PIN-306104, Rajasthan
Plant Unit-I: Khasra Nos. 262, 269, 270, 271, 272, 273, 274, 275 & 276/1, 290, 291/1 & 291/4, Kalab Kalan Road,

Dholi Magri Choraha, Kalakot, Tehsil-Raipur, District-Pali, PIN-306304, Rajasthan

Unit-II: Khasra No. 1996, Sojat Chak No. 2, Bera Jaira, Sojat Road Marg, Mod Bhatta, Sojat City, District-Pali, PIN-306104, Rajasthan

Marketing Office: 516-517, Bijalpur, Near Datt Cold Storage, Mundi Road, Indore, District-Indore, PIN-452012, Madhya Pradesh

Corporate Office: S-1 & S-2, Takshashila Parisar, A B Road, Near Rajendra Nagar Police Station, Indore, District-Indore, PIN-452012, Madhya Pradesh

Mobile No.: 7509282828 | E-mail : india@velnik.com | Website : www.velnik.com

Private and Confidential

CPCL/HR-SG/OL
30th March, 2022

Ms. Adiba Sabir Khan
Goinka Nagar, Near Aronodhay
Saw Mil, Dhamangaon Rly,
Amravati - 444 709

OFFER LETTER

Dear Adiba ,

On behalf of "Cauvery Petrochemicals Pvt Ltd.", I am very pleased to offer you a position as "Trainee - Chemist" with the Company. The purpose of this letter is to summarize the terms of your full-time position with the Company.

Other terms and conditions are mentioned as below:

Start Date:

Your employment with the Company will tentatively begin on **4th April, 2022** and will continue in accordance with terms of this offer letter.

Remuneration:

Your annual remuneration on a cost-to-company (CTC) basis will be **Rs. 3,45,000/- (Rupees Three Lakhs Forty Five Thousand PA Only)**. This amount will include basic salary, performance-based bonus of up to **Rs. 34,500/-** of CTC taxable and non-taxable allowances and benefits and other statutory payments, as applicable.

Location:

You will be based in **Malur** India. You agree to travel in India or abroad, if necessary to enable you to perform your work in accordance with your employment. You will be reimbursed for all reasonable costs incurred in line with the Company's Expenses Policy, which may be subject to change from time to time.

Holidays and Leave:

The company declares a list of Public/Festival holidays every year, which you also will be entitled to. You will also be entitled to other leaves as per the Company Policy applicable from time to time.

Probation Period:

You are required to serve 6 (six) months of initial probation period, which shall be counted as part of first year of service, but it may be extended for a further period as is deemed fit at sole discretion of Management.

During this probation period, both the Company and you shall have the right to terminate employment, at any time, by notifying the other party in writing. In such case, notification must be issued 4 (four) weeks in advance and shall be conclusive and binding on each other.

Training Period:

Upon joining, you will under go specified training period as per the Company Standards.
We are delighted to welcome you to the organization and to join the team on this journey.

Kindly confirm your acceptance by signing a copy of this letter and returning it to us. This offer letter is valid for 4 days from the date of issuance and you are required to confirm in writing your acceptance within this 4 days period.

All other terms and conditions will be governed by the Company's policies as stated from time to time.

Best Regards,

For Cauvery Petrochemicals Pvt Ltd.,

Lakshmi Gopu

Lakshmi Gopu
Senior Manager - HR

I, Adiba Sabir Khan, agree to accept the employment on the terms and conditions mentioned in this letter. I will report for my duties on _____ or earlier. I understand that my employment, of whatever nature, is subject to the terms, conditions, policies and procedures of the company, as applicable

Signature:

Date:

Salary Structure

Name	Adiba Sabir Khan
Designation	Trainee - Chemist
Date of Joining	4th April, 2022
Location	Malur

Components	Monthly	Annual (in Rs.)
Basic	15,000	1,80,000
House Rent Allowance	7,500	90,000
Grade Allowance	1,575	18,900
Gross salary	24,075	2,88,900
Provident Fund (Employer's Contribution)	1,800	21,600
Fixed Salary	25,875	3,10,500
Qualitative Objective Plan*	2,875	34,500
Total CTC	28,750	3,45,000

*Qualitative Objective Plan - Payable quarterly based on the qualitative performance assessment.

Joining Documents:

1. Proof of age - Birth certificate/ SSC certificate/ Gram Panchayat/ Government issued document / PAN card
2. Relieving letter from current / last employer, as applicable.
3. Salary Slip / Certificate of the last employer, as applicable (Last 2 months).
4. Experience certificates from previous employer.
5. Copies of the Educational certificate
6. Copy of PAN card
7. *Proof of residence (passport, drivers license, ration card, Voter ID, electricity, mobile bill, credit card statement, bank statement). Statements / bills not to be old for more than 2 months from the date of joining.
8. 3-passport size Professional Photographs with white background. 1 soft copy of the photo to be sent along with your acceptance mail.

4/5/22, 9:36 AM

Gmail - Fw: Fw: Fwd: Selected candidates at Kleo cosmetics, Pune



vijay kewatramani <priyankaxerox9890@gmail.com>

Fw: Fw: Fwd: Selected candidates at Kleo cosmetics, Pune

1 message

Tue, Apr 5, 2022 at 9:36 AM

lalit vyas <lalit_vbcp@rediffmail.com>
To: priyankaxerox9890@gmail.com

Dr. L. K. Vyas
Head Of Department
Department Of Cosmetic Technology.
Vidya Bharati Mahavidyalaya
Amravati.

From: namrata dharmadhikari namrathaakleo@gmail.com
Sent: Mon, 28 Mar 2022 16:26:32 +0530
To: lalit_vbcp@rediffmail.com
Subject: Fwd: Selected candidates at Kleo cosmetics, Pune

----- Forwarded message -----

From: **namrata dharmadhikari** <namrathaakleo@gmail.com>
Date: Thu, 17 Mar, 2022, 10:42 pm
Subject: Shortlisted candidates at Kleo cosmetics, Pune
To: <lalit_vbcp@rediffmail.com>, <bhavika.cosmo@gmail.com>

Respected Sir/Madam,
It is My pleasure to inform you that your students from Vidhya Bharati Mahavidyalaya, Amravati, have been selected from online interviews conducted on 25/03/2022. We offer the candidates 12,000/-per month. The probation period will be for six months. The increment will be on the bases of their performance.

Names of the selected candidates are as follows-

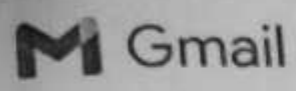
- 1 Gargi Shah- R&D
- 2 Nidhi Lanjewar- R&D
- 3 Ritika Shroff- Sales
- 4 Payal Chainani- Creativity

Thanking you

Yours faithfully
Mrs. Namrata Niraj Dharmadhikari
Co-founder
Kleo Cosmetics
9730034751

4/5/22, 9:38 AM

Gmail - Fw: Fw: Appointment for job



vijay kewalramani <priyankaxerox9890@gmail.com>

Fw: Fw: Appointment for job

1 message

Tue, Apr 5, 2022 at 9:37 AM

lalit vyas <lalit_vbcp@rediffmail.com>
To: priyankaxerox9890@gmail.com

Dr. L. K. Vyas
Head Of Department
Department Of Cosmetic Technology,
Vidya Bharati Mahavidyalaya
Amravati.

From: Urmil Patel urmil1121@gmail.com
Sent: Mon, 04 Apr 2022 13:59:43 +0530
To: lalit_vbcp@rediffmail.com
Subject: Appointment for job
Dear sir,

We are appointing shyamal as a r&d/ qc and qa chemist/ production post.
Her package will be 15000 per month.
Pls suggest when she will be available to join us.

Our details are as follows,
Morbue cosmetics,
Plot no. 52
Devbhumi industrial park
Bakrol bujrang,
Ahmedabad-382433

Regards,

Urmil patel
8980024388



PRITAM INTERNATIONAL PVT. LTD.
Khasra No-138, Raipur Industrial Area, Bhagwanpur, Roorkee, Haridwar (UK) - 247667

Ref: PIPL/HR/OFFER/2022/MAY 74.

Date: 21.05.2022

MISS. Priyanka Raju Dudhe
Narsingh Sarasswati Colony, Gopal Naga,
Amravati.
Tel: 8999396774

Reference : Vidyabharti College of Pharmacy, Amravati.

Dear, Miss. PRIYANKA DUDHE

SUB: OFFER LETTER

With reference to your application and subsequent discussion held with you.

We are pleased to offer your appointment as "Trainee Chemist" in "Quality Assurance / R & D" at M/S. PRITAM INTERNATIONAL PRIVATE LTD., KHASRA NO: 138, RAIPUR INDUSTRIAL AREA, BHAGWANPUR, ROORKEE, DISTT. HARIDWAR (U.K.) 247667 on the terms and conditions mutually agreed during the time of interview.

You will be issued a formal "Appointment Letter" on your completion of joining formalities and a final interaction with Plant Head at Roorkee, Haridwar and Uttarakhand. You are further advised to join/visit us on up to 11 July 2022 to complete the joining formalities and final interaction etc.

Please bring this letter along with the following documents:

1. Copy of Date of Birth Certificate.
2. Copy of Educational Qualification Certificates.
3. Ten Recent Passport Size Photographs.
4. Copy of PAN Card.
5. Copy of ID proof (Driving License/Passport/Voter ID Card/Aadhar Card).
6. Medical Fitness Certificate from Registered Medical Practitioners.
7. Old PF/UAN & ESIC details if any.
8. Copy of Bank Passbook/Cancel Cheque.
9. Corona Test report (RTPCR)
10. Covid Vaccination Certificate

Get along all your original certificates for verification of the above-submitted documents.

We welcome you and look forward to your happy association with us.

Please sign the duplicate copy of this letter as a token of acceptance and return the same to us.

Yours faithfully,

For PRITAM INTERNATIONAL PRIVATE LTD.

Sd/-

Authorized Signatory



PRITAM INTERNATIONAL PVT. LTD.
Khasra No-138, Raipur Industrial Area, Bhagwanpur, Roorkee, Haridwar (UK) - 247667

Ref: PIP/HR/OFFER/2022/MAY/03

Date: 23.05.2022

MR. Vaibhav Kavishwar Wasake
At Post Gungoon, Ta. Hingna.
Dist : Nagpur.
Tel: 9890768352

Reference: Vidyabharti College of Pharmacy, Amravati.

Dear, Mr. VAIBHAV WASAKE

SUB: OFFER LETTER

With reference to your application and subsequent discussion held with you.

We are pleased to offer your appointment as "Trainee Chemist" in "Production" at M/S. PRITAM INTERNATIONAL PRIVATE LTD., KHASRA NO. 138, RAIPUR INDUSTRIAL AREA, BHAGWANPUR, ROORKEE, DISTT. HARIDWAR (U.K.) 247667 on the terms and conditions mutually agreed during the time of interview.

You will be issued a formal "Appointment Letter" on your completion of joining formalities and a final interaction with Plant Head at Roorkee, Haridwar and Uttarakhand. You are further advised to join/visit us on up to 11 July 2022 to complete the joining formalities and final interaction etc.

Please bring this letter along with the following documents:

11. Copy of Date of Birth Certificate.
12. Copy of Educational Qualification Certificates.
13. Ten Recent Passport Size Photographs.
14. Copy of PAN Card.
15. Copy of ID proof (Driving License/Passport/Voter ID Card/Aadhar Card).
16. Medical Fitness Certificate from Registered Medical Practitioners.
17. Old PF/UAN & ESIC details if any.
18. Copy of Bank Passbook/Cancel Cheque.
19. Corona Test report (RTPCR)
20. Covid Vaccination Certificate

Get along all your original certificates for verification of the above-submitted documents.

We welcome you and look forward to your happy association with us.

Please sign the duplicate copy of this letter as a token of acceptance and return the same to us.

Yours faithfully,

For PRITAM INTERNATIONAL PRIVATE LTD.

Sd/-

Authorized Signatory



PRITAM INTERNATIONAL PVT. LTD.

Khasra No-138, Raipur Industrial Area, Bhagwanpur, Roorkee, Haridwar (UK) - 247667

Ref: PIPL/HR/OFFER/2022/MAY 81.

Date: 21.05.2022

MISS. Ruchika Raju Arjapure
Amravati
Dist : Amravati
Tel: 9022181940

Reference : Vidyabharti College of Pharmacy, Amravati.

Dear, Miss. RUCHIKA ARIAPURE

SUB: OFFER LETTER

With reference to your application and subsequent discussion held with you.

We are pleased to offer your appointment as " Trainee Chemist " in "Quality Control" at M/S. PRITAM INTERNATIONAL PRIVATE LTD., KHASRA NO. 138, RAIPUR INDUSTRIAL AREA, BHAGWANPUR, ROORKEE, DISTT. HARIDWAR (U.K.) 247667 on the terms and conditions mutually agreed during the time of interview.

You will be issued a formal "Appointment Letter" on your completion of joining formalities and a final interaction with Plant Head at Roorkee, Haridwar and Uttarakhand. You are further advised to join/visit us on up to 11 July 2022 to complete the joining formalities and final interaction etc.

Please bring this letter along with the following documents:

1. Copy of Date of Birth Certificate.
2. Copy of Educational Qualification Certificates.
3. Ten Recent Passport Size Photographs.
4. Copy of PAN Card.
5. Copy of ID proof (Driving License/Passport/Voter ID Card/Aadhar Card).
6. Medical Fitness Certificate from Registered Medical Practitioners.
7. Old PF/UAN & ESIC details if any.
8. Copy of Bank Passbook/Cancel Cheque.
9. Corona Test report (RT-PCR)
10. Covid Vaccination Certificate

Get along all your original certificates for verification of the above-submitted documents.

We welcome you and look forward to your happy association with us.

Please sign the duplicate copy of this letter as a token of acceptance and return the same to us.

Yours faithfully,

For PRITAM INTERNATIONAL PRIVATE LTD.

Sd/-

Authorized Signatory



PRITAM INTERNATIONAL PVT. LTD.
Khasra No-138, Raipur Industrial Area, Bhagwanpur, Roorkee, Haridwar (U.K.) 247667

Date: 21.05.2022

Ref: PIPL/HR/OFFER/2022/MAY 70.

MISS. Vaishnavi Panditrac Goley
Kenwad
Dist : Washim -
Tel: 8378035655

Reference : Vidyabharti College of Pharmacy, Amravati.

Dear, Miss. VAISHNAVI GOLEY

SUB: OFFER LETTER

With reference to your application and subsequent discussion held with you.

We are pleased to offer your appointment as " Trainee Chemist " in "Quality Control / R & D" at M/S PRITAM INTERNATIONAL PRIVATE LTD., KHASRA NO. 138, RAIPUR INDUSTRIAL AREA, BHAGWANPUR, ROORKEE, DISTT. HARIDWAR (U.K.) 247667 on the terms and conditions mutually agreed during the time of interview.

You will be issued a formal "Appointment Letter" on your completion of joining formalities and a final interaction with Plant Head at Roorkee, Haridwar and Uttarakhand. You are further advised to join/visit us on up to 11 July 2022 to complete the joining formalities and final interaction etc.

Please bring this letter along with the following documents:

1. Copy of Date of Birth Certificate.
2. Copy of Educational Qualification Certificates.
3. Ten Recent Passport Size Photographs.
4. Copy of PAN Card.
5. Copy of ID proof (Driving License/Passport/Voter ID Card/Aadhar Card).
6. Medical Fitness Certificate from Registered Medical Practitioners.
7. Old PF/UAN & ESIC details if any.
8. Copy of Bank Passbook/Cancel Cheque.
9. Corona Test report (RT-PCR)
10. Covid Vaccination Certificate

Get along all your original certificates for verification of the above-submitted documents.

We welcome you and look forward to your happy association with us.

Please sign the duplicate copy of this letter as a token of acceptance and return the same to us.

Yours faithfully,

For PRITAM INTERNATIONAL PRIVATE LTD.

Sd/-

Authorized Signatory



Date: June 16, 2022

To
Ms. Bhagyalaxmi Sharma
Railway station area near pola Chowk murtizapur Pin- 444106

Subject: Appointment Letter

We are pleased to appoint you as a Management Trainee with the Personal Care Department.

1. During the training period, you will be imparted training in the following areas

- Companies Formulation Development of Skin, Hair, Oral and Home Care range of products with various dosage forms Liquids, Lotions, Creams as directed by SENIOR SCIENTIST.
- Consumer Science Evaluation of Skin and Hair Care range of products as directed by SENIOR SCIENTIST.
- Considerable Independent Judgement is used to make decisions in carrying out assignments that have significant impact on services or programs.
- Guidelines may be available but require adaptation or interpretation to determine appropriate courses of action.
- Determine work plan for development / consumer science evaluation process for each project
- Ensure full compliance of current expectation of regulatory bodies
- Ensure full communication of project tasks and timelines
- Maintains records and prepares reports and correspondence related to the work.
- To have expertise in handling sophisticated instruments.
- To maintain favorable public relations.
- To communicate effectively with others.
- To assemble and prepare scientific data with clarity and accuracy.
- Conduct all work in Safe environment and adhere ASHLAND EHS RESPONSIBLE CARE POLICY.

You will be governed by the terms and conditions of the Ashland Policies and Rules as applicable from time to time.

2. While undergoing the above training, you shall comply, to the best of your knowledge, with all business conduct, regulatory and health and safety guidelines established by Ashland.



efficacy usability allure integrity profitability

3. We will pay the monthly stipend of Rs 25,000/- (Rupees Twenty Five Thousand only) inclusive of taxes. Payment shall be made by account payee cheque or RTGS in your favor and shall be subject to deduction of applicable tax at source.
4. The period of traineeship ("Term") shall be for a period of one year commencing from June 20, 2022 to June 19, 2022, unless terminated sooner in accordance with the provisions of this letter. Thereafter, this traineeship may be renewed for such subsequent terms as mutually agreed. In case the training period is not extended, it shall automatically end on the expiry of the training period.
5. Termination for Convenience - Either party shall have the right to terminate this Agreement for any reason upon 30 (Thirty) days advance written notice to the other party.
6. If your performance during the training period is not found to be satisfactory, the training period shall be liable to be extended or even dispensed with during the initial or extended period of training, purely at the discretion of the management, without stating any reasons.
7. It is clearly understood that your appointment as a management trainee is for a specific period as stated above and no notice or pay in lieu of notice will be payable to you by the management at the end of your tenure with the Company.
8. Since your appointment is for a specific period as a trainee, you will neither have any right nor a lien on the job held by you in the Company, nor will you have a right to claim any regular employment in the Company.

9. **PROPRIETARY RIGHTS:**

For the purposes of this Article 9, the terms set forth below shall have the following meanings:

- a) **Concept Ideas.** Those concepts and ideas disclosed by Company to you or which are first developed by you during the course of the training period hereunder and which relate to the Company's present, past or prospective business activities, services, and products, all of which shall remain the sole and exclusive property of Company. You shall have no publication rights and all of the same shall belong exclusively to the Company.
- b) **Confidential Information.** For the purposes of this Agreement, Confidential Information shall mean and include: all information relating to the business, plan and/ or technology including, but not limited to technical information including inventions, methods, plans processes, specifications, characteristics, assays, raw data, scientific preclinical or clinical data, records, databases, formulations, clinical protocols, equipment design, know-how experience and trade secrets; developmental, marketing sales, customer, supplier, consulting relationship information, operating, performance, and cost information; computer programming techniques whether in tangible or intangible form and all record bearing media containing or disclosing the foregoing information and techniques including, written business plans, patent and patent applications grant applications, notes, and memoranda, whether in writing or presented, stored or maintained in or by electronic, magnetic, or other mean.
- c) **Non-Disclosure to Third Parties.** Except as required by your duties, you shall not, at any time now or in the future, directly or indirectly, use, publish, disseminate or otherwise disclose any



Confidential Information, Concepts, or Ideas to any third party without the prior written consent of the Company which consent may be denied in each instance and all of the same, together with publication rights, shall belong exclusively to the Company.

- d) **Documents, etc.** All documents, diskettes, tapes, procedural manuals, guides, specifications, plans, drawings, designs and similar materials, invitations to submit proposals, records and all other materials containing Confidential Information or Information about Concepts or Ideas (including all copies and reproductions thereof), that come into your possession or control by reason of your performance of the relationship, whether prepared by you or others: (a) are the property of the Company, (b) will not be used by you in any way other than in connection with the performance of your duties, (c) will not be provided or shown to any third party by you, and (d) at the termination (for whatever reason) of your relationship with the Company, will be left with, or forthwith returned by you to the Company.

You are requested to confirm acceptance of our offer and inform the date of your joining.

If you agree with the above conditions, please indicate your acceptance by signing a copy of this letter and returning it us. The original of this letter and job description will be mailed to you.

Sincerely,

For Ashland India Private Limited

Eesh Dev
Varma

Digitally signed by
Eesh Dev Varma
Date: 2022.06.16
13:19:31 +05'30'

Eesh Dev Varma
HR Head India

ACCEPTANCE OF APPOINTMENT

I accept the offer on the terms and conditions outlined.

Signature



IMPACT INDUSTRIES

COSMETICS/CONSUMER/INDUSTRIAL AEROSOL PACKAGING

Asian Industrial Hub, Unit No. 3,

Shirsad Phata, Virar East,

District – Palghar, Maharashtra 401303

Email – impactindustries15@gmail.com

Letter of Appointment

Date – 13/07/2022

Name – Radhika Maskare

Address - "Shivchhaya" Patrakar Colony near Rampuri camp, Amravati

Dear Radhika,

Appointment as Chemist

We refer to our recent interview for the above position and are pleased to advise that we are offering you the position with our Company effective from 22/07/2022.

Under the following terms and conditions:

1. SALARY

Your salary will commence at 20000.00 per month. (Basic salary + Transport + Accommodation)

2. PROBATIONARY PERIOD

Your appointment will be subject to a probationary period of 6 months.

3. WORKING HOURS

Your working hours will be as follows:

Monday to Saturday: 9am – 6.30pm

Lunch Break: 1pm – 1.30pm

At times, you may be required to work irregular hours, including Sunday.

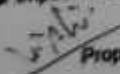
4. FACTORY RULES AND REGULATIONS

- Late mark will be considered after 09:15 AM.
- Three late marks will be considered as one half day.
- Four holidays in a month, Sundays will not be paid for the month.
- Sandwich holiday with paid leaves are not allowed (Paid leaves will be considered unpaid).
- Sandwich holiday with Sundays are not allowed. (Sunday will be considered unpaid).
- Please inform us a day prior before taking leave.
- If you leave the factory premises during the working hours, it will be considered as a half day.
- Bonus will be given only after one year of joining.
- Bonus will be calculated on the percentage of your yearly attendance.
- One month prior notice is compulsory before leaving service, if not pending salary will be transferred after two months.

If you are agreeable to the above terms and conditions of the appointment, kindly confirm your acceptance by signing this.

Yours sincerely

For Impact Industries


Proprietor

I agree to the appointment and accept the above terms and conditions of service.

PERCOS

The Skin Care Company

6.7.2022

Ms Ragini Bihari Varma
Near AMC hospital Bhaji bazar road
Salphale lane,
Amravati 444601.
Mob no: 7000270321
Email: raginibvarma03@gmail.com

Dear Ms Ragini Bihari Varma

Sub: Offer Letter.

With reference to your application and subsequent interview, we are pleased to offer you the post of R&D Executive with our organization.

The salary and other working allowances for the applicable grade shall be communicated to you in your appointment order on receipt of the acceptance of your offer letter.

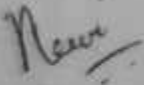
You are requested to submit the following documents at the time of joining.

1. Date of birth proof.
2. Educational testimonial.
3. 2 passport size photographs.
4. Resignation and relieving letter from the previous employer.
5. Copy of PAN card
6. Your Bank Detail and account no.

You should join your duties on or before **20.07.2022**. Initially you shall be on probation for a period of 6 months from the date of your appointment.

Please sign and return a duplicate copy of this offer letter, confirming your acceptance to the offer. We welcome you to PERCOS family and wish you all the best.

Thanking You,
For PERCOS India Pvt. Ltd.



Authorized Signatory.

CORP. OFFICE : PERCOS INDIA PVT. LTD., Unit No. 316, 3rd Floor, KM Trade Tower, Sector 14, Kaushambi, Gzd. 201010 (U.P.) Tel. - 0120-4115543/4115528, E-mail : contact@percoshindia.com website: www.percoshindia.com

PLANT : Plot No.23, Sector -6B, IIE SIDCUL, HARIDWAR-249403.

REGD. OFFICE : Plot No. 5, Basement, Neelkanth Chamber -1, L.S.C., Saini Enclave, VikasMargExtn., Delhi-110092(INDIA)



minimalist_

A division of Uprising Science Private Limited

STRICTLY PRIVATE & CONFIDENTIAL

Date: January 29, 2022

To,
Shrutika Lambade


OFFER LETTER

We are pleased to offer you an exciting role in the "Research & Innovation Team" department at Uprising Science Pvt Ltd. Your remuneration package and terms of employment are described as below:

1. **Employer:** Uprising Science Private Limited (USPL)
2. **Job Title:** R&D Associate
3. **Location:** Your initial place of posting will be Jaipur. However, USPL reserves the right to transfer you to any other office in India.
4. **Salary:** Your CTC will be Rs.7,00,000 per annum, where Rs.5,50,000 will be fixed and Rs.1,50,000 will be annual bonus paid at the end of the year. PF, ESIC, TDS (if applicable) will be deducted from your gross monthly salary as per statutory norms.
5. **Date of Joining:** You are expected to join on February 07, 2022 at 10:00 AM
6. **Probation:** You will be on probation for a period of 3 months during which your performance & capabilities will be measured. Post probation, if your performance & conduct are found to be satisfactory, you'll be appointed as permanent employee.

 hr@uprisingscience.com
www.uprisingscience.com

 +91 9723 19000

 301 Floor, H1-10, G.I. Nagar, U.P. Banker
Jaipur, Rajasthan, India - 302018

Other need-based outstation Travel and Hotel booking requirements shall be arranged from Corporate front office desk aligned with applicable per diem policy of the group.

m_

minimalist_

A brand of Uprising Science Private Limited

7. **Termination:** The employee will not disclose any confidential information related to USPL to any third party, or get into same line of business as USPL for at least 3 months after termination from USPL.

Please sign this letter and return it to us by January 31, 2022 to indicate your acceptance of this offer.

Wishing you a successful career at USPL!

For Uprising Science Private Limited

Yadav

Mohit Yadav
Co-Founder, Uprising Science Pvt Ltd

I have read the above terms & conditioners of the job offer and hereby accept the offer.

Date: _____

Signature: _____

 help@uprisingindia.com
www.uprisingindia.com

 +91 9729 4834

 3rd Floor, H-10, S.I. Marg, I.I.T. Road
Nagar, Mohali Punjab, India - 140218



Date: 27-09-2021

Ref: CC/PER/MUM/21-22/01

SAISH N. KATOLE

Hanuman Nagar, B/H Kholapuri Gate Police Station, Amravati – 444601

Sub : Employment Offer Letter

Dear Saish,

With reference to your application and subsequent discussion you had with us, we are pleased to offer you the position of "**Business Development Executive**" at our Vashi, Navi Mumbai office and can be transferred to other location depending upon the requirements.

You are required to submit the following documents on your joining:

1. Copies of Education/Professional qualifications
2. Relieving / Acceptance of resignation letter from last employer, if any
3. Two passport sized photograph
4. Identity and Address Proof (Aadhar Card/PAN)

The letter of appointment with all the terms and conditions will be issued to you on your joining. You will be on probation for a period of one year from the date of joining the company. You will be paid consolidated salary of Rs. **2,17,000/-** annually. Details are mentioned in **Annexure-I**

You shall join our company on **Monday 4th October 2021** failing which this offer automatically stands withdrawn. The company shall not be liable to any claim, monetary or otherwise, in respect of withdrawal of the offer. Please report to our office and complete joining formalities on **4th October 2021**.

Please return the duplicate copy of this letter duly signed by you as a token of your acceptance of the offer.

Thanking you.

HR Department
CARECHEM CORPORATION

CARECHEM CORPORATION
307, Central Facility Building No. 2, Phase II, Sector 19C, Vashi, Navi Mumbai – 400 705
Tel: +91-22-27666851 / +91-9137195301
Email: sales@carechemcorp.in Web: www.carechemcorp.in

Annexure – I

	Monthly	Annually	
Basic	13,500	1,62,000	
Conveyance	2,500	30,000	
Total	16,000	1,92,000	Take home salary subject to other applicable deductions (e.g. professional tax any)
Incentive Bonus	2,083	25,000	
Total	18,083	2,17,000	
Incentive Bonus		25,000	To be paid after completion of the year based on performance evaluation

Ref: /SPATZ/Ahmedabad/18/2021

To,

Miss. Mohini D. Shah ,

SUB: Appointment Letter

We are pleased to offer /appointing you employment w.e. from 6th September 2021 as "Back Office Sales Executive " with Spatz Cosmeceuticals Inc. on the following terms and condition

1. **Job Title:** Your job Title will be "Back Office Sales Executive" and you will report to your respective department head.
2. **Salary:** Your salary and other benefits will be as set out as follows

Your Total Salary will be Rs. 12,000 /- per Month.

3. **Place of posting:** You will be posted at Ahmadabad. You may however be required to work at any place of business which the Company has, or may later acquire. You may be posted / transferred to an office /project division/ Department / Unit in Gujarat depending upon the exigencies of work.
4. **Hours of Work:** The normal working days are Monday through Saturday. You will be required to work for at least 9 hours per day as necessary for the proper discharge of your duties to the Company.
5. **Notice Period & Termination:**
If you desire to leave our employment, you will give at least one – month notice in writing to the company to that effect and you will be relieved from the services of the company after effective handling over of your charges is done within the stipulated period. However, the company reserves its right to waive the said notice period and relieve you till completion of the assignments, which are given to you.
6. You will follow all rules of discipline and maintain secrecy. You will keep all information as confidential, which you will come across during the course of your employment with the company. If it is found by the company that any information is diverted through you intentionally or otherwise it will not only amount to breach of this contract and trust but you will be liable to pay compensation to company. In this respect opinion of the company will be final.
7. Whatever systems, methods, jobs, assignments, which you will develop during the tenure of your employment, will become the property of the company.
8. You will not refuse any assignment given to you by the company even though the same is not of your grade or area of operation.





minimalist_

A brand of Uprising Science Private Limited

STRICTLY PRIVATE & CONFIDENTIAL

Date: January 29, 2022

To,
Laxmi Jaiswal

OFFER LETTER

We are pleased to offer you an exciting role in the "Research & Innovation Team" department at Uprising Science Pvt Ltd. Your remuneration package and terms of employment are described as below:

- 1. Employer:** Uprising Science Private Limited (USPL)
- 2. Job Title:** R&D Associate
- 3. Location:** Your initial place of posting will be Jaipur. However, USPL reserves the right to transfer you to any other office in India.
- 4. Salary:** Your CTC will be Rs.7,00,000 per annum, where Rs.5,50,000 will be fixed and Rs.1,50,000 will be annual bonus paid at the end of the year. PF, ESIC, TDS (if applicable) will be deducted from your gross monthly salary as per statutory norms.
- 5. Date of Joining:** You are expected to join on February 07, 2022 at 10:00 AM
- 6. Probation:** You will be on probation for a period of 3 months during which your performance & capabilities will be measured. Post probation, if your performance & conduct are found to be satisfactory, you'll be appointed as permanent employee.



minimalist_

A brand of Uprising Science Private Limited

7. **Termination:** The employee will not disclose any confidential information related to USPL to any third party, or get into same line of business as USPL for at least 3 months after termination from USPL.

Please sign this letter and return it to us by January 31, 2022 to indicate your acceptance of this offer.

Wishing you a successful career at USPL!

For Uprising Science Private Limited

Mohit Yadav

Mohit Yadav
Co-Founder, Uprising Science Pvt Ltd

I have read the above terms & conditioners of the job offer and hereby accept the offer.

Date: _____

Signature: _____

CIEL/20073-AL/Ritestar Products Pvt. Ltd/Aug/2021

APPOINTMENT LETTER

Dear **Kinjal Sudhir Chandhark**,

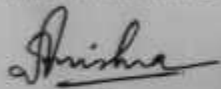
We are pleased to offer you employment in our organization as **F&D Chemist**, on the following terms and conditions:

1. Your date of joining will be **02 Aug 2021**.
2. During the period of your employment, your services could be deputed at the sole discretion of the Management to any of our client's company to do work pertaining to or incidental to the clients business.
3. Details of your salary break up with components are as per the enclosure.
4. Apart from the above any other expenses including travel expenses incurred by you in connection with its obligations under this engagement, with the prior approval of our client, shall be reimbursed by CIEL, at actuals subject to the submission of appropriate bills, receipts and supporting documents related to such expenses.
5. You will be covered under a Group Accident Insurance Scheme to the extent of Rs.200000 and medical insurance up to Rs.100000 per annum. This policy will come into effect after 30 days of joining the company.
6. You will be eligible for one day leave per month as per the company policy, during the period of your contract of employment.
7. You will be entitled to all other statutory benefits wherever applicable during your employment.
8. The employment shall be terminable by either party giving 15 days notice in writing or salary in lieu of notice, to the other; in the event of the project work for which you are being employed comes to an end, the organization may re-deploy you to other projects subject to you clearing the pre-requisites.

We are consciously endeavoring to build an atmosphere of trust, openness, responsiveness, autonomy, and growth among all members of the CIEL HR family. As a new entrant, we would like you to whole-heartedly contribute to this process.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return it to us.
With warm regards,

Yours truly,
For CIEL HR Services Pvt Ltd.



Aditya Narayan Mishra
CEO

I hereby accept the above-mentioned terms and conditions

Signature:
Date:

21st December, 2021

Mr. Rahul Hiralkar
Behind SKK College,
DP Road, Jalgaon Jamod,
Dist: Buoldhana

Sub: Letter of Intent – "Trainee – Quality Assurance and R&D"

Dear Mr. Rahul,

With reference to your application for the post of "Trainee – Quality Assurance and R&D", and your subsequent interview with us, we are pleased to inform you that you have been selected to the above post. Your appointment will be as per the terms of the appointment letter applicable to you.

In connection with above, we are pleased to confirm the offer as per discussion had with you. You will be paid monthly stipend of Rs. 15,000/-.

You are required to join your duties on or before **3rd January 2021** at our **Atgaon** unit. Send us true attested copies of the following documents, for personnel records:

1. Birth Certificate / School Leaving Certificate for proof of age.
2. Certificate in support of Educational Qualification
3. PAN and Aadhaar Card
4. Certificate of Work Experience
5. Document showing last drawn pay
6. Relieving Letter from last Employer.
7. 2 Photographs

This letter does not constitute your appointment and the regular letter of appointment will be issued to you after joining. Your appointment will be effected on your formal acceptance of the terms of appointment offered to you and completion of prescribed formalities.

You are required to sign the duplicate copy of this Letter of Intent and return it to us by way of acknowledgement and acceptance of its terms.

Yours faithfully,
For The Vanity Case Group of Companies


Authorized Signatory

IVORY

Date: 04/10/2021

Ms. Shruti Deshpande,
Kale-layout, Gatai Apartment, Wadgaon Road,
Yavatmal. Pin-445001
Dist.: Yavatmal. Pin-445001, (M.S)
Mob: 8788653489

TERMS OF APPOINTMENT AND EMPLOYMENT

Dear Ms. Deshpande,

We refer to the interview you had with us and are pleased to inform you that you are selected for the post of "Officer-R & D."

The Terms and Conditions, which are as follows:

1. You will be designated as "Officer-R & D."
2. You will join us on or before 04.10.2021

Presently your Salary Grade will be as under:

A. Monthly Allowance	Per Month	Per Annum
	Rs.	Rs.
Basic	6075.00	81000.00
H.R.A.	2025.00	24300.00
Conveyance	2025.00	24300.00
Special Allowance	4200.00	50400.00
Total of Monthly Allowances	15000.00	217184.00

IVORY SOAP WORKS LIMITED

REGD. OFFICE: H-44, MIDC INDUSTRIAL AREA, AMBAD, NASHIK-422 010

Tel: (0253) 6603424/5 / 2381436 / 2381654 • Fax: (0253) 6603426

BRANCH OFFICE: K K CHAMBER, FIRST FLOOR, P. THAKURDAS ROAD, FORT, MUMBAI - 400 001

Tel: (022) 43482300 • Fax: 43482101 • E-mail: ajay.ramnathkar@gmail.com • www.ivorysoapworks.com

Date: 23.8.2021

To,
Mrs. Bhakti Subhash Khilare
Palghar

Subject: Letter Of appointment

This is with reference to your application and personnel interview with Dr. Manir A. Chandniwala
We are happy to offer you to work as an associate with the said designation in our organisation. Your job
specification, Remuneration, and other terms And conditions are mentioned as below
You will be Kept on first 3 month probation.

- 1) Job Designation : Asst. Production chemist.
- 2) Job Reporting : At Palghar Plant
- 3) Core Area of Operations : Production
- 4) Department Reporting : To all seniors , Head of department, Managers & Proprietor
- 5) Job specification : (Duties and responsibilities)

Your major area will be looking at all production and packaging activities which includes.

- a) Carrying out day to day routine work in production.
- b) Planning and effective execution of work and production activity
- c) Putting all the efforts to achieve daily production targets/planning and to keep a check to produce quality product without any errors.
- d) Maintaining all records like daily reports, PMP, production and packaging reports, weekly and monthly reports which are required by management from time to time.
- e) Coordinating with other departments as well as with customers, vendors when and where - required

6) Remuneration

- a) **Salary** : On completion of your job specification company will pay you net 15000/- Indian rupees
- b) **Increments** : Company should give you increment of average 8 to 10 percent annually. However the sole decision of increments lies with management which will depend on individual performance, company growth and company's financial situation. Company may exceed increment percentage in special cases looking into the performance of the candidate/employee.
- c) **Bonuses** : Company does not pay any annually bonuses separately.
- d) **Daily allowances** : Company can give allowances upto Rs 500/- if travelling from nearby stations like palghar, umreth station to Kolgaon. Railway pass upto 500 Rs. Per month or quarter can given on produce of the past. Any official trip cost will be given accordingly as actual. All transportation expense on official work will be paid at actual and lodging and food should not exceed 700 Rs. Per day or in special cases should be approved by management in advance.
- e) **Overtime** : Company can pay overtime @ of 1.5 times of hourly wages to an employee who is called to work on non working days. Min overtime should be 2 hours at any given period to be eligible for payment unless pre specified or approved by management & information should be preapproved and reported to HR or senior and should be done only when required.
- f) **Holidays** : Company will give 13 days paid holidays once employee have completed 1 year of the service or as per the leave policy decided by management from time to time. On exhaustion paid leaves company will deduct wages for those days on which employee have not reported to work. Employee will also be eligible for festive holidays which are pre specified in the list made by HR department.

only

7) Terms & Condition

- a) Our offer to work as a associate with our organisation will be effective from tentative 23.8.2021
- b) You should not negotiate or compromise with any third party including customers.
- c) You will be duty bound and will keep all the trade and business information confidential and will never pass the information to anybody outside your core team and even to an outsider even in case when you have separated from the company.
- d) This company will sign an MOU agreement with you which will be legally complied.
- e) You will be only working with M/S Influx and do all work assigned with at most sincerity and dedication
- f) During your period of service you should not engage in any other business or occupation or activity
- g) Your service will be transferable to any department as per management requirement
- h) You will be liable to follow all the rules and condition which will be levied by company from time to time.

8) Separation :

Incase of disassociation with company you will be liable to give 30 day written notice period if you have worked for less than 3 years and minimum of 60 days notice period if one has worked for more than 3 years of services and you should complete all your entrusted work during this notice period till your last min of work. In case on non reporting to work during this company then company will be liable to take appropriate legal action towards that employee and claim all the damages caused or minimum of 3 months current salary will be fined whichever is more.

Company can discontinue services any employee with or without prior notice. Company in this situation will be liable to pay 1 month salary till completion of notice period or have to pay 1 month salary in 30 days time if immediate discontinuation of services happens due to any valid reasons if separation is genuine without any false act

9) All Disputes related to your employment if any should be subject to Mumbai jurisdiction only

For INFLUX HEALTHTECH PRIVATE LIMITED

Director
(Return to Miss. Bharti Subhash Chitambar)

on acceptance of the offer letter)
Miss. Bharti Subhash Chitambar have thoroughly understood the offer letter, terms and condition and I accept the opportunity to work with M/S Influx Healthtech Private Limited.

Sign and left Thumb impression of employee

Attach complete postal address with photo ID.

Give name of 2 references (local will be preferred)

Photo copy of mark sheets of should be attached

MsShivani R Kothale

05/02/2022

Sub: Appointment & Offer Letter

CONGRATULATIONS! We are pleased to inform that you have been offered to work with us as executive in the production/Formulation department.

We are delighted to make you the following job offer.

This is a permanent, full time position and reports to the General Manager.

We would like you to start work on the 14.02.2022 at 10.00 AM. Please report to MrChauhan, General Manager, for documentation and orientation. If this date is not acceptable, please contact us at the below address/ phone number immediately. If you miss to contact us, then your employment would be on hold/ terminated status due to NCNS (No Call No Show) without prior notice.

Please sign the enclosed copy of this letter (Annexure 1) and return it to HR to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our Company and look forward to work with you.

Welcome & all the very best!

Yours sincerely,

Nitin Joshi

CEO

Annexure 1

Benefits Information:

As discussed with you, you will be paid a CTC of Rs.15000.00 per month. Deduction of PF and ESI contribution on your gross salary will be done as per company policy. Based on the performance during this period, your further increments will be considered based on your performance within 3 months. CTC can be considered @ Rs.18000.00

Terms & Conditions

1. Employees joining the "Company" would be on probation/ learning period for 180 days. Post reviewing the performance, the employment would be "Confirmed".
2. When you are on Probation period, you will not be eligible to avail leave. There will be no exception made for this condition.
3. Employees would not be eligible for any of the benefits while on probation period except for PF and ESI and professional tax if applicable.
4. "Company" has the authority to terminate the employment/ put the employee on corrective action for unsatisfactory performance.
5. "Company" also reserves the rights to terminate the employment without any reason/ prior notice.
6. If the employee quits the "Company", they are required to service 30 days of notice period. Employees who fail to adhere would need to pay the difference amount of their notice period/ one salary whichever is higher.
7. In case of No call No show, "Company" will hold on to the relieving letter and any full & final settlement as applicable.
8. Employees will be eligible for Gratuity as per government law/ guidelines.
9. For availing leaves, employee must be confirmed with the "Company". Employees should also inform the immediate supervisor for casual leave in advance. The "Company" reserves the authority for processing "LOP" (Loss Of Pay) for the number of unauthorized days.

Declaration:

I accept the offer as outlined above and by signing this letter, I am agreeing and accepting the terms & conditions of the "Company"

(Name) _____ Date: _____

(This letter contains information which is confidential and is intended for the use of the person or the organization to which it is addressed and shall be used solely for the purpose for which it is provided. The Company accepts no liability caused by the misuse of this letter.)

08/01/2022

Mr. Amey Diliprao Deshmukh
Shegaon Square,
Amravati, Maharashtra

Sub: Appointment & Offer Letter

CONGRATULATIONS! We are pleased to inform that you have been offered to work with us in the production department.

We are delighted to make you the following job offer.

This is a permanent, full time position and reports to the General Manager.

We would like you to start work on the 17.01.2022 at 10.00 AM. Please report to Mr Chauhan, General Manager, for documentation and orientation. If this date is not acceptable, please contact us at the below address/ phone number immediately. If you miss to contact us, then your employment would be on hold/ terminated status due to NCNS (No Call No Show) without prior notice.

Please sign the enclosed copy of this letter (Annexure 1) and return it to HR to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our Company and look forward to work with you.

Welcome & all the very best!

Yours sincerely,

(Dr Chitra Phadnis)
CEO

----- Page Break -----

08/01/2022

Mr. Shrikant Ramesh Shriram
Balaji Nagar,
Jaha.

Sub: Appointment & Offer Letter

CONGRATULATIONS! We are pleased to inform that you have been offered to work with us in the production department.

We are delighted to make you the following job offer.

This is a permanent, full time position and reports to the General Manager.

We would like you to start work on the 10.01.2022 at 10.00 AM. Please report to Mr Chauhan, General Manager, for documentation and orientation. If this date is not acceptable, please contact us at the below address/ phone number immediately. If you miss to contact us, then your employment would be on hold/ terminated status due to NCNS (No Call No Show) without prior notice.

Please sign the enclosed copy of this letter (Annexure 1) and return it to HR to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our Company and look forward to work with you.

Welcome & all the very best!

Yours sincerely,

(Dr Chitra Phadnis)
CEO



Annexure 1

Benefits Information:

As discussed with you, you will be paid a CTC of Rs. 15000.00 per month. Deduction of PF and ESI contribution on your gross salary will be done as per company policy. Based on the performance during this period, your further increments will be considered based on your performance within 3 months. CTC can be considered @ Rs. 18000.00

Terms & Conditions

1. Employees joining the " Company" would be on probation/ learning period for 180 days. Post reviewing the performance, the employment would be " Confirmed" .
2. When you are on Probation period, you will not be eligible to avail leave. There will be no exception made for this condition.
3. Employees would not be eligible for any of the benefits while on probation period except for PF and ESI and professional tax if applicable.
4. " Company" has the authority to terminate the employment/ put the employee on corrective action for unsatisfactory performance.
5. " Company" also reserves the rights to terminate the employment without any reason/ prior notice.
6. If the employee quits the " Company" , they are required to service 30 days of notice period. Employees who fail to adhere would need to pay the difference amount of their notice period/ one salary whichever is higher.
7. In case of No call No-show, " Company" will hold on to the relieving letter and any full & final settlement as applicable.
8. Employees will be eligible for Gratuity as per government law/ guidelines.
9. For availing leaves, employee must be confirmed with the " Company" . Employees should also inform the immediate supervisor for casual leave in advance. The " Company" reserves the authority for processing " LOP" (Loss Of Pay) for the number of unauthorized days.

Declaration:

I accept the offer as outlined above and by signing this letter, I am agreeing and accepting the terms & conditions of the " Company"

(Name) _____ Date: _____

(This letter contains information which is confidential and is intended for the use of the person or the organization to which it is addressed and shall be used solely for the purpose for which it is provided. The Company accepts no liability caused by the misuse of this letter.)



05/02/2022

Ms Revati P Deshmukh

Sub: Appointment & Offer Letter

CONGRATULATIONS! We are pleased to inform that you have been offered to work with us as executive in the production/Formulation department.

We are delighted to make you the following job offer.

This is a permanent, full time position and reports to the General Manager.

We would like you to start work on the 14.02.2022 at 10.00 AM. Please report to Mr Chauhan, General Manager, for documentation and orientation. If this date is not acceptable, please contact us at the below address/ phone number immediately. If you miss to contact us, then your employment would be on hold/ terminated status due to NCNS (No Call No Show) without prior notice.

Please sign the enclosed copy of this letter (Annexure 1) and return it to HR to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our Company and look forward to work with you.

Welcome & all the very best!

Yours sincerely,

Nitin Joshi

CEO

Annexure 1

Benefits Information:

As discussed with you, you will be paid a CTC of Rs.15000.00 per month. Deduction of PF and ESI contribution on your gross salary will be done as per company policy. Based on the performance during this period, your further increments will be considered based on your performance within 3 months. CTC can be considered @ Rs.18000.00

Terms & Conditions

1. Employees joining the "Company" would be on probation/ learning period for 180 days. Post reviewing the performance, the employment would be "Confirmed".
2. When you are on Probation period, you will not be eligible to avail leave. There will be no exception made for this condition.
3. Employees would not be eligible for any of the benefits while on probation period except for PF and ESI and professional tax if applicable.
4. "Company" has the authority to terminate the employment/ put the employee on corrective action for unsatisfactory performance.
5. "Company" also reserves the rights to terminate the employment without any reason/ prior notice.
6. If the employee quits the "Company", they are required to service 30 days of notice period. Employees who fail to adhere would need to pay the difference amount of their notice period/ one salary whichever is higher.
7. In case of No call No show, "Company" will hold on to the relieving letter and any full & final settlement as applicable.
8. Employees will be eligible for Gratuity as per government law/ guidelines.
9. For availing leaves, employee must be confirmed with the "Company". Employees should also inform the immediate supervisor for casual leave in advance. The "Company" reserves the authority for processing "LOP" (Loss Of Pay) for the number of unauthorized days.

Declaration:

I accept the offer as outlined above and by signing this letter, I am agreeing and accepting the terms & conditions of the "Company"

(Name) _____ Date: _____

(This letter contains information which is confidential and is intended for the use of the person or the organization to which it is addressed and shall be used solely for the purpose for which it is provided. The Company accepts no liability caused by the misuse of this letter.)



minimalist_

A brand of Uprising Science Private Limited

STRICTLY PRIVATE & CONFIDENTIAL

Date: June 16, 2021

To,
Nisha Sharma

OFFER LETTER

We are pleased to offer you an exciting role with the "Research & Innovation Team" at Uprising Science Pvt Ltd. Your remuneration package and terms of employment are described as below:

1. **Employer:** Uprising Science Private Limited (USPL)
2. **Job Title:** R&D Associate
3. **Location:** Your initial place of posting will be Jaipur. However, USPL reserves the right to transfer you to any other office in India.
4. **Salary:** Your CTC will be Rs.7,00,000 per annum where Rs.5,50,000 will be fixed and Rs.1,50,000 will be annual bonus paid at the end of the year. PF, ESIC, TDS (if applicable) will be deducted from your gross monthly salary as per statutory norms.
5. **Date of Joining:** You are expected to join on July 12, 2021 at 10:00 AM
6. **Probation:** You will be on probation for a period of 3 months during which your performance & capabilities will be measured. Post probation, if your



hr@uprising-science.com
www.uprising-science.com



+91 97721 48335



Plot No. 101 E2, S1, Mang. Lu. Scheme
Jaipur, Rajasthan, India - 302014

m_

minimalist_

A brand of Uprising Science Private Limited

performance & conduct are found to be satisfactory, you'll be appointed as permanent employee.

7. **Termination:** The employee will not disclose any confidential information related to USPL to any third party, or get into same line of business as USPL for at least 3 months after termination from USPL.

Please sign this letter and return it to us by June 20, 2021 to indicate your acceptance of this offer.

Wishing you a successful career at USPL!

For Uprising Science Private Limited

मोहित यदव

Mohit Yadav
Co-Founder, Uprising Science Pvt Ltd


I have read the above terms & conditioners of the job offer and hereby accept the offer.

Date: _____

Signature: _____

 hr@uprising-science.com
www.uprising-science.com

 +91 97221 80880

 B-17/Nov. 9/1, 1st Fl., 2nd Main, Laxmi Nagar, Mayapuri, New Delhi - 110016

Confirmation Letter

To,

Dear Ms. Shweta OmPrakash Patle

Executive - R & D

Sriveda Sattva Pvt.Ltd.

Dear Ms. Shweta OmPrakash Patle

Consequent to the review of your performance during your probation, we have the pleasure to inform you that, your services are being confirmed as **Executive - R & D**.

All the other terms and conditions during your appointment remain unchanged.

We look forward to your valuable contribution and wish you all the very best for a rewarding career with the organization.

Please sign the duplicate copy of this letter as a token of acceptance of the same.

For Sriveda Sattva Pvt.Ltd.


Authorised Signatory

Sriveda Sattva Pvt. Ltd.

Registered Office: III Floor, No. 54/46 39th A Cross, 11th Main Road, 4th T Block, Jayanagar, Bangalore, Karnataka, India - 560041
Manufacturing Unit: 21st Km, Kanakapura Road, Udayapura, Bangalore (South), Karnataka, India - 560082
Ph: +91-80 26063500 | info@srisritattva.com | www.srisritattva.com | CIN : U65191KA2007PTC042791

Offer LetterDate: **25-11-2021**

Sub: Offer Letter

Dear **bhagyashree vidhani,****Congratulations! You have been selected.**

We are pleased to inform you that you will be deployed at our Client **Purple**. We are delighted to make you the following job offer.

The position offered to you is that of a **Beauty Advisor** at **Monthly Take Home Salary of Rs. 17870.00**. Your job location will be **Mumbai**

You will be on contract for a period of **12** months. The contract period may be extended, at the sole discretion of the management.

You would be required to join as early as possible but not later than **01-11-2021**. If you do not join your duty on the said date, this offer of appointment shall be treated as canceled, unless the extension of the said date for joining is agreed upon by us.

Documents need to be uploaded on MyHR-OLX People App. (<https://myhr-aj.app.link/IYPhcwJnKV>)

Go to the Play Store and download the MyHR-OLX People App from there. If you face any issues, report it on the app.

Following documents have to be uploaded for further process:

1. Aadhaar Card (Mandatory)
2. Bank Account Proof (Mandatory)
3. Passport Size Photo (Mandatory)
4. Photocopy of PAN Card
5. Details of Family
6. Details of Permanent and Present Address

We are confident you will be able to make a significant contribution to the success of our Client **Purple** and look forward to working with you.

Please click on the "Accept" button to download the app and upload your KYC documents in order to get your Appointment Letter.

Yours faithfully,**OLX People** (by Aasaanjobs Pvt Ltd)

12:49



**YASHAM : Appointment
confirmation as Trainee -
Application Lab in Personal
Care Division** Inbox



Amit Samant 5/26/2021

to me, Prasad, Makarand, Priy...



Dear Mr. Shubham Bobade,

Hope you are doing safe and healthy...

With refers to your shared application and subsequent round of discussion , We are pleased to appoint you as " Trainee – Application Lab" for our Personal care division. As discussed, please confirm your status of joining as per the following terms :-

Company Name	YASHARTH WELLNESS SOLUTIONS PVT LTD (A Subsidiary of YASHAM Group)
Department	PERSONAL CARE
Role	TRAINEE – Application Lab
Tenure	Minimum 6 month (Continuing without breaks)
Stipend	Rs.10,000/- per month
Expected Date of Join	Monday,7th June 2021 (actual commencing date of training)
Reporting date at Location	Saturday, 5th June 2021



Passiflora Laboratories Pvt. Ltd.

Reg. Office : Vanalika - Project, Wing 1-A, Flat No. 507, Gat No. 12A, Near
Lavale Phata, Pirangut, Tal - Mulshi, Dist - Pune, Maharashtra, India - 412115.
Correspondence Address : C/o Shubh Mediacorp India Pvt. Ltd., 1020/1021,
Sadashiv Peth, Near Nagnath Par, Palkar Chambers, Pune - 411030

Date :- 22/12/21
Document No :- Doc/12/001

To,
Nahush Patil
Amravati

On behalf of **Passiflora Laboratories Pvt. Ltd.**, I am excited to extend an offer to you for an internship position within our Company. This position is located in Pirangut Pune. The position is for a 'Trainee Intern'

This position is scheduled to begin 01-01-2021 and will be a six-month unpaid internship opportunity ending on 31-06-2021. The schedule for this position is 8.30 am to 5 pm. This offer is contingent upon the successful completion of requirements. Please be sure to bring necessary documents with you on your first day to complete your profile.

During your temporary employment with company, you may have access to trade secrets and confidential or proprietary business information belonging to company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of company. Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program does not entitle you to an employment offer from company.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. Please review this letter in full, and sign and return Scan copy via mail before 23-12-2021 & hard copy at the time of joining to confirm your acceptance of the position. We look forward to having you begin your career at 'Passiflora Laboratories Pvt. Ltd.' and wish you a successful internship.

Welcome to our team!

Best wishes,




Director

Factory :

S.No. 281/1, Plot No. 41, Kasar Amboli, Pirangut,

Contact Details :

Mobile - +91 9657002868 / +91 9850271210

Email - nassifloralab@gmail.com

RiteStar

Date: 14/12/2021

Ahmedabad

To,

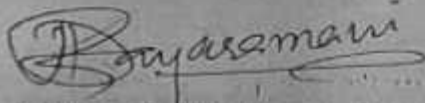
Ms. Pranjal Mahankar

Amravati

With respect to your mail dated 02/12/2021 and your application seeking internship opportunity, we hereby confirm your candidature as Trainee Intern at our company for a period of 6 months from your date of joining.

We look forward for your association with our company and looking to hear from you soon.

Best wishes



Director - Technical



July 06, 2021

Ms. Chandrakant Chandrakant Chaudhari
Deshpande Plot, Shivshakti Nagar,
House No. 49-1249, Ukali, H.V. Nagar,
Amravati - 444605

Contract of Engagement

This has reference to the discussion we had with you; we are pleased to engage you as per the following terms and conditions:

- 1) You will render services for a fixed period of Twelve months from July 05, 2021 to July 04, 2022.
- 2) You will be assigned work in the Technical Department as "Trainee R&D. Upon the completion of a particular assignment or process of work, you may be assigned to other work / processes as deemed fit by the management during the course of your engagement.
- 3) Your appointment is being made on a contractual basis for a fixed period as stated above. Your appointment will automatically come to an end on the expiry of the specified period and no notice pay or retrenchment compensation will be payable to you by the Management. Since your appointment is being made for a specified period you will neither have any right nor a lien on the job held by you. Also you will not claim regular employment even if there is such a vacancy for the post held by you or otherwise. Expect one month's notice or salary in lieu of notice no compensation or remaining wages for the unexpired period of contractual and fixed period of appointment will be payable by the Management if your services are terminated before the specified period of your service.
- 4) This contract commences on July 05, 2021 and ends on July 04, 2022 subject to your satisfactory job performance. Your performance will be reviewed regularly and at any point of time if the performance is not found to be satisfactory, management will be free to end the contract by giving 30 days' notice for the same. The decision to re-engage your services is entirely at the discretion of the Company.
- 5) Your job responsibilities will include but not limited to the following:
 - i. Assisting in R&D tasks.
 - ii. Any other job assigned from time to time.
- 6) You will be stipend of Rs. 15,000/- per month, on pro rata basis as per your monthly attendance, subject to statutory deduction as applicable. All statutory dues arising out of your compensation package will be deducted and deposited with the concerned authorities accordingly.
- 7) Your leave entitlement will be as per Company's Policy.
- 8) You will be bound by the service rules in force and amended by the Company from time to time in relation to your service conditions, which will form part of your terms of engagement.

CIN: U15549WB2017PLC218864



RP - Sanjiv Goenka
Group
Growing Legacies

GUILTFREE INDUSTRIES LIMITED

Dear Ms. Shradha Chandrakant Chaudhari,

- 9) All your rights and obligations in the course of this engagement are strictly limited to the terms and conditions stated hereunder. Accordingly, except as specifically indicated in this contract, you will not be entitled to any other benefits, subsidy, allowances or compensation from the Company.
- 10) Your engagement can be terminated by the Company without any notice or payment of any kind In lieu of notice, if
- a. you are found indulging in any act of dishonesty, disobedience, Insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty or incompetence on your part in the discharge of your duties or the breach on your part of any of the terms, conditions or stipulations contained in this letter or a violation on your part of any of the Company's service rules & regulations.
 - b. You are adjudged an insolvent or applying to be adjudged an insolvent or making a composition or arrangement with your creditors or are held guilty by a competent court any offence involving moral turpitude.
- 11) You may also choose to terminate this engagement by giving one month's notice in writing.
- 12) **Jurisdiction:** All disputes / actions arising out of this contract or relating thereto are subject to the jurisdiction of the court in Kolkata, in the State of West Bengal.

Yours sincerely,
For **Guilfree Industries Limited**

A. Almal

Arpita Almal
Senior Manager - Talent Acquisition & BUHR

I have understood the terms, conditions of the above letter of offer of engagement, and hereby confirm my acceptance of the same.

Name : Signature : Date :

CIN: U15549WB2017PLC218864

Regd. Office: Duncan House, 1st Floor, 31 Netaji Subhas Road, Kolkata - 700 001
Corporate Office: RPSG House, 2nd Floor, 2/4 Judges Court Road, Alipore, Kolkata-700 027
Tel: +91 33 24871349 Web: www.tooyumm.com

JOINING LETTER

Ms. Kartiki
Maharashtra
444002

26 August, 2021

Dear Ms. Kartiki V. DHANOKAR,

Congratulations! We are pleased to confirm that you have been selected to work for Harrods Health Private Limited. We are delighted to make you the following joining offer.

The position we are offering you is that of Associate Researcher at an annual cost to company Rs. 1,68,000 with accommodation (Furnished lodging only). Your working hours will be from 9AM to 6PM.

We would like you to start work on 6th Sept, 2021 at 9am. Please report to the undersigned person, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by 30th August, 2021 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Harrods Health Private Limited and look forward to working with you.

Sincerely,

Dr. Hemang Jain
Director
Harrods Health Private Limited
Ambala, Haryana





arovea

Arovea Formulations Pvt. Ltd.

Regd Office: 501, Eminence 14, Opp Thaltej Fire Station, Thaltej, Ahmedabad, Gujarat 380059

OFFER LETTER

Dated: 28th August, 2021

To,
Miss. Rashmi Fuse
(M):- +91- 95038-16043
E-Mail ID: - rashmifuse1912@gmail.com

Dear Ms. Rashmi,

With Reference to the interview we had with you, we are pleased to inform you that you have been selected in our company for the position of **Business Development Manager** for our Marketing Department at Mumbai, Maharashtra with effect from **10th September, 2021**.

Your gross emoluments per annum including all other benefits, will be **INR Rs. 3,00,000/- Per Annum (Rupees Three Lakhs Per Annum)**. This is considered as cost to company and includes Salary, Performance Link Bonus, Other Benefits and Provident Fund.

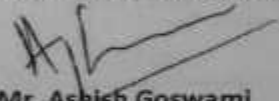
We Request you to bring the following documents / Credentials at the time of Joining and submit these documents to HR Department on the day you join our organization:

- Photocopy of all your Academic Qualification documents (Degree or Certificates etc.)
- Relieving letter from you previous employer
- Copy of Salary Certificate/Last three months' Salary Slip
- Experience Certificate from previous employments
- Aadhar Card/PAN Card
- Three passport size photographs

Please sign and return the duplicate copy of this Job offer letter OR send your offer acceptance confirmation by replying this email as a token of your acceptance of this job offer of employment.

We are confident you will be able to make a significant contribution to the success of our Arovea Formulations Pvt.Ltd and look forward to working with you.

Sincerely,
For, Arovea Formulations Pvt. Ltd.


Mr. Ashish Goswami
General Manager – Sales & Marketing



Amit Samant 9/28/2021

to me, Priyanka ▾



Dear Ms. Reval Shah,

With refers to your shared application and subsequent personal round of discussion , We are pleased to appoint you as " Trainee" for our Personal care division. As discussed, please confirm your status of joining as per the following terms :-

Company Name	YASHAM SPECIALITY INGREDIENTS PVT LTD
Department	PERSONAL CARE
Role	TRAINEE
Tenure	Minimum 8 month (Continuing without breaks)
Stipend	Rs.12,000/- per month
Expected Date of Join	Monday,4th October 2021 (actual commencing date of training)
On your joining day please carry following photocopy set of documents along with	



On your joining day please carry following photocopy set of documents **along with originals** * (as applicable).

Sr. No	Document Name	Document Specification
1	Letter of Recommendation	From The Principal , Vidyabharati College . Amravati
2	Recent Passport size photos*	For Application Form
3	Proof of Date of Birth (Photocopy) *	Photocopy of any one mentioned below.
4	Photo Identity Proof *	Pan Card/Voters ID/Driving Licence/Passport.
5	Permanent and Present Address Proof*	Driving License/Passport/Voters ID/Bank Statement/Electricity Bill / Rent Agreement (if applicable).
6	Educational Certificates (Photocopy) *	Passing certificates and mark sheets of all degrees starting from 10th std.
	Professional	

	Citizenship Proof	Passport Card (Mandatory) *
9	Proof of Date of Birth (Photocopy) *	Photocopy of any one mentioned below.
10	Photo Identity Proof *	Pan Card/Voters ID/Driving Licence/Passport.
11	Permanent and Present Address Proof*	Driving License/Passport/Voters ID/Bank Statement/Electricity Bill / Rent Agreement (if applicable).
12	Educational Certificates (Photocopy) *	Passing certificates and mark sheets of all degrees starting from 10th std.

Kindly confirm on the above and date of joining Internship at the earliest.

Thanks & Regards,

Amit Samant

Manager – Corporate HR & ADMIN

Email id : hr@yasham.in | Mob:+91

9869270727 |Dir:+91 22 40639946

Date: 01 March 2022

Employee Id: 1314

Dear Ms. Harshada Ingole,

Congratulations on confirmation of your services as **R&D Scientist** at **Phelenx Healthcare LLP**, Ahmedabad with effect from 1st March 2022. We are pleased to offer you the compensation package of **INR 16,000** per month. During your tenure as Executive Trainee, we have found you to be diligent, hard-working & sincere. It is our privilege to welcome you as a part of Phelenx Family. We look forward to a joyful association & wish you a bright career ahead. Let's make a difference together!

For, Phelenx Healthcare LLP



Authorized Signatory

PHELENX HEALTHCARE LLP

Reg. Add: 1204, Safal Sameep, B/h SoBo Center, South Bopal, Ahmedabad. 380058 Gujarat (IN)

Mfg. Add: Block No. 117, Plot No. 05, Santej-Vadsar Road, Ta. Kalol, Dist. Gandhinagar, Santej. 382721 Gujarat (IN)

Email: care@phelenx.com **Phone:** +91 9879 454 393 **Web:** www.phelenx.com **LLPIN:** AAS-5351

Animal Health | Cosmeceuticals | Nutraceuticals

Ref No: AVN/20-21/190

Date: 30.03.2021

To
Supriya Singh
Block No. - 11, Qtr No. 82, Ekta Nagar,
Chargan Complex, Post- Kondha,
Tehsil Bhadravati, Dist. Chandrapur-442503
Contact: +91-7741856443
Mail: 664664649@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

*Confirmed
dd
21/4/21*



Date: 1st December 2021

NAME : Miss. Mitali Kalbande
ADDRESS : Amravati Maharashtra
MOB. : +91 9373970376

Dear Miss Mitali,

With reference to your application, Training and subsequent interview with us, we are pleased to offer you a full-time position, viz. **M/s FIVE ELEMENTS** on terms and conditions as set forth herein.

Reporting to : Managing Director
Date of Joining : 1st December 2021
Designation : Formulation Scientist

The further breakdown of your salary has set forth in Annexure 1 hereto. Please note that annual CTC will be taxable in accordance with the taxation laws in India.

Location/Transfer: Your current place of posting will be done at Nagpur Maharashtra- 440022, but during the course of the service, you may be posted/transferred anywhere to serve any of the Company's projects or any other establishment in India or outside, at the discretion of the management of the company.

Job responsibilities: Your job responsibilities will be as assigned by the management of the company from time to time. The designation, reporting and job responsibilities are subject to review by the management from time to time. You shall perform and discharge faithfully and to the best of your ability the duties, assigned to you from time to time by the Company and shall report to your manager in connection with such responsibilities. You will devote your full working time, energy and attention exclusively to the duties entrusted to you and you shall not engage yourself in working for any other person or the Company in any capacity, whatsoever, nor do any private business without obtaining our prior permission in writing.

Research and Innovation Centre:

Five Elements Plot no 10A, Bhusaheb Survey Nagar Jawahar, Housing Society, Near Tip Top Convent School, Jaitala Road Nagpur, 440022 || www.fiveelements.me || valbhav.khandare@fiveelements.me ||



Probationary Period: The first 30 (Thirty) days of the employment shall be considered probationary period. The Company may terminate this Agreement with immediate effect at any time during, or at the end of the probationary period. In such event, the Company's only liability to you will be in respect of unpaid remuneration or expenses. During the probationary period you may not terminate your employment under this provision. Posts the expiry of the probationary period, the Company may, in its sole discretion, decide to confirm your employment.

Confidentiality: You are required to handle this letter along with all terms and its contents as strictly confidential, including but not limited to compensation, and you may not disclose or discuss the same, externally or with co-workers, without the Company's prior written consent.

Validity and Acceptance of offer: If you accept our offer of employment, please sign in the space provided below and return the same to us within 3 (three) business days from the date of this letter. Our offer shall automatically lapse unless we receive your acceptance within the designated time or unless we grant an extension of time due to extenuating circumstances.

We welcome you to the M/s Five Elements family and look forward to your fruitful contributions. Should you have any questions or would like to discuss the terms and/or conditions of this offer, please feel free to contact.

Sincerely,

For, Five Elements

Dr. Vaibhav Khandare
Managing Director- India & UK

Research and Innovation Centre:

Five Elements Plot no 10A, Bhausahab Survey Nagar Jawahar, Housing Society, Near Tip Top Convent School, Jaitala Road Nagpur, 440022 || www.fiveelements.me || vaibhav.khandare@fiveelements.me ||

Ref: RBL/HO/HR/22-23/030

To,
Priti Machale,
442201 Wardha, India

Date: 17th February 2022

Subject- Letter of Intent

Dear Priti,

This is with reference to your application and subsequent interview(s) you had with us. We are pleased to offer you an appointment of **Executive - Chemist** based out at **Mumbai** location on the following terms:

Your emoluments, as discussed and agreed by you, would be **INR 3,00,000/-** (INR Three lacs rupees only) per annum (CTC).

You would join us on or before by **21st March 2022**

You would submit us the proof of your "Resignation acceptance" from your current employer (if currently working) within **2 working days** from the date of the issue of this letter. In absence of the proof of your "resignation acceptance" this offer may stand canceled. Also this offer is subject to successful background verification (by third party agency) and Medical fitness certificate (as per attached test details).

A formal letter of appointment will be given to you at the time of your joining. Also you are requested to submit the set of mandatory documents (**Annexure-A**) on the date of your joining.

We welcome you our Rossari family! And we look forward to have you onboard for our long and mutual rewarding association.

Thanking you,

For Rossari Biotech Ltd,



Authorized Signatory
Human Resources

I have reviewed the standard employment terms and conditions of Rossari Biotech Ltd and I accept this offer as per the terms and conditions contained in this letter.

Signature of Priti Machale

Annexure-A

List of mandatory documents to be submitted on or before joining:

On joining day you need to submit below mentioned documents to HR.

- 1) Proof of Birth Date.
- 2) Proof of Permanent Address (Aadhar Card).
- 3) Relieving Letter / Experience Certificate
- 4) Educational & Professional Certificates (SSC Mandatory, HSC, Graduation, PG etc)
- 5) Copy of PAN Card.
- 6) Copy of Passport / ID Copy.
- 7) 4 Photographs in Maroon background
- 8) Investment Declaration & Final Settlement Statement from previous employer.
- 9) Details of previous Provident Fund Account, if any.
- 10) Cheque / Passbook copy
- 11) Medical check up report (Only for Silvassa & Dahej Factory)



CHEMHOUSE MARKETING

Revolution in Cosmetics

Date - 02.05.2022

To,

Mr. Tejas Tetoo

Dear Mr. Tejas,

With reference to your personal interview & subsequent discussions, we are pleased to provide you herewith an offer for employment in our company as Technical Sales Executive.

The tentative date of joining is 9th May 2022 subject to your exit formalities being completed from previous employment.

Your monthly compensation is fixed at Rs.25,000 per month subject to deduction of mandatory of taxes as applicable.

Kindly convey your immediate acceptance to this offer.

The company policies & other details will be shared in due course through a detailed offer letter.

We sincerely hope you have a long & fruitful career with us.

Warm Regards,

Nihar Nandurdikar

Partner

Chemhouse Marketing

Ref: /SPATZ/Ahmedabad/19/2021

To,

Miss. Vaishnavi H Babrekar ,

SUB: Appointment Letter

We are pleased to offer /appointing you employment w.e. from 20th September 2021 as "Back Office Sales Executive " with Spatz Cosmeceuticals Inc. on the following terms and condition

1. **Job Title:** Your job Title will be "Back Office Sales Executive" and you will report to your respective department head.
2. **Salary:** Your salary and other benefits will be as set out as follows

Your Total Salary will be Rs. 12,000 /- per Month.

3. **Place of posting:** You will be posted at Ahmadabad. You may however be required to work at any place of business which the Company has, or may later acquire. You may be posted / transferred to an office /project division/ Department / Unit in Gujarat depending upon the exigencies of work.
4. **Hours of Work:** The normal working days are Monday through Saturday. You will be required to work for at least 9 hours per day as necessary for the proper discharge of your duties to the Company.
5. **Notice Period & Termination:**
If you desire to leave our employment, you will give at least one – month notice in writing to the company to that effect and you will be relieved from the services of the company after effective handling over of your charges is done within the stipulated period. However, the company reserves its right to waive the said notice period and relieve you till completion of the assignments, which are given to you.
6. You will follow all rules of discipline and maintain secrecy. You will keep all information as confidential, which you will come across during the course of your employment with the company. If it is found by the company that any information is diverted through you intentionally or otherwise it will not only amount to breach of this contract and trust but you will be liable to pay compensation to company. In this respect opinion of the company will be final.
7. Whatever systems, methods, jobs, assignments, which you will develop during the tenure of your employment, will become the property of the company.
8. You will not refuse any assignment given to you by the company even though the same is not of your grade or area of operation.



COSMECEUTICALS INC.

9. You will not accept or Indulge In, whether directly or indirectly, any part-time job or business or business association of any kind as long as you are in the employment of the company.
 10. You will report to the authorised person and will be present progress of your work as frequently as required to the concerned. It is your responsibility to control, supervise, organize and administer employee working under your control.
 11. If you are given any property of company, you will be under obligation to use the same by taking utmost care of you will use that only for company's work and not for any other work. Upon termination of your employment, you will return to the company all papers and documents which may at the time be in your possession relating to the service, business affairs of the company or any of its associates, branches and not copies or extracts there from.
 12. Any change in your civil status or residential address should be notified in writing forthwith to the company.
 13. If it is brought to the notice of the company that you have committed breach of any of the clause or clauses of this Appointment Letter, your appointment can be brought to an end automatically with our charge is of you giving you any notice or reason thereto.
 14. If in the opinion of the company, which shall be final, if you are found guilty of dishonesty, disobedience, disorderly, behaviour, negligence, indiscipline or absence from your assignment or any other services will be liable to be terminated immediately. In such a case, the company is not liable to be paying you month's basic salary in compensation, in lieu of one month's notice period. Please sign the duplicate copy of this offer token of acceptance of same and return it is us for our records.
- We have much pleasure in welcoming you to Spatz Cosmeceuticals Inc. and sincerely hope that your close association within the organisation will be mutually satisfactory to both of us. Please acknowledge receipt of this letter by signing the duplicate copy in your having accepted the appointment on the terms and conditions.
15. If u leave Without any notice than company will take legal Action.

For, Spatz Cosmeceuticals Inc.

Name of Employee: Valshnavi H. Babrekar

For, Spatz Cosmeceuticals Inc


Proprietor

Sign, Accepted Terms & Conditions

Ref: HR NCPL500

Dated: 8th March 2022

OFFER LETTER

To,

Mr. Rucha Anant Kulkarni,
D/O Anant Bhaskarrao Kulkarni,
Antarang,
Near Raje Sambhaji Udhyan,
Sambhaji Nagar,
Chikhli, Buldana,
Maharashtra - 443201

This has reference to your application and the subsequent interviews you had with us. We are pleased to make you an offer for the position of "R & D Executive" with effect from 8th March 2022. You will be based at our office in Pune, India. Your compensation will be Rs. 2,63,424/- (Rupees Two lacs sixty-three thousand four hundred and twenty-four) per annum, total cost to the company.

Your appointment letter comprising the detailed terms and conditions of your employment and the salary sheet will be given to you once you formally join us on the Date of Joining mentioned above.

We trust that the information and supporting document you have provided to us are true, based on which you have received this offer for employment. Should there be any discrepancy in the information provided by you, kindly update it before you sign and return the offer letter. We reserve our right to review and revoke this offer of employment, in the event any discrepancy is found in the future.

We request you to submit the following documents on the Date of Joining and also carry the original document with you.

- Copy of Pan card
- Copy of Aadhar card
- 2 passport size photographs
- Updated Resume
- Current address proof and bank details such as Bank Name, Account Number
- Blood group Certificate
- 2 locally residing family/friend telephone number.
- Copy of the Academic Certificates like HSC, Graduation, Post-Graduation or any other degree diploma courses.
- Copy of Experience Certificates and Relieving Letter from previous Employer.
- Copy of Form 16 or last 3 months' salary slips.

Netsurf Communications Pvt. Ltd.
Regd. office: Sr. No. 107, Enevis Bldg. E, 4th, 7th, 8th
& Terrace Floor, Bopet, Pune, MP 411045
India. Tel: +91 - 20 - 4711 1212
CIN: U74110PN200017C142615



Krishna Entp 6/18/2021
to me, shweta, Gaurang



Dear Priya Kale,

Greetings !!!

We hereby confirm you for the Job Position of Technical Sales Executive-Personal Care in our company Krishna Enterprise.

Your date of Joining will be 19th June, 2021 at 10.30 am at Borivali office.

Find below the list of documents, please carry the original documents along with xerox copies on your joining date :-


1. 2 Photographs
2. Resume
3. Pan Card
4. Aadhar Card
5. Driving Licence
6. SSC Marksheet
7. HSC Marksheet
8. Degree Marksheet (All Semesters)
9. Passing Certificate
10. Experience Letter (If any)

Kindly reply this confirmation email regarding your acceptance.

With Regards,

Ms. Yogita Bakchi
CSR (South Zone)

GST NO. 27AABPG7933P1Z9

cid:image002.png@01D0E65B.F130E430
Krishna Enterprise

Registered Office :
27, Latif House,
250 Sant Tukaram Road,
Masjid Bunder (East)
Mumbai - 400009

Marketing Office :
408, A- Wing, Aravalli Business Centre,
R.C. Patel Road,
Opp. Mayfair Complex,
Off. Chandavarkar Road,

Ref No. RD/VS/MP/11/2021

Ms. Vividha Anil Sawarkar
Avatar Meher Baba Center Amravati,
Jawad Nagar Amravati,
Rukhmini Nagar S.O, Amravati,
Maharashtra- 444606

Subject: Offer Letter

Dear Ms. Sawarkar,

This has reference to your application and the subsequent interview on 25.11.2021 you had with us, we are pleased to make an offer for the position of "Trainee - R&D" – Indore (Madhya Pradesh). Your joining will be on or before 01.12.2021 (Wednesday). PF, PT, ESIC & TDS (if applicable) will be deducted from your gross monthly salary as per statutory norms. The offer of employment for the above position will be as per Company's terms and conditions, Policies and Appointment Letter.

You are required to furnish the following documents:

1. Id Proof.
2. Address Proof.
3. Latest Passport size photograph
4. Service Certificates of your previous jobs
5. Educational Qualification Certificates

On receiving the Offer Letter, you will be required to furnish

1. Last drawn Salary Slip / Certificate showing monthly salary and Annual benefits, from the present employer.
2. Resignation Letter with acknowledgement of present employer within 7 (seven) working days.

Further, on the date of joining, you are requested to provide the relieving letter and Experience Certificate from your present employer.

Request you to give your confirmation within 7 (seven) working days from the date of receipt of this Offer Letter. Non-acceptance of this Letter within 7 (seven) working days shall be considered as non-acceptance automatically.

This Letter of Offer shall be governed by the laws of Republic of India. The Courts at Raipur, District-Pali, Rajasthan, India shall have the exclusive jurisdiction to adjudicate any disputes arising out of this Letter.

For, Velnik India Pvt Ltd.

Prateek Balbhadra

Prateek Balbhadra
HR Department

VELNIK GROUP : COSMETIC | AYURVEDA | CONSTRUCTION | HOSPITALITY | TRADING

Registered office: E-10, Krishi Mandi, Sojat City, Sojat, District-Pali, PIN-306104, Rajasthan
Plant Unit-I: Khasra Nos. 262, 269, 270, 271, 272, 273, 274, 275 & 276/1, 290, 291/1 & 291/4, Kalab Kalan Road,

Dholi Magri Choraha, Kalakot, Tehsil-Raipur, District-Pali, PIN-306304, Rajasthan

Unit-II: Khasra No. 1996, Sojat Chak No. 2, Bera Jaira, Sojat Road Marg, Mod Bhatta, Sojat City, District-Pali, PIN-306104, Rajasthan

Marketing Office: 516-517, Bijalpur, Near Datt Cold Storage, Mundi Road, Indore, District-Indore, PIN-452012, Madhya Pradesh

Corporate Office: S-1 & S-2, Takshashila Parisar, A B Road, Near Rajendra Nagar Police Station, Indore, District-Indore, PIN-452012, Madhya Pradesh

Mobile No.: 7509282828 | E-mail : india@velnik.com | Website : www.velnik.com

Private and Confidential

CPCL/HR-SG/OL
30th March, 2022

Ms. Adiba Sabir Khan
Goinka Nagar, Near Aronodhay
Saw Mil, Dhamangaon Rly,
Amravati - 444 709

OFFER LETTER

Dear Adiba ,

On behalf of "Cauvery Petrochemicals Pvt Ltd.", I am very pleased to offer you a position as "Trainee - Chemist" with the Company. The purpose of this letter is to summarize the terms of your full-time position with the Company.

Other terms and conditions are mentioned as below:

Start Date:

Your employment with the Company will tentatively begin on **4th April, 2022** and will continue in accordance with terms of this offer letter.

Remuneration:

Your annual remuneration on a cost-to-company (CTC) basis will be **Rs. 3,45,000/- (Rupees Three Lakhs Forty Five Thousand PA Only)**. This amount will include basic salary, performance-based bonus of up to **Rs. 34,500/-** of CTC taxable and non-taxable allowances and benefits and other statutory payments, as applicable.

Location:

You will be based in **Malur** India. You agree to travel in India or abroad, if necessary to enable you to perform your work in accordance with your employment. You will be reimbursed for all reasonable costs incurred in line with the Company's Expenses Policy, which may be subject to change from time to time.

Holidays and Leave:

The company declares a list of Public/Festival holidays every year, which you also will be entitled to. You will also be entitled to other leaves as per the Company Policy applicable from time to time.

Probation Period:

You are required to serve 6 (six) months of initial probation period, which shall be counted as part of first year of service, but it may be extended for a further period as is deemed fit at sole discretion of Management.

During this probation period, both the Company and you shall have the right to terminate employment, at any time, by notifying the other party in writing. In such case, notification must be issued 4 (four) weeks in advance and shall be conclusive and binding on each other.

Training Period:

Upon joining, you will under go specified training period as per the Company Standards.
We are delighted to welcome you to the organization and to join the team on this journey.

Kindly confirm your acceptance by signing a copy of this letter and returning it to us. This offer letter is valid for 4 days from the date of issuance and you are required to confirm in writing your acceptance within this 4 days period.

All other terms and conditions will be governed by the Company's policies as stated from time to time.

Best Regards,

For Cauvery Petrochemicals Pvt Ltd.,

Lakshmi Gopu

Lakshmi Gopu
Senior Manager - HR

I, Adiba Sabir Khan, agree to accept the employment on the terms and conditions mentioned in this letter. I will report for my duties on _____ or earlier. I understand that my employment, of whatever nature, is subject to the terms, conditions, policies and procedures of the company, as applicable

Signature:

Date:

Salary Structure

Name	Adiba Sabir Khan
Designation	Trainee - Chemist
Date of Joining	4th April, 2022
Location	Malur

Components	Monthly	Annual (in Rs.)
Basic	15,000	1,80,000
House Rent Allowance	7,500	90,000
Grade Allowance	1,575	18,900
Gross salary	24,075	2,88,900
Provident Fund (Employer's Contribution)	1,800	21,600
Fixed Salary	25,875	3,10,500
Qualitative Objective Plan*	2,875	34,500
Total CTC	28,750	3,45,000

*Qualitative Objective Plan - Payable quarterly based on the qualitative performance assessment.

Joining Documents:

1. Proof of age - Birth certificate/ SSC certificate/ Gram Panchayat/ Government issued document / PAN card
2. Relieving letter from current / last employer, as applicable.
3. Salary Slip / Certificate of the last employer, as applicable (Last 2 months).
4. Experience certificates from previous employer.
5. Copies of the Educational certificate
6. Copy of PAN card
7. *Proof of residence (passport, drivers license, ration card, Voter ID, electricity, mobile bill, credit card statement, bank statement). Statements / bills not to be old for more than 2 months from the date of joining.
8. 3-passport size Professional Photographs with white background. 1 soft copy of the photo to be sent along with your acceptance mail.

4/5/22, 9:36 AM

Gmail - Fw: Fw: Fwd: Selected candidates at Kleo cosmetics, Pune



vijay kewatramani <priyankaxerox9890@gmail.com>

Fw: Fw: Fwd: Selected candidates at Kleo cosmetics, Pune

1 message

Tue, Apr 5, 2022 at 9:36 AM

lalit vyas <lalit_vbcp@rediffmail.com>
To: priyankaxerox9890@gmail.com

Dr. L. K. Vyas
Head Of Department
Department Of Cosmetic Technology.
Vidya Bharati Mahavidyalaya
Amravati.

From: namrata dharmadhikari namrathaakleo@gmail.com
Sent: Mon, 28 Mar 2022 16:26:32 +0530
To: lalit_vbcp@rediffmail.com
Subject: Fwd: Selected candidates at Kleo cosmetics, Pune

----- Forwarded message -----
From: **namrata dharmadhikari** <namrathaakleo@gmail.com>
Date: Thu, 17 Mar, 2022, 10:42 pm
Subject: Shortlisted candidates at Kleo cosmetics, Pune
To: <lalit_vbcp@rediffmail.com>, <bhavika.cosmo@gmail.com>

Respected Sir/Madam,
It is My pleasure to inform you that your students from Vidhya Bharati Mahavidyalaya, Amravati, have been selected from online interviews conducted on 25/03/2022. We offer the candidates 12,000/-per month. The probation period will be for six months. The increment will be on the bases of their performance.

Names of the selected candidates are as follows-

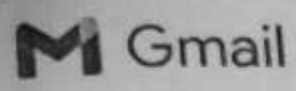
- 1 Gargi Shah- R&D
- 2 Nidhi Lanjewar- R&D
- 3 Ritika Shroff- Sales
- 4 Payal Chainani- Creativity

Thanking you

Yours faithfully
Mrs. Namrata Niraj Dharmadhikari
Co-founder
Kleo Cosmetics
9730034751

4/5/22, 9:38 AM

Gmail - Fw: Fw: Appointment for job



vijay kewalramani <priyankaxerox9890@gmail.com>

Fw: Fw: Appointment for job

1 message

Tue, Apr 5, 2022 at 9:37 AM

lalit vyas <lalit_vbcp@rediffmail.com>
To: priyankaxerox9890@gmail.com

Dr. L. K. Vyas
Head Of Department
Department Of Cosmetic Technology,
Vidya Bharati Mahavidyalaya
Amravati.

From: Urmil Patel urmil1121@gmail.com
Sent: Mon, 04 Apr 2022 13:59:43 +0530
To: lalit_vbcp@rediffmail.com
Subject: Appointment for job
Dear sir,

We are appointing shyamal as a r&d/ qc and qa chemist/ production post.
Her package will be 15000 per month.
Pls suggest when she will be available to join us.

Our details are as follows,
Morbue cosmetics,
Plot no. 52
Devbhumi industrial park
Bakrol bujrang,
Ahmedabad-382433

Regards,

Urmil patel
8980024388



PRITAM INTERNATIONAL PVT. LTD.
Khasra No-138, Raipur Industrial Area, Bhagwanpur, Roorkee, Haridwar (UK) - 247667

Ref: PIPL/HR/OFFER/2022/MAY 74.

Date: 21.05.2022

MISS. Priyanka Raju Dudhe
Narsingh Sarasswati Colony, Gopal Naga,
Amravati.
Tel: 8999396774

Reference : Vidyabharti College of Pharmacy, Amravati.

Dear, Miss. PRIYANKA DUDHE

SUB: OFFER LETTER

With reference to your application and subsequent discussion held with you.

We are pleased to offer your appointment as "Trainee Chemist" in "Quality Assurance / R & D" at M/S. PRITAM INTERNATIONAL PRIVATE LTD., KHASRA NO: 138, RAIPUR INDUSTRIAL AREA, BHAGWANPUR, ROORKEE, DISTT. HARIDWAR (U.K.) 247667 on the terms and conditions mutually agreed during the time of interview.

You will be issued a formal "Appointment Letter" on your completion of joining formalities and a final interaction with Plant Head at Roorkee, Haridwar and Uttarakhand. You are further advised to join/visit us on up to 11 July 2022 to complete the joining formalities and final interaction etc.

Please bring this letter along with the following documents:

1. Copy of Date of Birth Certificate.
2. Copy of Educational Qualification Certificates.
3. Ten Recent Passport Size Photographs.
4. Copy of PAN Card.
5. Copy of ID proof (Driving License/Passport/Voter ID Card/Aadhar Card).
6. Medical Fitness Certificate from Registered Medical Practitioners.
7. Old PF/UAN & ESIC details if any.
8. Copy of Bank Passbook/Cancel Cheque.
9. Corona Test report (RTPCR)
10. Covid Vaccination Certificate

Get along all your original certificates for verification of the above-submitted documents.

We welcome you and look forward to your happy association with us.

Please sign the duplicate copy of this letter as a token of acceptance and return the same to us.

Yours faithfully,

For PRITAM INTERNATIONAL PRIVATE LTD.

Sd/-

Authorized Signatory



PRITAM INTERNATIONAL PVT. LTD.
Khasra No-138, Raipur Industrial Area, Bhagwanpur, Roorkee, Haridwar (UK) - 247667

Ref: PIP/HR/OFFER/2022/MAY/03

Date: 23.05.2022

MR. Vaibhav Kavishwar Wasake
At Post Gungoon, Ta. Hingna.
Dist : Nagpur.
Tel: 9890768352

Reference: Vidyabharti College of Pharmacy, Amravati.

Dear, Mr. VAIBHAV WASAKE

SUB: OFFER LETTER

With reference to your application and subsequent discussion held with you.

We are pleased to offer your appointment as "Trainee Chemist" in "Production" at M/S. PRITAM INTERNATIONAL PRIVATE LTD., KHASRA NO. 138, RAIPUR INDUSTRIAL AREA, BHAGWANPUR, ROORKEE, DISTT. HARIDWAR (U.K.) 247667 on the terms and conditions mutually agreed during the time of interview.

You will be issued a formal "Appointment Letter" on your completion of joining formalities and a final interaction with Plant Head at Roorkee, Haridwar and Uttarakhand. You are further advised to join/visit us on up to 11 July 2022 to complete the joining formalities and final interaction etc.

Please bring this letter along with the following documents:

11. Copy of Date of Birth Certificate.
12. Copy of Educational Qualification Certificates.
13. Ten Recent Passport Size Photographs.
14. Copy of PAN Card.
15. Copy of ID proof (Driving License/Passport/Voter ID Card/Aadhar Card).
16. Medical Fitness Certificate from Registered Medical Practitioners.
17. Old PF/UAN & ESIC details if any.
18. Copy of Bank Passbook/Cancel Cheque.
19. Corona Test report (RTPCR)
20. Covid Vaccination Certificate

Get along all your original certificates for verification of the above-submitted documents.

We welcome you and look forward to your happy association with us.

Please sign the duplicate copy of this letter as a token of acceptance and return the same to us.

Yours faithfully,

For PRITAM INTERNATIONAL PRIVATE LTD.

Sd/-

Authorized Signatory



PRITAM INTERNATIONAL PVT. LTD.

Khasra No-138, Raipur Industrial Area, Bhagwanpur, Roorkee, Haridwar (UK) - 247667

Ref: PIPL/HR/OFFER/2022/MAY 81.

Date: 21.05.2022

MISS. Ruchika Raju Arjapure
Amravati
Dist : Amravati
Tel: 9022181940

Reference : Vidyabharti College of Pharmacy, Amravati.

Dear, Miss. RUCHIKA ARIAPURE

SUB: OFFER LETTER

With reference to your application and subsequent discussion held with you.

We are pleased to offer your appointment as " Trainee Chemist " in "Quality Control" at M/S. PRITAM INTERNATIONAL PRIVATE LTD., KHASRA NO. 138, RAIPUR INDUSTRIAL AREA, BHAGWANPUR, ROORKEE, DISTT. HARIDWAR (U.K.) 247667 on the terms and conditions mutually agreed during the time of interview.

You will be issued a formal "Appointment Letter" on your completion of joining formalities and a final interaction with Plant Head at Roorkee, Haridwar and Uttarakhand. You are further advised to join/visit us on up to 11 July 2022 to complete the joining formalities and final interaction etc.

Please bring this letter along with the following documents:

1. Copy of Date of Birth Certificate.
2. Copy of Educational Qualification Certificates.
3. Ten Recent Passport Size Photographs.
4. Copy of PAN Card.
5. Copy of ID proof (Driving License/Passport/Voter ID Card/Aadhar Card).
6. Medical Fitness Certificate from Registered Medical Practitioners.
7. Old PF/UAN & ESIC details if any.
8. Copy of Bank Passbook/Cancel Cheque.
9. Corona Test report (RT-PCR)
10. Covid Vaccination Certificate

Get along all your original certificates for verification of the above-submitted documents.

We welcome you and look forward to your happy association with us.

Please sign the duplicate copy of this letter as a token of acceptance and return the same to us.

Yours faithfully,

For PRITAM INTERNATIONAL PRIVATE LTD.

Sd/-

Authorized Signatory



PRITAM INTERNATIONAL PVT. LTD.
Khasra No-138, Raipur Industrial Area, Bhagwanpur, Roorkee, Haridwar (U.K.) 247667

Date: 21.05.2022

Ref: PIPL/HR/OFFER/2022/MAY 70.

MISS. Vaishnavi Panditrac Goley
Kenwad
Dist : Washim -
Tel: 8378035655

Reference : Vidyabharti College of Pharmacy, Amravati.

Dear, Miss. VAISHNAVI GOLEY

SUB: OFFER LETTER

With reference to your application and subsequent discussion held with you.

We are pleased to offer your appointment as " Trainee Chemist " in "Quality Control / R & D" at M/S. PRITAM INTERNATIONAL PRIVATE LTD., KHASRA NO. 138, RAIPUR INDUSTRIAL AREA, BHAGWANPUR, ROORKEE, DISTT. HARIDWAR (U.K.) 247667 on the terms and conditions mutually agreed during the time of interview.

You will be issued a formal "Appointment Letter" on your completion of joining formalities and a final interaction with Plant Head at Roorkee, Haridwar and Uttarakhand. You are further advised to join/visit us on up to 11 July 2022 to complete the joining formalities and final interaction etc.

Please bring this letter along with the following documents:

1. Copy of Date of Birth Certificate.
2. Copy of Educational Qualification Certificates.
3. Ten Recent Passport Size Photographs.
4. Copy of PAN Card.
5. Copy of ID proof (Driving License/Passport/Voter ID Card/Aadhar Card).
6. Medical Fitness Certificate from Registered Medical Practitioners.
7. Old PF/UAN & ESIC details if any.
8. Copy of Bank Passbook/Cancel Cheque.
9. Corona Test report (RT-PCR)
10. Covid Vaccination Certificate

Get along all your original certificates for verification of the above-submitted documents.

We welcome you and look forward to your happy association with us.

Please sign the duplicate copy of this letter as a token of acceptance and return the same to us.

Yours faithfully,

For PRITAM INTERNATIONAL PRIVATE LTD.

Sd/-

Authorized Signatory



Date: June 16, 2022

To
Ms. Bhagyalaxmi Sharma
Railway station area near pola Chowk murtizapur Pin- 444106

Subject: Appointment Letter

We are pleased to appoint you as a Management Trainee with the Personal Care Department.

1. During the training period, you will be imparted training in the following areas

- Companies Formulation Development of Skin, Hair, Oral and Home Care range of products with various dosage forms Liquids, Lotions, Creams as directed by SENIOR SCIENTIST.
- Consumer Science Evaluation of Skin and Hair Care range of products as directed by SENIOR SCIENTIST.
- Considerable Independent Judgement is used to make decisions in carrying out assignments that have significant impact on services or programs.
- Guidelines may be available but require adaptation or interpretation to determine appropriate courses of action.
- Determine work plan for development / consumer science evaluation process for each project
- Ensure full compliance of current expectation of regulatory bodies
- Ensure full communication of project tasks and timelines
- Maintains records and prepares reports and correspondence related to the work.
- To have expertise in handling sophisticated instruments.
- To maintain favorable public relations.
- To communicate effectively with others.
- To assemble and prepare scientific data with clarity and accuracy.
- Conduct all work in Safe environment and adhere ASHLAND EHS RESPONSIBLE CARE POLICY.

You will be governed by the terms and conditions of the Ashland Policies and Rules as applicable from time to time.

2. While undergoing the above training, you shall comply, to the best of your knowledge, with all business conduct, regulatory and health and safety guidelines established by Ashland.



efficacy usability allure integrity profitability

3. We will pay the monthly stipend of Rs 25,000/- (Rupees Twenty Five Thousand only) inclusive of taxes. Payment shall be made by account payee cheque or RTGS in your favor and shall be subject to deduction of applicable tax at source.
4. The period of traineeship ("Term") shall be for a period of one year commencing from June 20, 2022 to June 19, 2022, unless terminated sooner in accordance with the provisions of this letter. Thereafter, this traineeship may be renewed for such subsequent terms as mutually agreed. In case the training period is not extended, it shall automatically end on the expiry of the training period.
5. Termination for Convenience - Either party shall have the right to terminate this Agreement for any reason upon 30 (Thirty) days advance written notice to the other party.
6. If your performance during the training period is not found to be satisfactory, the training period shall be liable to be extended or even dispensed with during the initial or extended period of training, purely at the discretion of the management, without stating any reasons.
7. It is clearly understood that your appointment as a management trainee is for a specific period as stated above and no notice or pay in lieu of notice will be payable to you by the management at the end of your tenure with the Company.
8. Since your appointment is for a specific period as a trainee, you will neither have any right nor a lien on the job held by you in the Company, nor will you have a right to claim any regular employment in the Company.

9. **PROPRIETARY RIGHTS:**

For the purposes of this Article 9, the terms set forth below shall have the following meanings:

- a) **Concept Ideas.** Those concepts and ideas disclosed by Company to you or which are first developed by you during the course of the training period hereunder and which relate to the Company's present, past or prospective business activities, services, and products, all of which shall remain the sole and exclusive property of Company. You shall have no publication rights and all of the same shall belong exclusively to the Company.
- b) **Confidential Information.** For the purposes of this Agreement, Confidential Information shall mean and include: all information relating to the business, plan and/ or technology including, but not limited to technical information including inventions, methods, plans processes, specifications, characteristics, assays, raw data, scientific preclinical or clinical data, records, databases, formulations, clinical protocols, equipment design, know-how experience and trade secrets; developmental, marketing sales, customer, supplier, consulting relationship information, operating, performance, and cost information; computer programming techniques whether in tangible or intangible form and all record bearing media containing or disclosing the foregoing information and techniques including, written business plans, patent and patent applications grant applications, notes, and memoranda, whether in writing or presented, stored or maintained in or by electronic, magnetic, or other mean.
- c) **Non-Disclosure to Third Parties.** Except as required by your duties, you shall not, at any time now or in the future, directly or indirectly, use, publish, disseminate or otherwise disclose any



Confidential Information, Concepts, or Ideas to any third party without the prior written consent of the Company which consent may be denied in each instance and all of the same, together with publication rights, shall belong exclusively to the Company.

- d) **Documents, etc.** All documents, diskettes, tapes, procedural manuals, guides, specifications, plans, drawings, designs and similar materials, invitations to submit proposals, records and all other materials containing Confidential Information or Information about Concepts or Ideas (including all copies and reproductions thereof), that come into your possession or control by reason of your performance of the relationship, whether prepared by you or others: (a) are the property of the Company, (b) will not be used by you in any way other than in connection with the performance of your duties, (c) will not be provided or shown to any third party by you, and (d) at the termination (for whatever reason) of your relationship with the Company, will be left with, or forthwith returned by you to the Company.

You are requested to confirm acceptance of our offer and inform the date of your joining.

If you agree with the above conditions, please indicate your acceptance by signing a copy of this letter and returning it us. The original of this letter and job description will be mailed to you.

Sincerely,

For Ashland India Private Limited

Eesh Dev
Varma

Digitally signed by
Eesh Dev Varma
Date: 2022.06.16
13:19:31 +05'30'

Eesh Dev Varma
HR Head India

ACCEPTANCE OF APPOINTMENT

I accept the offer on the terms and conditions outlined.

Signature



IMPACT INDUSTRIES

COSMETICS/CONSUMER/INDUSTRIAL AEROSOL PACKAGING

Asian Industrial Hub, Unit No. 3,

Shirsad Phata, Virar East,

District – Palghar, Maharashtra 401303

Email – impactindustries15@gmail.com

Letter of Appointment

Date – 13/07/2022

Name – Radhika Maskare

Address - "Shivchhaya" Patrakar Colony near Rampuri camp, Amravati

Dear Radhika,

Appointment as Chemist

We refer to our recent interview for the above position and are pleased to advise that we are offering you the position with our Company effective from 22/07/2022.

Under the following terms and conditions:

1. SALARY

Your salary will commence at 20000.00 per month. (Basic salary + Transport + Accommodation)

2. PROBATIONARY PERIOD

Your appointment will be subject to a probationary period of 6 months.

3. WORKING HOURS

Your working hours will be as follows:

Monday to Saturday: 9am – 6.30pm

Lunch Break: 1pm – 1.30pm

At times, you may be required to work irregular hours, including Sunday.

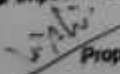
4. FACTORY RULES AND REGULATIONS

- Late mark will be considered after 09:15 AM.
- Three late marks will be considered as one half day.
- Four holidays in a month, Sundays will not be paid for the month.
- Sandwich holiday with paid leaves are not allowed (Paid leaves will be considered unpaid).
- Sandwich holiday with Sundays are not allowed. (Sunday will be considered unpaid).
- Please inform us a day prior before taking leave.
- If you leave the factory premises during the working hours, it will be considered as a half day.
- Bonus will be given only after one year of joining.
- Bonus will be calculated on the percentage of your yearly attendance.
- One month prior notice is compulsory before leaving service, if not pending salary will be transferred after two months.

If you are agreeable to the above terms and conditions of the appointment, kindly confirm your acceptance by signing this.

Yours sincerely

For Impact Industries


Proprietor

I agree to the appointment and accept the above terms and conditions of service.

PERCOS

The Skin Care Company

6.7.2022

Ms Ragini Bihari Varma
Near AMC hospital Bhaji bazar road
Salphale lane,
Amravati 444601.
Mob no: 7000270321
Email: raginibvarma03@gmail.com

Dear Ms Ragini Bihari Varma

Sub: Offer Letter.

With reference to your application and subsequent interview, we are pleased to offer you the post of R&D Executive with our organization.

The salary and other working allowances for the applicable grade shall be communicated to you in your appointment order on receipt of the acceptance of your offer letter.

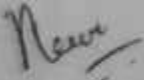
You are requested to submit the following documents at the time of joining.

1. Date of birth proof.
2. Educational testimonial.
3. 2 passport size photographs.
4. Resignation and relieving letter from the previous employer.
5. Copy of PAN card
6. Your Bank Detail and account no.

You should join your duties on or before **20.07.2022**. Initially you shall be on probation for a period of 6 months from the date of your appointment.

Please sign and return a duplicate copy of this offer letter, confirming your acceptance to the offer. We welcome you to PERCOS family and wish you all the best.

Thanking You,
For PERCOS India Pvt. Ltd.



Authorized Signatory.

CORP. OFFICE : PERCOS INDIA PVT. LTD., Unit No. 316, 3rd Floor, KM Trade Tower, Sector 14, Kaushambi, Gzd. 201010 (U.P.) Tel. - 0120-4115543/4115528, E-mail : contact@percoshindia.com website: www.percoshindia.com

PLANT : Plot No.23, Sector -6B, IIE SIDCUL, HARIDWAR-249403.

REGD. OFFICE : Plot No. 5, Basement, Neelkanth Chamber -1, L.S.C., Saini Enclave, VikasMargExtn., Delhi-110092(INDIA)

Infosys®

Navigate your next

February 16, 2022

HRD/2T/1003528245/21-22

Ms. Shivani Abasaheb Deshmukh Deshmukh
In Front Of Ashtavinayak Bank Telipura ,
Ner Parsopant ,
Yavatmal-445102
India

Ph: +91-9145285244

Dear Shivani Abasaheb Deshmukh,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Certification signature by Richard Lobo
Digitally signed by Richard Lobo
Date: 2022.02.16 06:05:45T
Reason: Digitally signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Company Confidential - This communication is confidential between you and Infosys Limited

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

Passport and Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of INR **461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR **500,000** per annum.

HRD/2T/1002820862/21-22

December 21, 2021

Ms. Jaya Magroriya
Chetandas,
Amravati
Amaravati-444601
India

Ph: +91-9156727830

Dear Jaya,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.12.21 20:17:37 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

HRD/1002820862/21-22

December 21, 2021

Ms. Jaya Magroriya
Chetandas,
Amravati
Amaravati-444601
India

Ph: +91-9156727830

Dear Jaya,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **27-Dec-2021**.

Location

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

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

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

Passport and Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be **INR 18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of **INR 461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

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

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

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers. Your simple average should not be less than what was specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Jaya Magroriya			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,580
MONTHLY GROSS SALARY				16,162
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				136
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,630
GRATUITY - 4.81% of Basic Salary*				653
FIXED GROSS SALARY (1+2+3)				18,581
TOTAL GROSS SALARY				18,581
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				



09-Feb-2022

Dear Mayuri Kailashrao Gavande,
B.Sc, Mathematics
Vidya Bharati Mahavidyalaya, Amravati

Candidate ID – 20129536

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 252,000/-**. 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: 09 - FEB - 2020



Compensation and Benefits

Name: Mayuri Gavande

Designation: Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1476	17,712
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			220,500
Incentive Indication (per annum)**			12,000
Annual Total Compensation			232,500
Company's contribution towards benefits (Medical, Accident and Life Insurance)			19,500
Annual Total Remuneration			252,000

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

CP
Gavande

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.

CV
197de

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of 09 FEB 2022 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

C/O: KAILAS GAWANDE, WARD NO. 3,
AMDABAD, AMDARAD, AMBAVATI.

Mayuri Kailashrao Gavande, 23, residing at MAHARASHTRA-444903 (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 adverse 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

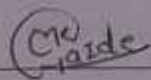
This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a 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.

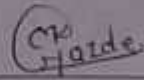
This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations,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

Sign: 

Sign: 

Name: MAYURI KAILASHRAO GAVANDE Name: MAYURI KAILASHRAO GAVANDE



जिल्हा परिषद, अमरावती

सामान्य प्रशासन विभाग, कॅम्प परिसर अमरावती ४४४६०२

दुरध्वनी क्रमांक ०७२१ २६६२०१२

Email ID : dyceogadzpant@gmail.com

क्रमांक/जिपअ/साप्रवि/आस्था-२/ १३२३५ (१) /२०२१

दिनांक ३१ डिसेंबर, २०२१

अनुकंपा नियुक्ती आदेश

याचा :- १. शासन निर्णय क्रमांक/अकंपा-१०९३/२३३५/प्र.क्र.२०/९३/आठ/ दिनांक २६ ऑक्टोबर १९९४ २. शासन निर्णय क्रमांक/अकंपा-१०९५/प्र.क्र.३४-अ/आठ/ दिनांक २३ ऑगस्ट १९९६ ३. शासन निर्णय क्रमांक/अकंपा-१०००/प्र.क्र.२०/२०००/आठ, दि.२८ नोव्हेंबर, २००१ ४. शासन निर्णय क्रमांक/अकंपा-१००४/प्र.क्र.५१/२००४/आठ/ दिनांक २२ ऑगस्ट २००५ ५. शासन निर्णय क्रमांक/अकंपा-१२१७/प्र.क्र.१०२/आठ/ दिनांक २१ सप्टेंबर २०१७ ६. शासन निर्णय क्रमांक/संकीर्ण-२०१८/प्र.क्र.२०/आपुर्क/ दिनांक १६ मे २०१८ ७. सामान्य प्रशासन विभाग, शासन निर्णय दिनांक १० जून, २०१९ ८. सामान्य प्रशासन विभाग, शासन निर्णय दिनांक ११ सप्टेंबर, २०१९ ९. वित्त विभाग, शासन निर्णय क्रमांक :अर्थसं-२०२०/प्र.क्र.६५/अर्थ-६ दिनांक ४ मे, २०२० १०. वित्त विभाग शासन निर्णय दिनांक ३० जुलै, २०२० ११. सामान्य प्रशासन विभाग, शासन निर्णय दिनांक ०६ जानेवारी, २०२१ १२. ग्राम विकास व जलसंधारण विभाग पत्र क्रमांक:अकॅनर १०००/प्र.क्र.२८२०/१५ दिनांक २१ जुलै, २००० १३. अनुकंपा प्रतिष्ठासुची क्रमांक/जिपअ/साप्रवि/आस्था-२/१२६७९/२०२१ दिनांक १३ डिसेंबर, २०२१

आदेश

उपरोक्त संदर्भिय शासन परिपत्रक व पत्रामधील तरतुदीनुसार व महाराष्ट्र जिल्हा परिषद, जिल्हा सेवा (सेवा प्रवेश) नियम १९६७ मधील तरतुदीनुसार आणि महाराष्ट्र जिल्हा परिषद व पंचायत समिती अधिनियम १९६१ चे नियम ९५ नुसार मला प्राप्त अधिकारान्वये मी, अविश्यांत पंडा (भा.प्र.से.), मुख्य कार्यकारी अधिकारी, जिल्हा परिषद, अमरावती याद्वारे अनुकंपा यादी मधील निवड झालेल्या खालील उमेदवारांना जिल्हा सेवा (वर्ग-३) कंत्राटी ग्रामसेवक या पदावर रूपये ६०००/- मासिक मानधनावर ज्या तारखेला कामावर रुजू होतील त्या तारखेपासून खालील नमुद केलेल्या अटीचे अधिन रकाना क्रमांक-४ मध्ये दर्शविलेल्या ठिकाणी नेमणुक देण्यात येत आहे.

अ.क्र	उमेदवारांचे नांव व पत्ता	निवडीचा प्रवर्ग	नेमणुकीचे ठिकाण	अभिप्राय
१	२	३	४	५
१	कु. अर्पीता अविनाश देवहाते मु.पो. पन्नोट ता. अचलपुर जि. अमरावती.	इमाव	पंचायत समिती अचलपुर	अनुकंपा तत्वावर नियुक्ती


अटी :-

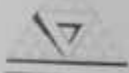
- आपली कंत्राटी ग्रामसेवक म्हणून नियुक्ती ही रुजू झाल्यापासून तीन वर्षाकरीता राहिल. आपली सेवा समाधारकारक नसेल तर कोणतीही पुर्व सूचना न देता सेवा समाप्त करण्यात येईल.
- कंत्राटी ग्रामसेवक म्हणून दिलेल्या ग्रामपंचायतीचा कार्यभार सांभाळावा लागेल.
- सदरची नियुक्ती ही कंत्राटी ग्रामसेवक पदावरची असल्याने आपणास कामावर रुजू होण्यापूर्वी रु. १०,०००/- ची (अक्षरी रूपये दहा हजार केवळ) सुरक्षा ठेव जामीनपत्र व हमीपत्र जिल्हा परिषदेमध्ये घ्यावे लागेल.
- कंत्राटी ग्रामसेवकाची सेवा नियमित झाल्यानंतर नियमानुसार सेवा प्रवेशोत्तर परिक्षा, भाषा परिक्षा व तत्सम परिक्षा उत्तीर्ण करणे बंधनकारक राहिल.
- नियुक्तीच्या कालावधीमध्ये आपण कोणत्याही प्रकारची नैरवर्तणुक केल्यास आपली नियुक्ती तात्काळ रद्द करण्यात येईल त्यासाठी नियुक्ती पत्रातील कालावधी बंधनकारक राहणार नाही. तथापी नियुक्ती रद्द करण्याविरुद्ध आपणास विभागीय आयुक्त यांचेकडे अपील दाखल करता येईल.
- कंत्राटी ग्रामसेवक या पदावर तीन वर्षे समाधानकारक काम केल्यानंतर ग्रामसेवक पदावर अनुज्ञेय वेतनश्रेणीत नियुक्ती देण्याबाबत विचार करण्यात येईल. ग्राम सेवक म्हणून कंत्राटी पध्दतीवर केलेली सेवा सेवानिवृत्ती व सेवानिवृत्ती विषयक इतर लाभासाठी प्राप्ति घरता येईल.
- कंत्राटी ग्रामसेवक म्हणून आपणास दरमहा रु. ६,०००/- एकजीत वेतन आणि नियमित ग्रामसेवकाप्रमाणे प्रवास भत्ता देण्यात येईल. त्याखेरीज इतर कोणतेही लाभ आपणास अनुज्ञेय असणार नाही.
- कंत्राटी ग्रामसेवकांना दोन महिन्यांचे सेवेसाठी एक नैमित्तिक रजा किंवा एका कॅलेंडर वर्षात ६ नैमित्तिक रजा अनुज्ञेय राहतील. तसेच महिला कर्मचाऱ्यास प्रचलीत नियमानुसार प्रसुती रजा अनुज्ञेय राहिल.
- कामावर रुजू झाल्यानंतर उमेदवारास जिल्हा शल्य चिकित्सक, अमरावती यांचेकडून वैद्यकिय तपासणी करून घेवून नेमणुक केलेल्या पदाकरीता ते वैद्यकिय दृष्ट्या पात्र असल्याचे प्रमाणपत्र एक महिन्यांचे आत सादर करावे लागेल. वैद्यकिय दृष्ट्या पात्र नसलेल्या उमेदवारास अशा प्रमाणपत्राच्या तारखेपासून सेवेतून तात्काळ कमी करण्यात येईल. उमेदवारास कामावर रुजू होण्याकरीता अथवा वैद्यकिय तपासणी करिता प्रवास भत्ता मिळणार नाही.
- पोलीस विभागाचे रेकॉर्ड प्रमाणे संबंधिताचे चारित्र्य, सचोटी, फर्तव्य तत्परता अयोग्य आढळल्यास उमेदवारास नोकरीतून कमी करण्यात येईल. तसेच त्याचे विरुद्ध कोणत्याही प्रकारचे फौजदारी प्रकारचे गुन्हे असल्याचे आढळून आल्यास उमेदवारास तात्काळ सेवेतून कमी करण्यात येईल.
- संबंधीत उमेदवारास नोकरी सोडायची झाल्यास त्यानी एक महिन्यापूर्वी रितसर नोंदीस देणे आवश्यक आहे अन्यथा एक महिन्याचे वेतन जिल्हा फंडात जमा करावा लागेल.
- सदर उमेदवारांने कामावर रुजू होण्यापूर्वी १०० रुपयाच्या स्टॅम्पर पुढील हमीपत्र लिहून द्यावे. "मी खालील सही करणार लिहून देतो/देते की, मला जिल्हा परिषद, अमरावती अंतर्गत दिलेली नेमणुक ही अस्थायी स्वरूपाची असून शासनाचे मार्गदर्शक तत्वाप्रमाणे व वेळोवेळी दिलेल्या सुचनेप्रमाणे व नियमाप्रमाणे काम करून नियुक्ती दिलेल्या पदासाठी कार्यक्षम असल्याचे सिध्द करून देईल व महाराष्ट्र जिल्हा परिषद जिल्हा सेवा (वर्तणुक) नियमांचे पालन करीन. अन्यथा मला अकार्यक्षमतेबद्दल कामावरून कमी केल्यास माझी कोणतीही हरकत राहणार नाही."

अनुकंपा :-

1. मुख्य लेखा तथा वित्त अधिकारी, जि.प.अमरावती यांना माहिती व योग्य कार्यवाही करिता.
2. उपमुख्य कार्यकारी अधिकारी (प) जि.प. अमरावती यांना माहिती करीता. संबंधिताची नोंद आपल्या आस्थापनेवर घेण्यात यावी तसेच विदुनामापलीमध्ये सुध्दा नोंद घेण्यात यावी.
3. उप मुख्य कार्यकारी अधिकारी (सा) जि.प.अमरावती यांना माहितीस्तव.
4. गट विकास अधिकारी, पंचायत समिती अचलपुर (कार्यालय प्रमुख), यांना माहिती तथा आवश्यक कार्यवाहीस्तव अरोषित. नियुक्ती आदेशामधील अटीची पूर्तता करून घेणे हि कार्यालय प्रमुखाची जबाबदारी राहिल. उमेदवार रुजू झाल्यानंतर रुजू अहवाल व अटी मध्ये निर्देशित केल्यानुसार प्रमाणपत्र इतर आवश्यक कागदपत्र या कार्यालयाकडे विनाविलंब सादर करण्यात यावे. तसेच उमेदवारांची नियुक्ती कोणत्या आरक्षणामधून झालेली आहे याबाबतची नोंद त्याच्या सेवा पुस्तकामध्ये घेण्यात यावी तसेच मुद्या क्र ४ नुसार केलेल्या ऑफीडुयटची कॉपी सुध्दा सेवा पुस्तकात लावण्यात यावी. तसेच नियुक्ती आदेशातील अटीची पूर्तता झाल्याशिवाय त्रिषीक वेतनवाढ लावण्यात येवू नये.
5. कु. अर्पीता अविनाश देव्हारे मु.पो. पथोट ता. अचलपुर जि. अमरावती.(अनुकंपा धारक) यांना माहिती व आवश्यक कार्यवाही करीता रवाना.

६. मुळ नस्ती


मुख्य कार्यकारी अधिकारी
जिल्हा परिषद, अमरावती करीता



Nabla Infotech Pvt. Ltd.

December 28th, 2021

Dear Gurpreet Singh Saini,

We are pleased to offer you an Internship with Nabla Infotech Pvt. Ltd. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such position and as the Board of Directors or its authorized representative may from time to time require. You shall devote your full business efforts and time to the Company and agree to perform your duties faithfully and to the best of your ability.

You will be given INR 12,000/- per month, less all applicable taxes and withholdings, payable. As an intern you will receive "temporary employment" status. Your internship is expected to end in next 3 months, having a start date of December 28th, 2021 till March 28th, 2022. However, your internship with the Company is "at-will", which means that either you or the Company may terminate your internship at any time, with or without cause and with or without notice. Based on your performance as an intern in the given tenure, the Company may offer you permanent employment.

During your internship, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer of internship, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.

By accepting this offer, you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. It may be changed only by a subsequent written agreement.

We hope that your association with the Company will be successful and rewarding. On your first day in the Company on December 28th, 2021. You will report to Abha Bansal, Human Resources of the Company.

Please indicate your acceptance of this offer by signing below and returning the signed scan copy to me by email. If you have any questions, please do not hesitate to contact us.

Sincerely,

Abha Bansal
For Nabla Infotech Private Limited

I hereby accept the Internship Position

Signature, Full name

Date

Confidential

Office #2, 5th Floor, Purushottam Plaza, Above Wadeshwar Hotel, Baner Road, Pune, 411045, Maharashtra, India.
Phone: +91 20 4005 6238 | Website: www.nablainfotech.com

Date: 3rd October 2022

Ms. Damini Mohod,

Pune.

OFFER LETTER

Dear Damini,

We are glad to appoint you as an "Android Developer", with our company "Trigensoft Solutions Pvt. Ltd.", your duties will resume with us from 3rd October 2022.

With reference to your application and subsequent interaction, we are pleased to make an offer of employment on the following terms and conditions. The remuneration applicable to you are mentioned in Annexure-1

Your headquarters will be in Balewadi, Pune until the company intimates you otherwise.

- A. There are certain terms and conditions that a candidate must know while exploring employment option with the Company.
1. Your joining shall be subject to
- Upon receipt of satisfactory references
 - Upon submission of copies of following testimonials
(10th, 12th, Degree certificates/provisional, marks card (consolidated or semester) - originals and 2 sets of photo copies)
(4 Passport size photos)
(Offer Letter- 2 sets of photocopies)
(Photo ID proof- Pan Card/ Voters ID/ DL)
(Residential Proof- Andhar card, Electricity Bill, Water Bill)
(Reliving Letter/ experience Certificate/Resignation acceptance from the previous organization (if applicable): Originals +2 sets of Photocopies)

If the candidate fails in submission of the above documents, the Company reserves the right to withdraw this offer letter and/or cancel your appointment.

You will be on **probation** for a period of six months from the date of your joining the company. Upon satisfactory completion of probation, you will be confirmed in the position.

Trigensoft Solutions (P) Ltd.

Office 202, 2nd Floor, Shiv-Sai Complex, Opp. DIMR College, Balewadi, Pune-411045, MH. Mob. - 9767343333

Trigensoft

2. Any inaccuracy of the testimonials and information provided by a candidate in his/her application form may lead to withdrawal of employment offer or termination of employment, as the case may be.
3. Your employment with the company shall at all times be subject to your successfully clearing extensive background checks which may include criminal, financial and other background checks as required by the company based on its business requirements. The company may terminate your employment on an unsatisfactory background check.
4. Please note that the gross salary mentioned here is subject to change and that the final terms of employment along with details of salary structure will be intimated along with the offer letter.
5. During the period of probation, your services may be terminated by either party giving the other 30 days' notice or basic salary in lieu thereof.
6. After confirmation and thereafter, your services may be terminated at any time by either party giving the other a two months' notice or salary in lieu thereof. However, due to the exigencies of business, the Company at its sole discretion may not agree to take the basic salary in lieu of notice and ask you to serve the entire part of notice period. No such notice or notice pay shall be payable by the organization in case your services are terminated on account of any misconduct by you.
7. While in the employment of the Company, you are in no way, allowed to be employed by any other Company on a temporary or part-time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without the prior written consent of the company.
8. You confirm that you have disclosed fully to the company all your business interest whether or not they are similar to or in conflict with the business or activities of the Company. You agree to disclose fully to the Company any such interest or circumstances which may arise during your employment.
9. You will be required to effectively carry out all the duties and responsibilities assigned to you by your supervisor and authorized by the Company to assign such duties and responsibilities.
10. You are expected to maintain an acceptable level of performance during your tenure with the organization. Failure to meet expected standards may lead to initiation of Performance Improvement Plan and /or termination in case of no improvement in performance.
11. The company will work 7 days a week, 24 hours a day. You will be required to work up to 48 hours a week and such other hours as may be reasonably required to complete your business duties. Your weekly off may not necessarily be for 2 days and may not necessarily be on Sunday.

Trigensoft Solutions (P) Ltd.

Office 202, 2nd Floor, Shiv-Sai Complex, Opp. DIMR College, Balewadi, Pune-411045, MH. Mob: - 9767343333

B. Confidentiality

1. The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the company, any information about the interest or business of the company or any affiliated Companies or any information pertaining to their clients and/or with the end consumers of our clients- the information you may have acquired while in the employment of the company.
2. You shall not communicate to public papers, journals, pamphlets or leaflets, any information or documents official or otherwise relating to the Company except with the prior approval of the management.
3. Upon separation from the Company, you shall return to the Company all the assets and property of the Company, documents, files, books, papers, memos or any other property of the Company in your possession or under your control.
4. The terms of this offer are strictly confidential between you and the Company.
5. You will abide by the information security policy of the company and all the rules and regulation contained therein.
6. Your individual remuneration is purely a matter between yourself and the company and has been arrived on the basis of your job, skills, specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.
7. Information pertaining to the Company's operation shall remain confidential and safeguarded by you. On joining the company, a formal agreement to effect non-disclosure of confidential information and intellectual property shall be executed by you.
8. During the course of your employment, you may across a lot of information related to the clients that the Company deals with and/or with the end consumers of our clients; any such information is strictly confidential and you shall not disclose it to any unauthorized person.
9. This appointment is based on the information supplied by you in your application for employment and will otherwise be treated as null and void if a material error, in the management 's opinion is discovered and/or due to non-disclosure of relevant information about you in the company.
10. Your continuance in employment is subject to your maintaining clean criminal and financial records.

Trigensoft Solutions (P) Ltd.

Office 202, 2nd Floor, Shiv-Sai Complex, Opp. DIMR College, Balewadi, Pune-411045, MH. Mob. - 9767343333

Trigensoft

11. Breach of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof.
12. Any and all of the terms and conditions of services may be modified or changed at the Company's discretion.

We are confident that you will prove to be an invaluable resource towards realization of our collective goals. We welcome you to the Trigensoft family and looking forward to a long and mutually beneficial association.

Yours Faithfully,

I accept the terms of this letter For Trigensoft Solutions Private Limited.



(Signature)

HR Manager

Trigensoft Solutions Private Limited

Trigensoft Solutions (P) Ltd.

Office 202, 2nd Floor, Shiv-Sai Complex, Opp. DIMR College, Balewadi, Pune-411045, MH. Mob. - 9767343333

EMPLOYMENT OFFER LETTER

Cappemini Ref: 04718391539437.

10/13/2022
Jaya Prakash Chandak.

Shikhar Colony, in front of Sindh petrol, Karanja Lad- 444105petrol
Karanja Lad, Maharashtra
India.

Confidential

Dear Jaya Prakash Chandak,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with Cappemini Technology Services India Limited ("Cappemini" or "Company") starting from 12/15/2022 (or such other date as may be communicated to you by the Company), as per details given below.

- A) Your current designation will be **Analyst/AA**.
- B) You will be required to work at the Company's offices in **Mumbai**.
- C) You have to report by 9:00 am at **Mumbai** office, for joining formalities and contact security at the main gate for your entry pass at:

Address
Cappemini knowledge Park(SEZ),IT3/IT4, Aroli knowledge Park,Thane Betapur Rd,
Aroli Knowledge Park, TTC Industrial Area, MIDC, Navi Mumbai - 400708

Please note that your name mentioned in the offer letter will be used to create your employee records in Cappemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name, please contact your recruiter before your DOJ. Please note that post joining, no changes can be made. The name provided by you should match with the documents submitted to the Company at time of joining, such as Education certificate, Experience letters, Relieving letters, PAN card, Passport, etc.

D) Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 400,010.00 (Rupees Four Lakh And Ten Only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives/skill based allowance as applicable to you. The Company shall deduct tax at source and any other applicable taxes at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:

Analyst

Total Cost to Company (CTC)

Rs. 400,010.00

Monthly Components	Per Month	Annualized
Basic	Rs. 15,000.00	Rs. 180,000.00
House Rent Allowance	Rs. 9,000.00	Rs. 108,000.00
Other Allowances and Reimbursements - 1 #	Rs. 1,800.00	Rs. 22,680.00
Other Allowances and Reimbursements - 2 +	Rs. 839.00	Rs. 10,068.00
Advance Statutory Bonus **	Rs. 3,149.00	Rs. 37,788.00
Gross monthly salary	Rs. 29,878.00	Rs. 358,536.00
Capgemini's contribution to PF *	Rs. 1,800.00	Rs. 21,600.00
Gratuity (accrual only)		Rs. 8,664.00
Total Fixed Compensation		Rs. 388,600.00
Total Cash Compensation		Rs. 388,600.00
Benefits		
Medical, Accident & Life Insurance Premium		Rs. 11,210.00
Total Cost to Company		Rs. 400,010.00

You need to choose any of the following optional instruments that are a part of the Other Allowance and Reimbursements - 1. Balance amount that is not claimed will be paid as Taxable on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 1	Annualized
Remote Working Allowance	19,800.00
Books and Journals	24,000.00
Professional Pursuit	180,000.00
Conveyance Allowance	63,600.00

You may choose any of the following optional components that are a part of the Other Allowances and Reimbursements - 2 to avoid tax benefits. Various amount that is not claimed will be paid on taxable personal allowance on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 2	Amount
Leave Travel Assistance	80,000.00
Meal Cash	28,400.00
Vehicle & Driver Reimbursement	21,000.00

Notes:

- The benefit processing will be as per Company policy notified from time to time.
- Employees should decide on the Other Allowances and Reimbursements (OAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
- The claiming tax benefit in case of admissible allowances and reimbursements (e.g. Leave Travel Assistance, Vehicle and Driver Reimbursement etc.) you will have to submit supporting bills to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments decided above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/dividend thereon.
- In cases where Permanent Account Number (PAN) is not provided, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
- The Company reserves the right to change the compensable structure and/or the compensation components from time to time.
- These statutory payments are indicated based on current applicable provision and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes / modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you via separate email communication, about any changes/modification to statutory payments.
- Employee's contribution towards PF will be made from the monthly salary as defined by Law. The Benefits (Academic), Medical (as applicable) amount has been arrived at by considering the maximum eligible under each of the components.
- All components under Other Allowance and Reimbursements - 1 will be paid along with monthly salary. Tax benefit as per proof submission will be passed into the family calculation basis till submission.
- This is the maximum that you are eligible for. You may choose any of the optional components under Other Allowance & Reimbursements - 2. Taxable components (except Meal Cash) would be paid based on a voluntary claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be taxed on Company's policies.

8/29/22, 1:32 PM

Gmail - CSR Drive Offer Letter 2022 -VIDYA BHARATI MAHAVIDYALAYA, DEPARTMENT OF RESEARCH & PG STUDIES AND ...



MCA Placement <vbmvplacement@gmail.com>

CSR Drive Offer Letter 2022 -VIDYA BHARATI MAHAVIDYALAYA, DEPARTMENT OF RESEARCH & PG STUDIES AND MANAGEMENT, MAHARASHTRA - Pentagon Space Pvt Ltd
1 message

PentagonSpace CSR <csr@pentagonSpace.in>
To: mca@vbmv.org, Madhusudhan H <madhusudhan@pentagonSpace.in>, Sheetal R <sheetal@pentagonSpace.in>, vbmvplacement@gmail.com

Dear Sir/Madam,

Greetings of the day !!!

Congratulations to the selected Students!

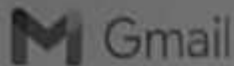
As per your approval we are releasing the final list of students who have cleared the CSR interview process 2022 batch. Attached pdf document is the offer letters for your reference.

Tentative batch commencement date will be sent to the registered email ID shortly.

Note : Students should send the duly filled pdf scanned copy to csr@pentagonSpace.in by mentioning their Name and College name in the starting the offline batch (Students should relocate to Bangalore if applicable)

Sl.NO	Name	Contact Number(Whats app)	Contact Number(On Call)	Email id	Department	University Seat Number/ Registra
1	Ayushi Sunil Deshmukh	9730094997	9730094997	deshmukhaayushi19@gmail.com	MCA	20059
2	Priya Chhatrapati Yawale	9527470356	9527470356	priyayawale4@gmail.com	MCA	16118444
3	Priya Amol Gawarshettiwar	9130395829	9130395829	gawarshettiwarpriya@gmail.com	MCA	17404829

Best Wishes,
Team Campus Connect
Pentagon Space
www.pentagonSpace.in



MCA Placement <vbmvmcplacement@gmail.com>

Fwd: E-Offer Shrikant Alone offer letter

1 message

Shrikant Alone <shrikantalone66@gmail.com>
To: vbmvmcplacement@gmail.com

Fri, May 27, 2022 at 2:32 PM

----- Forwarded message -----

From: **Shrikant Alone** <shrikantalone66@gmail.com>
Date: Fri, May 27, 2022, 2:31 PM
Subject: Re: E-Offer
To: Divyani Chouksey - Zelite Solutions <divyani.c@zelitesolutions.com>
Cc: Sameer Karsale <sameer@zelitesolutions.com>

I accept offer.

I am joining from Monday 30-May-2022

On Fri, May 27, 2022, 2:22 PM Divyani Chouksey - Zelite Solutions <divyani.c@zelitesolutions.com> wrote:

Dear Shrikant,

Thank you for showing an interest in pursuing an employment opportunity with **Zelite Solutions Pvt Ltd**. We are glad to inform you that you have cleared the initial rounds of interview conducted by us and pleased to invite you to join **Zelite Solutions Pvt Ltd**. You will be appointed as **Junior Software Developer**.

This offer is based on the Authenticity of valid documents and references which are satisfactory to the company.

You will initially be under probation for a period of 6 months and subject to satisfactory Performance during this period, and on successful completion of the 6 months review, you will be confirmed in the services of **Zelite solution**. During the probationary period and unless confirmed in writing, you will be deemed to be a probationer. Confirmation of services will not result in revision in compensation.

Your date of joining will be **30th May 2022 (Monday)**Your CTC will be INR **2,50,098** /-

I do hope you will be joining us and I am confident that you will build a challenging, rewarding and enjoyable career with us.

Please do not hesitate to contact me if you have any queries.

Carry all documents printed during joining.

Working Timing will be 10 AM to 7 PM, 5 Days work in a week every Saturday & Sunday holiday.

This Offer valid only if you join the given DOJ.

Note:- Please send your confirmation of joining

Regards

Divyani ChoukseyHR Executive | *Zelite Solutions*Email : divyani.c@zelitesolutions.com

Phone : +91 9958522499 / +91 8380841000



GAT NO 1454/1/2, A 704
PRIMERA HOMES, LOHEGAON
ROAD, WAGHOLI, HAVELI,
PUNE, 412207
MAHARASHTRA

TO WHOM IT MAY CONCERN

DATE: 02/02/2022

To Mr. Bhushan T. Ambade

Subject: Appointment Letter

Dear Bhushan T. Ambade,

We are happy to inform you that you are selected as trainee in **SNS DBA AND Data Services**. As discussed earlier your internship is expected to start from 15 Feb-2022 and working hours will be 10.00 am to 6.00 pm and holidays will be on Saturday and Sunday every week. The Internship Training Program will include training/orientation along with deeper understanding of concepts through hands-on application of the knowledge learnt during sessions. It would focus primarily on learning and developing new skills.

As an intern, you will not be company's employee. Therefore, you will not receive a salary /wages / any other compensation. By accepting this offer, you agree that you will follow all the company policies and willing to apply as non-employee interns. This letter constitutes the complete understanding between you and company regarding your internship.

We expect your internship with the company will be full of knowledge and provide you rewarding experience.

Again, Congratulation's and we looking forward to work with you.

Sincerely,

For SNS DBA AND DATA SERVICES

SNS DBA AND DATA SERVICES

Proprietor

Director

SWATI NITESH BAGADE

Centroid

Devendra Dyaneshwar Meshram,

July 15th, 2021

Centroid is pleased to present the following offer of employment:

Title: Junior Consultant

Salary: 3,76,950 INR Per Annum

Vacation: 10 days /year

Start Date: 3rd August 2021

Supplies: Centroid supplies or reimburses for computer and office supplies required to perform tasks on assignment. This includes, but is not limited to, laptop, internet service provider, telephone costs, printing costs, and so forth.

Benefits: Medical Insurance, Personal Accident Policy, Covid Insurance
Discretionary Company Bonus
Mobile and Internet Bills Reimbursement
Employer Provident Fund
Sodexo Coupons (Part of the salary)
Gratuity
On-call allowance

Your offer of employment is conditioned upon your acknowledging and signing this offer letter. It is also conditioned on your acknowledging and signing certain agreements, including our Employee Handbook, Confidentiality and Non-disclosure Agreement, and an Employment Agreement. It is required to issue a 3 month notice to your supervisor if you choose to resign in a formal written notice. Your employment will be contingent on complete satisfactory background check verification and as this offer of employment is part of our fresher's recruitment drive, you will have to stay with the company for at least 3 years failing this you may need to repay whatever company has incurred on you during the said 3 years of time.

This offer of employment, if not previously accepted by you, will expire three days from the date of this letter. Acceptance of offer will be subject to a 90-day introduction period and the position can be terminated at any time for any reason.

This position is based out of a Centroid Hyderabad Office so some travel should be expected. You will be part of the Centroid Operations team reporting to Vamshi Thandu. In the position of Junior Consultant your duties will include but not be limited to:

Account Activities include, but are not limited to:

- L1 Support activities for Managed Services Clients
- Coordinate with OnShore and OffShore teams for any Critical Issues, monitoring queues, Helping with automation tasks.
- Perform the activities of Database Management, R12.1.3 and R12.2 Architecture, Technology stack components of R12.
- Must work on Linux skills to support Oracle environments
- Must be able to work in Night /Weekend/Rotational to manage 24/7 Coverage for US Clients
- Should work independently and also in a team.

India Office
CENTROID IT SYSTEMS INDIA PRIVATE LIMITED
Part 78, 7th Floor, Melange Towers,
Survey # 80-84, Patrika Nagar, Hitech City,
Madhapur, Hyderabad, Telangana- 500081
Phone: (+91) 040-40170434

Detroit Office
CENTROID SYSTEMS INC
1050 Wilshire Drive, Suite 170
Troy, MI 48064
Phone: (+1) 248-465-9533
Fax: (+1) 248-465-9596

Dallas Office
CENTROID SYSTEMS INC
14801 Quorum Drive, Suite 150
Dallas, TX 75254
Phone: (+1) 214-347-8847
Fax: (+1) 214-550-0174

www.centroid.com



Salary Breakup (In INR)		
	Amount	Details
BASIC	12,500	
HRA	5,000	
Conveyance	1,600	
Medical Allowance	1,250	
Other Allowances	4,650	
Gross Earnings(Per Month)	25,000	
Total Gross Earnings Per Year (A)	3,00,000	Fixed CTC per year
Employer Provident Fund Contribution	1,800	Fixed contribution by Employer
Mobile Usage Reimbursement	1,000	Based on actual usage and upon receipt submission
Internet @ Home Reimbursement	1,000	Based on actual usage and upon receipt submission
On Call Allowance	1,000	500 per day per On call Allowance. Min 2 On calls / Month
Additional Benefits Per Month (Approx)	4,800	
Additional Benefits Per Year (B)	57600	
Medical Insurance + Corona Kavach	10600	Based on Family members addition
Personal Accident Policy	2500	
Gratuity Contribution	6,250	Per year accumulated in Centroid Employee Welfare Gratuity account
Health Benefits plus Gratuity Per year (C)	19350	
Total Salary per Annum (A) (B+C)	376950	

Please contact Sambhavi Samineni at sambhavi.samineni@centroid.com or call at 9963373389 if you have any questions. We look forward to working with you.

Sambhavi Samineni

Signature of Sambhavi Samineni
HR Manager India Ops, Centroid

Date: 15th July 2021

Signature of Devendra Dyaneshwar Meshram

Date: _____

India Office
CENTROID IT SYSTEMS INDIA PRIVATE LIMITED
Part 7B, 7th Floor, Melange Towers,
Survey # 80-84, Patrika Nagar, Hitech City,
Madhapur, Hyderabad, Telangana- 500081
Phone: (+91) 040-40170434

Detroit Office
CENTROID SYSTEMS INC
1050 Wilshire Drive, Suite 170
Troy, MI 48064
Phone: (+1) 248-465-9533
Fax: (+1) 248-465-9566

Dallas Office
CENTROID SYSTEMS INC
14801 Quorum Drive, Suite 150
Dallas, TX 75254
Phone: (+1) 214-347-8847
Fax: (+1) 214-550-0174

www.centroid.com



AIT Global India Pvt. Ltd.
Aspire. Inland. Transform.

Appointment Letter

Date: 01-Apr-2022

To,

Employee code: AITS34
Pratik Jawarlar

Dear Pratik,

Congratulations! We are pleased to appoint you the role of Associate Software Engineer with AIT Global India Private Limited and confirm you on the payrolls from 01-Apr-2022 at AIT Global India private Limited based at our Pune office on the following terms and conditions:

1. Your annual consolidated CTC will be **Rs.350000.9** (The CTC is subject to necessary deductions applicable as per the current or any changes in the laws of P.F., ESI, and Income Tax)). Your appraisal will be on gross salary. Details of the CTC are attached herewith as per Annexure-C, please note this supersedes any verbal commitment or discussion.
2. You have terminated your employment with your previous employer (if any) in compliance with their terms and conditions.
3. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company.
4. AIT Global India is not liable for any past dues owed by you as part of termination of any previous employments.
5. If applicable: Variable component (shift allowance) will be 1.05 LPA, (Shift allowance may vary as per your shift for 5:30 P.M. we pay Rs. 400 per day and 9:30 P.M. shift we pay Rs. 650 per day).

This letter contains annexure B, C. Kindly acknowledge and sign at the bottom of all sheets of the letter as a token of acceptance.

Head Office :
308, Sacred World, North Block,
Wanowrie, Pune 411040, Maharashtra, India.

Development Office :
S. No. 46, E-Space Condominium
Office No A-2, 101A, Nagar Rd,
Wadgaon Sheri, Pune 411014, Maharashtra, India.





Annexure B

Employment Terms and Conditions

Employee Duties and Responsibilities

You will be starting at the Company at the designated position as per the Offer Letter. However, you will be expected to perform the duties and responsibilities of the roles that will be assigned to you from time to time by the Company.

You will be expected to display high levels of initiative and efficiency in your work. You are also expected to perform your duties and responsibilities meticulously and to the best of your capabilities and to the satisfaction of the Company. You are expected to show this level of commitment for tasks that are part of your job profile and also any other task that you would be reasonably expected to perform during your employment with the Company.

It is your responsibility to ensure quality output in all activities that you engage in either directly as an individual or as a team member/leader. As a full time employee, you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree not to engage in commercial activities that could conflict with your time and availability for delivering your responsibilities with the Company during your employment. You are however free to engage in not-for-profit activities while you are not under official duty and outside of your office hours.

CTC - Allowances, Gratuity, Taxes, Insurance

The CTC agreed upon by this letter will be inclusive of your PF, allowances, gratuity, insurance and any associated components.

Joining Bonus

If you are eligible for the joining bonus, it will be credited after completion of 3 / 6 months (pls. refer LOI for reference).

Tax

You will bear the implications of the tax liabilities owed to the government and local authorities by you through this employment. Your income in India will be subject to tax deduction at source according to obligations and rulings set out by the Tax Laws of India and other statutory dues as applicable. Please refer the salary annexure on the last page.

Increments and Promotions.

Your career path in the company will depend solely on your performance and your capability. Your performance

will be reviewed on a regular basis by your managers and by your peers providing the criteria for your increments and promotions. Regular performance reviews will be conducted every six months. The Appraisal cycle is from April to March, and every individual is eligible for the appraisal who joins the company on or before 30th September of the current financial year.

Expenses and Reimbursement

You will be reimbursed necessary and reasonable out-of-pocket expenses incurred by you as part of delivering your responsibilities subject to submission of bills/tickets or associated documents and Pre- approval of the same by the Company/ Supervisor.

Travel

You may also be required to travel as part of your employment. You will be intimated ahead of time to give you sufficient time to prepare for this.

Medical

Company may decide to terminate your employment based on valid medical advice that you have become physically/mentally incapacitated to such an extent that you are unable to deliver the responsibilities entrusted to you.

Probationary Period

You will initially be employed by the Company for a 6 month' probationary period. During the probationary period, your performance will be evaluated. At the conclusion of that period, the Company will review with an eye toward continuing your employment under the same terms and conditions or confirming the expiration of your probationary period without further employment or compensation.

Working Hours, Holidays and Leave

You are required to comply with the Company's standard business hours on Monday through Friday. In addition, you may on occasion be required to work additional hours due to compelling work-related exigencies. The Company does not pay any additional salary for the extra hours you may work, except as required by applicable law. Working hours and location may change from time to time dependent on work projects and assigned tasks.

Employees are provided with the opportunity to take 21 privilege leave, 12 Sick Leave/ casual leave. The company also provides 12 annual holidays announced at the beginning of every year.

Except as otherwise required by applicable law, your leave entitlements are subject to the following:

Any leave, you are entitled to can be availed only with prior notice and proper permission. The company reserves the right to deny you leave, in case of failure on your part to comply with company policy in this regard. Any instance of relaxation by the management on this account will not form a precedent nor will it confer on you any right to similar relaxations in future.



Salary will not be paid, in case of absence with "LOSS OF PAY", either due to denial of leave by the Management or due to non-availability of leave to your credit.

Intellectual Property Rights

The company will retain ownership of all intellectual properties generated during your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any associated documents to confirm the above ownership further. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

Non-Solicitation

During your employment with AIT Global India and for an year thereafter you shall not solicit any employee of the Company to leave their employment in order to join another company or provide services to another company/person/entity which is not affiliated to AIT Global India. You shall also not directly or indirectly on behalf of another person or entity solicit or entice any customers or potential customers away from the company.

Non-Disclosure

You agree to sign and be bound by the terms of the Non-Disclosure, Non-Solicitation Agreement required to be signed by you during the term of your employment with the Company and after that. You also hereby agree to comply with the terms of any policies of the Company relating to the protection of confidential information from time to time. You are also required to maintain as confidential strictly and not divulge or communicate in any manner, any information regarding your remuneration / terms of employment to any other employee of the Company except your immediate superior. Any disclosure of confidential information will be considered a serious misconduct and breach of the terms of your employment.

Personal Information

It is the responsibility of the employee to keep their personal contact information up to date with the company and to notify duly any changes thereof. Additionally, you will also be required to update the company of changes in your civil or marital status.

Termination

On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company:

- Any material items belonging to the Company per inventory, and all non-material items in your possession including but not limited to Intellectual property (documentation, software, email correspondence) and any other information required for the continued execution of the duties of your role (login credentials, business contact information), including but not

- limited to computers, laptops, software, computer disks and CD-ROMs, manuals, etc.), access keys, corporate credit cards, and all documents which may belong to, or have been copied from any source belonging to the Company or any of its affiliates, customers, and vendors.
- Any physical company documents that you may have in your possession.
- You acknowledge and agree that you will be an at-will employee of the Company and, subject to applicable law and the Company's policies and procedures; your employment may be terminated at any time.
- In the event of termination, the Company reserves the right to recover or withhold from any amounts payable to you at the time of such termination any monies paid to you in Advance by the Company or otherwise paid by the Company with respect to relocation, travel, visas, immigration and attorneys' fees, recruitment fees, education and other expenses (if any) incurred in connection with your employment and training by the Company.

Breaches and violations

Over and above the terms mentioned in this document you are also liable for disciplinary action including and not limited to warnings, suspensions, demotion, denial of promotion or increments for violations of codes of conduct and company policies. The said policy and related company manuals shall be treated as part and parcel of this Agreement. The company reserves the right to modify/amend terms and conditions and will notify employees of the same. The company may also decide to terminate employment after disciplinary action and proper investigation.

Other Rules and Regulations

During employment you are subject to rules and regulations and policies of the Company has made applicable by the company and revised at the company's discretion from time to time, irrespective of whether such details are individually notified to you. You are requested to keep yourself up to date with such information from the company Intranet/company manual. You will also be liable to face action from the company if you are found in violation of these.

Notice Period

- Because of resignation during your probation period, you will be required to serve a mandatory notice period of one month before you are relieved from your services. And on account of termination during your probation period, company will provide you with one month of notice before you are relieved from the Company services.
- Because of resignation after completion of your probation period, you will be required to serve a mandatory notice period of 2 months before you are relieved from your services. And on account of termination after your probation period, company will provide you with 2 months of notice before you are relieved from the Company services.
- The notice period will commence immediately after a formal acceptance of resignation. The salary of the employee serving notice period, will be cleared at the time of full and final settlement and the relieving letter

Head Office :
308, Sacred World, North Block,
Vandri, Pune 411040, Maharashtra, India.

Development Office :
S. No. 46, E-Space Condominium,
Office No A-2, 101A, Nagar Rd,
Wadgaon Sheri, Pune 411014, Maharashtra, India.



will be issued within 45 days after the last working date.

Warranty

You represent and warrant to the Company that the terms and conditions of your employment are legal, valid and binding upon you and acceptance of the same by you and the performance of your obligations pursuant to your employment by the Company does not and will not constitute a breach of, or conflict with the terms or provisions of, any agreement or understanding to which you are a party (including, without limitation, any other employment agreements).

Jurisdiction

Your employment shall be governed by and construed according to the laws of India and the courts of Maharashtra shall have the jurisdiction, to the exclusion of any other Courts that may have jurisdiction, to decide any dispute arising from or in connection with your employment with the Company or any of the terms and conditions of your employment with the Company.

Amendments

The Company, at its discretion, may alter, replace or annul any of the above, should circumstances so warrant either because of statute or otherwise. All changes will duly be updated on the company Intranet and will be duly notified to the employees through proper channels.

Note:

** Gratuity as a retiral benefit is payable to the employees who have completed 5 years of Service with AIT Global India alone and with appropriate attendance fulfilment for eligibility. The deemed Gratuity amount is estimated as per the current basic salary.

** Employer PF Contribution is made by AIT Global India.

** Medical and Accidental benefits as per the guidelines of the Employee Insurance policy for the employee, spouse and 2 dependent children is facilitated by the company and the employees can claim their medical insurance from the Insurance Company as per their guidelines. The Company shall not be liable for any rejected claims by the Insurance company. Medical Insurance premium Contribution is divided in 50:50 ratio i.e. Employer : employee.

The above-mentioned components / benefits are as per the prevalent Company policy and /or applicable law and are subject to change.

We welcome you to AIT Global India Private Limited and look forward to a long and mutually rewarding association.

For AIT Global India Private Limited.



Roopali Srivastava
HR Manager

I have read, understood, and agree to the above calculations of Total CTC & Terms & Conditions of the company.

Pratik Jawarkar

Name

Signature

5/04/2022

Date

Ref: 859652/2047073/JTA

25-MAR-2022

Ms. Pragati Sharad Patil
Amravati (Mah) - 444604
Mobile: 9665595897

Subject: Offer of Appointment

Dear Ms. Pragati Sharad Patil

It is our pleasure to welcome you to Tech Mahindra Limited.

1. With reference to our discussions, we are pleased to offer you an appointment in our organization as **Jr. Software Engineer at Band 'U' and Sub Band 'U1' under JTA Scheme**. However, in the current COVID situation, the Company hereby allows you to work from your hometown or any other place in India. However, you shall be required to report to your base location as and when required by the Company. Any travel for official work must be in strict compliance with the prevailing travel policy of the Company. While you are working from home, if you wish to travel outside India in your personal capacity, you shall inform in advance in writing to your reporting manager and Business HR SPOC. You may be permitted to travel outside India only after approval of your reporting Manager and BHR lead.
2. You will be on probation for a period of **6 months** from the date of joining the Company during which you will be on training. The training program called "**Entry Level Integrated Training and Enablement**" (ELITE) will include classroom training as well as on-the-job training. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.
3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the ELITE program and satisfactory performance on the job.
4. Your remuneration while on probation has been detailed in **Annexure A**. Upon confirmation, your "Annual Total Cash Compensation" will be **Indian Rupees 260000 (Indian Rupees Two Lakh Sixty Thousand only)** Please refer **Annexure B** for details on the compensation and statutory deductions.
5. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
6. This offer is valid subject to your fulfilling the following: -
 - The academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
 - Meeting the set eligibility criteria at the end of your academic course
 - Meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
 - Submission of all necessary legal documentation pertaining to your employment.



Tech Mahindra

Tech Mahindra Limited
Infocity, Hitech City Layout,
Madhapur, Hyderabad 500081, India.
Tel: +91 40 3083 6363
Fax: +91 40 2311 7011

techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400 001, India.
CIN L64200MH1986PLC041370

Encl: Annexure-A & B Salary Structure, Annexure-C Important / Indicative Terms & Conditions of Employment, Annexure-D Check List of Documents, Annexure-E Confidentiality Agreement, Annexure-F Medical Self Declaration, Annexure G Intellectual property Assignment, Annexure-H ? General Covenant, Annexure - I Acknowledgement, Annexure J Indemnity bond.

Date:

Signature:
Pragati Sharad Patil

ANNEXURE - A

NAME	Ms Pragati Sharad Patil
TITLE	Jr. Software Engineer
BAND	U1
LOCATION	NAGPUR
COMPONENTS	
BASIC (@40% OF TOTAL FIXED PAY)	Per Annum (All figures in INR)
HRA (@70% OF BASIC)	68160
BONUS / STATUTORY BONUS	47712
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	24000
FLEXIBLE COMPONENTS OF TFP	8179
TOTAL FIXED PAY..... (A)	22350
TOTAL VARIABLE PAY (TVP)..... (B)	170401
ADDITIONAL BENEFITS..... (C)	18933
GRATUITY	10666
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	3279
TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	7387
	200000

- Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.
- Flexible Benefit Plan (as applicable):** Associates will also be given an option of restructuring their Flexible component of their TFP as per the "Flexi Benefit Plan" under the following heads as per eligibility specified in the applicable policy:

Component	Max Limit
Leave Travel Assistance	12000
Meal Card	26400

Post utilization of applicable max limits as mentioned above, balance amount if any, shall be paid as taxable amount under Additional Personal Pay component

(Contd...)

ANNEXURE A (Contd...)

3. **Additional Benefits:** Associates shall be eligible for below mentioned benefits:
- Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of Rs. 20 lakh to the beneficiary on the unfortunate death of the associate
 - Group Medical Coverage Plan (GMIP):** You would also be enrolled under the existing Medical Insurance scheme of the Company with a cover of INR. 3 lakh (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self + spouse + up to 2 children) will be INR. 2 lakh.
 - Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to INR. 5 lakh payable in case of permanent disablement arising out of any unfortunate event of an accident.
4. **Deductions:**
- The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
 - Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

Notes:

- Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
- For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
- Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
- Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
- Gratuity shall apply as per the 'Payment of Gratuity Act 1972'.

For Tech Mahindra Limited,

R. Krishna

Krishna Ramaswami

Head - Resource Management Group

ANNEXURE - B

NAME	Ms Pragati Sharad Patil	
TITLE	Jr. Software Engineer	
BAND	U1	
LOCATION	NAGPUR	
COMPONENTS		Per Annum (All figures in INR)
BASIC (@40% OF TOTAL FIXED PAY)		89393
HRA (@70% OF BASIC)		62575
BONUS / STATUTORY BONUS		48000
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)		10727
FLEXIBLE COMPONENTS OF TFP		12787
TOTAL FIXED PAY..... (A)		223482
TOTAL VARIABLE PAY (TVP)..... (B)		24831
ADDITIONAL BENEFITS..... (C)		11687
GRATUITY		4300
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)		7387
TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)		260000

- Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.
- Flexible Benefit Plan (as applicable):** Associates will also be given an option of restructuring their Flexible component of their TFP as per the "Flexi Benefit Plan" under the following heads as per eligibility specified in the applicable policy:

Component	Max Limit
Leave Travel Assistance	12000
Meal Card	26400

Post utilization of applicable max limits as mentioned above, balance amount if any, shall be paid as taxable amount under Additional Personal Pay component

(Contd...)

ANNEXURE B (Contd...)

3. **Additional Benefits:** Associates shall be eligible for below mentioned benefits:
- Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **INR. 20 lakh** to the beneficiary on the unfortunate death of the associate
 - Group Medical Coverage Plan (GMIP):** You would also be enrolled under the existing Medical Insurance scheme of the Company with a cover of **INR. 3 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **INR. 2 lakh**.
 - Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR. 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.
4. **Deductions:**
- The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
 - Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

Notes:

- Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
- For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
- Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
- Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
- Gratuity shall apply as per the 'Payment of Gratuity Act 1972'.

For Tech Mahindra Limited

R. Krishna

Krishna Ramaswami

Head - Resource Management Group

ANNEXURE - C

1. Terms and Conditions

(a) Code of Conduct

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of The Company.

(b) Secrecy

You are expected to maintain utmost secrecy with regard to the affairs of The Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Tech Mahindra Limited, or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

(c) Conflict of Interest

Your position with The Company calls for whole time employment and you will devote yourself exclusively to the business of The Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in **Clause 3**.

(d) Non-Solicitation / Non-Compete

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

- i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd
- ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.
- iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.
- iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.
- v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company.

(e) **Exclusivity of Services, Publications, Gifts/Anti-bribery**

You shall devote all work efforts exclusively to The Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any direct or indirect participation in other enterprises of any kind requires the prior written consent of The Company. The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

- Not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- Comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.
- Not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to any person or persons in relation to such performance.

(f) **Confidentiality / Non-Disclosure**

You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.

- i) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.
- ii) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Tech Mahindra Limited or the Client.



(g) Mandatory Period of Service

In consideration of impartation of training, you shall work in the Company at least for the mandatory period as mentioned below.

During such period of training (including on the job training) and Mandatory Period of Service of **24 (Twenty Four)** months from the date of your joining, you shall not leave, abandon or resign from the services of the Company. In the event of:

- i) Yourself leaving, abandoning or resigning from the services of the Company
- or
- ii) Your services being terminated by the Company for nonperformance, breach of any of the terms & conditions of your service or for any other reason whatsoever,

During the above-mentioned period of training and 24 (twenty four) months of mandatory period of service, you shall be liable to follow the terms and conditions mentioned in the Indemnity Bond. You are required to execute the Indemnity Bond on **INR. 500 (Rupees Five Hundred)** Stamp Paper and submit the same at the time of joining.

2. Assignments/Transfer/Deputation

On completion of your training period, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of The Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests

3. Termination of Employment

- i) **Training Period:** During the initial training period as mentioned in Offer letter, your performance would be closely monitored and if your performance is not as per the prescribed criteria, the Company reserves the right to terminate your services without notice.
- ii) Either party can terminate this employment by serving a notice of 90 days on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.
- iii) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.

- iv) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.
- v) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.
- vi) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
- vii) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services as per the procedure mentioned in **Clause 3** herein above on the grounds of misrepresentation of facts.
- viii) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.
- ix) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is misstated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to forthwith terminate your employment as per the procedure mentioned in Section 3(a) herein above and/or revoke your appointment with The Company, without further reference in the matter.

4. **Statement of Facts**

- a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.

b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

5. **Company Policies**

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Anti-Sexual Harassment Policy and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

6. **Personal Indebtedness**

Tech Mahindra Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Tech Mahindra Limited. You understand and accept that you shall have no authority to pledge the credit of Tech Mahindra Limited to any person or entity without Tech Mahindra Limited's prior written authorization.

7. **Restraints**

Access to Information

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

Authorization

Only those authorized by a specific power of attorney may sign legal documents, representing The Company.

Smoking

We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premises including conference rooms, lobbies, is declared as "No-Smoking Zone".

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

Unauthorized Software

You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

Security

Security is an important aspect of our communication and office infrastructure. We have security personnel

deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your mentor.

The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, The Company uses sophisticated data encryption devices. Your work table and storage space is lockable. Please ensure they are locked when unattended. Duplicate keys are maintained with Security. One can take a duplicate key after signing for it for one's own or team member's table or storage.

(a) Destroying Papers & Material

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) Use of Company Resources

- (i) You shall use The Company's resources only for official purposes as per the applicable Company policy.
- (ii) The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual users activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.

8. Overseas Service Agreement

As The Company will be spending substantial amount of time and money for your deputation / secondment abroad, you may be required to sign a deputation agreement with The Company and may also be required to execute a Surety Bond on such terms, as The Company may deem appropriate. (This agreement will consist, inter alia, of issues like (i) your commitment to complete the project (ii) your returning to India after completion of the project and serving The Company for a stipulated period).

9. Intellectual Property Rights

You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arise out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit.

You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.

10. Jurisdiction

Even though The Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be in the courts in **Mumbai** only.

11. **Retirement**
Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.
Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.
 12. **General**
The above terms and conditions including those in (Annexure ? A & B Salary break up) are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling, Leave, Working Hours, Retirement, Code of Conduct, etc. you will be governed by the rules of The Company as shall be in force from time to time.
 13. In case you are requested to report to the office, you shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies, you may be required to work on 24*7 project on shift basis if required and your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.
 14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.
 15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.
- This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure ?C and I hereby accept and agree to abide by them.

Name in full :

Signature :

Address :

Date :

Place :

ANNEXURE - D - Checklist of Documents

- A. Following documents required to be submitted in soft copies to the Recruiter for Background Verification within one week of receiving the offer or within 72 hours of joining, whichever is earlier.
- a) Tech Mahindra Application & BV Form
 - b) All educational certificates including
 - i) Class 10th 12th marksheet and passing certificate or qualifying exam marksheet and passing certificate
 - ii) Graduation Degree / Certificate
 - iii) Post Graduation Degree / Certificate, if applicable
 - iv) Any other Degree/Certificates/Diploma which has been mentioned by you in your Resume
 - v) Gap Justification, if any
 - vi) PAN Card Copy
 - vii) Aadhaar Card Copy (Both Front & Back copy)
 - viii) Any other additional documents required for Customer specific checks
- B. At the time of joining, you are requested to submit soft copies of the following documents to the HR Team on or before your date of joining.
- (a) Certificates supporting your educational qualifications along with marks sheets - **Three** copies each
 - X th Certificate & mark sheets
 - XII th Certificate & mark sheets
 - Degree Certificate & Semester/year-wise mark sheets
 - Master's Certificate & Semester/year-wise mark sheets
 - Diploma/PG Diploma Certificate & Transcripts
 - Any other Certificate with supporting documents ?if any
 - (b) **Five** passport-sized color photographs with white background
 - (c) **Valid Passport**
Please submit copy of the valid Passport (first and last pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.
 - (d) **PAN Card and Proof of PAN Number**

You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.

(e) **Aadhaar Card**

You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgment as issued by the authorities.

(f) **PF UAN Number:** You MUST provide your PF UAN Card copy or UAN Number, if issued earlier. If you don't have a UAN number or if your previous organization has not created a UAN then you need to create self UAN number on EPFO website and share the same on or before your joining date

(g) **Indemnity Bond**

Print only the first page of **Annexure J** on a Stamp Paper of **INR 500/-** and rest of the pages on plain white paper. Have one Surety (Blood relations i.e. father/mother/elder brother/sister with independent income only) sign at the designated space on the last page of the Bond. Tech Mahindra will have a Notary available on the day of joining at joining location to facilitate notarization of Bond. These services will be chargeable and payable directly to the Notary by you. Should you desire to get the Bond notarized on your own, you may do so. In case of non-availability of Notary at joining location, you will be guided by the Joining Team on further action.

Note: -The Bond has to be notarized as on the date of joining. Please **DO NOT** get a pre-notarized bond.

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the Company reserves the right to revoke the offer.

Please bring all the certificates supporting your educational qualifications along with mark sheets in original for verification only.

Candidate's Declaration:

I _____ hereby solemnly declare that I'll submit the required document as per the timelines mentioned above and I understand that if I fail to submit the required document within the stipulated time, I'll allow company to exercise its absolute discretion, to withdraw this Offer or terminate my employment with immediate effect, without any notice pay, by giving me a written notice thereof.

Name in full : _____

Date : _____

Signature : _____

Place : _____

ANNEXURE - E - Confidentiality Agreement

I understand that during my employment with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".

A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

- 1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.
- 2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.
- 3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.
- 4) I hereby agree that :
 - The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
 - The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
 - The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
 - I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited to receive such information.
 - I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited officials or the expressed written authorization of the third party owner.
 - Upon termination of my employment with Tech Mahindra Limited, or at any other time at Tech Mahindra Limited request, I agree to return promptly to Tech Mahindra Limited, all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra Limited which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited upon termination of my employment.
 - This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.

If any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name :
Signature :
Date :

ANNEXURE - F - Medical Self-Declaration

MEDICAL DECLARATION FORM			
Applicant ID <i>(To be filled by HR)</i>		Associate ID <i>(To be filled by HR)</i>	
First Name: <input style="width: 150px;" type="text"/>	Last Name: <input style="width: 150px;" type="text"/>		
Gender: Male/Female <input type="checkbox"/>	Date of birth (DD/MM/YYYY) <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>	Blood Group <input type="checkbox"/>	

Candidate's Medical History:

Candidate's Medical Details	Yes	No	Please provide the details
Do you have any defect or problem of vision?			
Can you readily distinguish between the pigmentary colors?			
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?			
Do you have any physical deformity / handicap?			
Do you have any congenital disorder / abnormality?			
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?			
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?			
Have you ever been disqualified on medical grounds from any previous employment opportunity?			
Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months?			



Have you had any form of critical illness or operation in the last two years?			
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?			

Have you ever suffered/are you suffering from any of the following? (Please tick whichever applicable)

Heart Attack		Diabetes	
High Blood Pressure		Stroke	
Night Blindness		Valve Disorders	
Asthma		Slipped disc	
Any other major disease/illness that you may be willing to disclose			

Candidate's Declaration:

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

Signature: _____

Name: _____

Date: _____
 (DD/MM/YY)

ANNEXURE - H - Agreement ? General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

In consideration of my employment "Tech Mahindra Limited", and in consideration of the wages or salary to be paid to me, and regardless of the duration of my employment, I enter into the following agreements:

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.
2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.
3. **Actions Required on Termination:** Upon termination of my employment at Tech Mahindra Limited (whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited)), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.
4. **Covenant Against Disclosure:** I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of Tech Mahindra Limited's customers. This **Clause 4** is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

- a) Because it may not be clear to Associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.

- b) Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.
- c) In the event of a breach or threatened breach of this **Clause 4** by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.
- d) In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

5. **Ownership of Work Product:**

Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.

6. **Partial Restriction on Post-Termination Competition:** Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this **Clause 6** does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited.

7. **Covenant Not To Compete.** I hereby covenant and agree as a part of and ancillary to this Agreement that for the period of 12 months following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

- a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the 12 months period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest;
- b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment.

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

8. **Compliance Not Contingent Upon Additional Consideration:** I understand and acknowledge that the wages, compensation, benefits training and experience that Tech Mahindra Limited provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.
9. **Damages and Remedies:** I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited may take legal action in the court specified below in **Clause 13** for the liquidated damages specified in **Clause 6** above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.
10. **Severability:** Each Clause and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.

11. **Entire Agreement:** This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.
12. **Binding Effect:** This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited (together with their successors and assigns).
13. **Choice of Law:** This Agreement will be governed and controlled in all respects by the laws of India.
14. **Choice of Forum:** The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

In the event of any violation of the terms of this clause, I agree that I shall be liable to Tech Mahindra Limited for liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Tech Mahindra Limited would incur upon such breach.

Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in **Clause 4** so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

Executed this _____ day of _____, 20__

For and on Behalf Of
Tech Mahindra Limited


Krishna Ramaswami

Head - Resource Management Group

Signature :
Ms. Pragati Sharad Patil

ANNEXURE - I - ACKNOWLEDGMENT

This acknowledgment shall be attached to and considered part of the employment agreement executed this date by and between Tech Mahindra Ltd "Company" and the **Ms. Pragati Sharad Patil** "Employee".

The Employee recognizes, understands and specifically agrees to the restrictive covenant contained in the foregoing agreement. The Employee further acknowledges that said restrictive covenant and the territorial limitations set forth therein is reasonable.

I understand that my employment with the Company is absolutely conditioned upon execution of this Acknowledgment and agreement. I have fully read, understood and agree to be bound by the attached agreement and this Acknowledgment. I, **Ms. Pragati Sharad Patil**, hereby further acknowledge and confirm that I have read and understood the foregoing agreement. I understand that I have the right and the time to have this agreement reviewed by Advocate of my choice but has declined to do so.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the Employee has set his or her hand on this _____ day of _____ (month), _____ (year), and hereby acknowledges, understands and agrees to the above.

Pragati Sharad Patil

Signature: _____

Witness / Notary Public: _____



Annexure - J - INDEMNITY BOND WITH SURETY

This Indemnity is made and executed at <<Joining Location>> on this << Joining Date>> day of << Joining Month>> << Joining Year>> by Mr/Ms/Mrs.<< Name >> age <<Age>> S/o Mr.<<Father's Name>> a permanent resident of <<Address>> "hereinafter called "Employee" which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the first part

AND

Mr. <<Name of Surety>> age <<Age>> S/o Mr.<< Father's Name of Surety>> a permanent resident of << Surety Address>> [hereinafter called "Surety" which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the second part.

IN FAVOUR OF Tech Mahindra Limited, a company incorporated under the Companies Act, 1956 and having its Corporate Office at Infocity, Hitech City Layout, Madhapur, Hyderabad 500081, India [hereinafter called "Tech Mahindra" which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors-in-interest and permitted assigns].

WHEREAS the Employee has been selected for appointment as _____

in Band _____ in the service of Tech Mahindra.

AND WHEREAS an Offer of Appointment containing the terms and conditions of the appointments has already been issued to the Employee vide letter No. _____ dated _____ of Tech Mahindra.

AND WHEREAS the acceptance of the terms and conditions of the appointment has already been communicated to Tech Mahindra on _____ by the employee.

AND WHEREAS one of the terms and conditions of the appointment is that the Employee shall undergo an initial training programme called Entry Level Integrated Training and Enablement (hereinafter referred as ELITE) which may also include the project specific training/s and would be subsequently placed on assignments relating to various projects of Tech-Mahindra. The Employee shall serve Tech Mahindra for a minimum period of twenty four (24) months from the date of joining of the Employee and execute an indemnity with surety in favour of Tech Mahindra.

IN WITNESS whereof, the EMPLOYEE & the SURETY have put their signatures in the presence of the witnesses.

Signed and delivered by the Party of the first part i.e. the Employee having read and understood the contents/terms of this Indemnity Bond

Name of First Part:

Sig:

Signed and delivered by the Party of the second part i.e. the Surety having read and understood the contents/terms of this Indemnity Bond

Name of Surety:

Sig:

S/d by:-

1. WITNESS: _____
(Name)

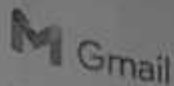
NAME & ADDRESS:

2. WITNESS: _____
(Name)

NAME & ADDRESS

5/2/22, 3:08 PM

Gmail - Fwd: Congratulations - Offer



MCA Placement <vbmvncaplacement@gmail.com>

Fwd: Congratulations - Offer

1 message

Sat, Apr 23, 2022 at 1:45 PM

Anjali Triketi <triketianjali11@gmail.com>
To: vbmvncaplacement@gmail.com

Forwarded message

From: Archana Ambike <Archana.Ambike@ecotechservices.com>
Date: Mon, 18 Apr 2022 at 17:01
Subject: RE: Congratulations - Offer
To: triketianjali11@gmail.com <triketianjali11@gmail.com>

Dear Anjali,

Followed by our discussions and interview sessions, Ecotech IT Solutions Pvt. Ltd. is pleased to make a job offer to you on following terms:

- a) You are appointed for the position of "Trainee" and in this capacity your Monthly salary will be Rs. 15000/- per month, (TDS as applicable)
- b) Your Job Location will be Pune. Currently you will be working from home.
- c) You are expected to send a written confirmation of acceptance of this offer today before 5 p.m. failing which, this offer will stand cancelled.
- d) On acceptance and confirmation from our end, you are expected to join on 19th April 2022.
- e) On joining, you will be issued an Consultancy Agreement within first 5 work days, which is subject to satisfactory reference checks and background check verifications.
- f) You will be on training for a period of six months, and subject your conduct and performance, training period may get extended or shortened. On becoming a confirmed employee of our organization, you will be entitled to avail leaves, and will be eligible for any allowances and benefits as per policies of the organization that apply for confirmed employees.
- g) This letter of offer, the appointment letter thereon, the confirmation letter and any performance appraisal letters in future, will all be on the basis of information furnished in your application and during the interviews. If, at any time in future, any of this information is found to be incorrect or any relevant information has been withheld, then your employment will be liable to be terminated without any notice.

You will need to furnish the following copies before joining (Scanned copies) , send following documents whatever applicable.

- 1) Original and copies of educational certificates and mark sheets -
- 2) Relieving letter & experience certificate from all previous employer
- 3) Salary certificate from previous employer, along with Form-16 of current Financial year along with salary slips for the past 6 months preceding date of this offer letter
- 4) Original & copy of your passport
- 5) Three passport size and one stamp size photograph form-16, salary slips and proof of date of birth (driving license, pan card, aadhar card) on the date of joining.

We look forward to an enduring relationship with you.

Yours sincerely,

Regards,

ARCHANA AMBIKE HR MANAGER
ECOTECH IT SOLUTIONS PVT. LTD.
Sunilwadi "Woods" Commercial Complex | NIBM Road | Phase 411 948 (M5) MIDC,
+91-0545557091 (R) +91 - 9543522257 (M) www.ecotechservices.com

Stay Informed Stay Safe Stay Healthy

Your Preferred IT Partner

Please don't print this e-mail unless you really need to

NOTICE: This email message, including any attachments, may contain information that is confidential and/or proprietary. If you are not an intended recipient, please be advised that any review, use, reproduction or distribution of this message is prohibited. If you have received this message in error, please notify sender and promptly

<https://mail.google.com/mail/u/0/?ik=2127c60308&view=pt&search=all&permthid=thrhead-%3A1730886471878424719&siml=msg-%3A1730886...> 1/2



Sthapatya
CONSULTANTS PVT. LTD.
SOFTWARE & TECHNOLOGY

Date: 21-02-2022

Sub: Letter of Offer for Employment.

Dear BHARAVI RAJESHRAO PATRE,

We are pleased to confirm that Sthapatya Consultants (I) Pvt.Ltd, Amravati would like to formally offer you the position of Trainee Software Engineer.

Your employment shall be subject to an initial probationary period of 2 months during which your performance will be monitored.

On your first day of joining On 21-02-2022, you should bring your passport/ID card (with documentation). Attested photo Copies will be taken of these documents for our records.

You will initially be employed at the Company's main offices at sthapatya, swarnashree colony near ashlyad square shegaon naka amravati-444604 or if required to work across sites.

Your CTC will be 96000 / Indian rupees per annum.

The other terms and conditions of employment are set out in your Terms and Conditions agreement of Employment.

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, we retain the right to review our offer of employment. Job offer details as given below.

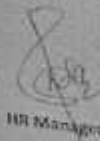
Sr. No.	Particulars	Details
1.	Position	Trainee Software Engineer
2.	Date Of Joining	21-02-2022
3.	Date of Reporting	21-02-2022 upto 11.00 am
4.	CTC	96000/- BRR per annum

* Employment as per this offer is subject to your being medically fit.

If you have any questions concerning the terms of our offer please let us know as soon as possible and we will do all we can to ensure they are answered.

Regd Off: Sthapatya A, Swarnashree Colony, Shegaon Road, Amravati (MS) - 444604 Kuzar Sidhans Dinesh Pathan (A.K. Road Pure)
Contact: 921-721-2976300, 921-721-265365, e-mail: sthapatyaconsultants@gsiwei.com

We congratulate you on your appointment and wish you a long and successful career with us.
We are confident that your contribution will take us further in our journey towards
becoming world leaders. We assure you of our support for your professional development
and growth.
We look forward to your reply and look forward to welcoming you to the Company.


HR Manager



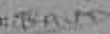
Srihatya Consultants (I) Pvt. Ltd., Amravati

Declaration of Acceptance

I, the undersigned hereby confirm, give Acceptance for the Offer, Compensation Letter
about my Employment & CTC Package. I accept my Sincere Confirmation of Service Rules &
Regulations henceforth.

Date: 21.02.2022

Yours Faithfully

Sign: 

Name: Ku. Shalini R. Patil



Offer: Computer Consultancy
Ref: TCSL/DT20218344570/Pune
Date: 24/11/2021

Ms. Kajal Tulshidas Khiraiyya
Plot No. 44, Yashoda Nagar, Manora Road, Karanja(Lad), Dist-WashimManora Road,
Yashoda Nagar,
Washim-444105,
Maharashtra.
Tel# 91-9112423624

Dear Kajal Tulshidas Khiraiyya,

Sub: Letter of Offer

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

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

Your gross salary including all benefits will be **₹3,53,578/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

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

TCS Confidential
TCSL/DT20218344570

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tower, Ground Floor, S.No. 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

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

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



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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

Your HRA will be ₹6,000/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

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

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹1,035/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

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

TCS Confidential
TCSL/DT20218344570

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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

PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

TCS Confidential
TCSL/DT20218344570

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tारा, Ground Floor, S.No 103/A/1/129, CT5 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



1. Basic Cover

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

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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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

RETIRALS

TCS Confidential
TCSL/DT20218344570

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tara, Ground Floor, S.No. 103/A/1/129, CTS 1095, Nagar Road, Yerwada, Pune-411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

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

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



Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

2. Pre requisites for Joining

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

TCS Confidential
TCSL/DT20218344570

5

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

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

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



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment.

TCS Confidential

TCSL/DT20218344570

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3113 Email: careers@tcs.com



business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

11. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

12. Overseas International Assignment Agreement

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

TCS Confidential
TCSL/DT20218344570

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

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

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



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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

16. Retirement

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

17. Pre-employment Medical Certificate

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

18. Employment of Non Indian Citizens

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

TCS Confidential
TCSL/DT20218344570

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No. 103/A/1/129, C15 1995, Nigar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

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

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



19. Background Check

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

20. Submission of Documents

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

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

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

TCS Confidential
TCSL/DT20218344570

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

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



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

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

21. TCS Xperience Program

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

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

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

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

24. Compliance to all clauses

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

25. Data Privacy Clause:

TCS Confidential
TCSL/DT20218344570

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Taha, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yernada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

Registered Office Nimal Building, 9th Floor, Nanman Point, Mumbai 400 021

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



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

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

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

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

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

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

TCS Confidential
TCSL/DT20218344570

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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

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

TCS Confidential
TCSL/DT20218344570

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CT5 1995, Nagar Road, Yerwada, Pune-411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

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

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

12



GROSS SALARY SHEET

Annexure 1

Name	Kajal Tulshidas Khiraiyya
Designation	Assistant System Engineer-Trainee
Institute Name	Vidya Bharati Mahavidyalaya, Amravati

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	8,785	1,05,420
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
TOTAL GROSS	28,807	3,53,578
Xplore/ Learning Incentive****		Upto 60,000

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

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

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

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

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

Component Category	Monthly	Annual
House Rent Allowance	6,000	72,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	1,035	12,420
GROSS BOUQUET OF BENEFITS	8,785	1,05,420

TCS Confidential
TCSL/DT20218344570

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tower, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

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



<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Halod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, infopark Road infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	

TCS Confidential
TCSL/DT20218344570

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yervada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

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

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



Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



2. Associate's Obligations

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

3. Intellectual Property Rights

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

TCS Confidential
TCSL/DT20218344570

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai-400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Working in SBWS Framework:

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

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

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

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

TCS Confidential
TCSL/DT20218344570

17

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tower, Ground Floor, S.No 103/A/1/1/29, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

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

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



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

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

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

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

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

8. **Restriction on Associate's Rights**

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

9. **No License**

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

TCS Confidential
TCSL/DT20218344570

18

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tower, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3311 Email: careers@tcs.com

10. Equitable Rights

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

11. General

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

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

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

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

TCS Confidential
TCSL/DT20218344570

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 299 3111 Email: careers@tcs.com



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

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

TCS Confidential
TCSL/DT20218344570

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited
Niyati Tera, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwade, Pune-411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai-400 021
TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com



Offer: Computer Consultancy
Ref: TCSL/DT20218344570/Pune
Date: 24/11/2021

Ms. Kajal Tulshidas Khiraiyya
Plot No. 44, Yashoda Nagar, Manora Road, Karanja(Lad), Dist-Washim/Manora Road,
Yashoda Nagar,
Washim-444105,
Maharashtra.
Tel# 91-9112423624

Dear Kajal Tulshidas Khiraiyya,

Sub: Letter of Offer

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

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

Your gross salary including all benefits will be ₹3,53,578/- per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

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

TCS Confidential
TCSL/DT20218344570

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited
Hyatt Regency, Ground Floor, S.No. 103/A/3/1/29, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7102 Website: www.tcs.com
Registered Office: Marol Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com

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

We look forward to your reply and look forward to welcoming you to the Company.


HR Manager



Sthapatya Consultants (I) Pvt. Ltd , Amravati

Declaration of Acceptance

I, the undersigned hereby Confirm , give Acceptance for the Offer, Compensation Letter about my Employment & CTC Package. I accept my Sincere Confirmation of Service Rules & Regulations henceforth.

Date:- 21/02/2022

Yours Faithfully

Sign: 

Name:- Preeti Lalwani



Sohamshakti Industries Pvt.Ltd.

CIN-U74999PN2017PTC168863

Ref: Sohamshakti/HRD/2022

Date: 10/01/2022

To,

Mr. Shubham Eknathrao Shirao

Subject: Appoint For the post of "Java Software Developer"

Dear Mr. Shubham,

Congratulations! With reference to your interview with us, we are pleased to appoint you as a "Java Software Developer" – on terms and conditions given below.

1. General:

- a) This appointment offer is made for work at our Pune office. Your services can be transferred to any department where needed.
- b) Your joining date should not be later than 15th January 2022.
- c) Probation Period: You will be put on Probation for period of three months from the date of joining. Your probation period may be extended at the sole discretion of the management. On completion of probation, you will be confirmed in the service.
- d) Notice Period:
 - i) During probation period, a notice of 7 days in writing will be required to be given by either party before the employment can be terminated
 - ii) If a confirmed employee resigns from his/her position 1 year or earlier from the date of confirmation the notice period stays the same as of now i.e. 7 days.
 - iii) If a confirmed employee resigns from his/her position 1 year and 1 day or higher from the date of confirmation the notice period be 20 days but it may negotiable.
- e) Increment and Promotion: Your growth and increment in salary will depends solely on your performance and contribution to the company.
- f) You will not disclose any information about the company to anybody outside without permission of the management.
- g) Your Appointment is based on the facts mentioned in your application and the correctness of the documents produced. If it is found incorrect, your services will stand terminated automatically.

Higne Home Coloy, 3rd Floor of Purandar Building, Karvenagar-Warje road, Home colony, Pune, 411052. Contact: 9730273044 Mail .info@sohamshakti.com, website: www.sohamshakti.com



Sohamshakti Industries Pvt.Ltd.

CIN-U74999PN2017PTC168863

2. Monthly Emoluments:

You will be paid monthly stipend as 12000(Twelve Thousand Only)

After confirmation you are entitled for other benefits like LTA, Medical Reimbursement and Med claim Policy Premium annually.

3. Working Days, Holidays and Leave:

Company normally works for Five days a week and Nine hours a day including 45 minute Lunch break.

Company observes Saturday and Sunday as a compulsory weekly off as holidays.

The Company has right to make changes in the rules.

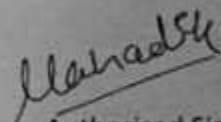
4. Leave:

Leave during Probation: you will get 1-day paid leave per month during your probation period.

Leave after Confirmation: you are entitled for 7 days Casual Leave and 15 days Paid Leave per calendar year.

Please return the duplicate hereof, duly signed as a token of your acceptance of the offer. We are confident that you will have a long and mutually rewarding career with us.

Yours truly,


Authorized Signatory,

For Sohamshakti Industries Pvt.Ltd



Sohamshakti Industries Pvt. Ltd.

People Power Result Reflect...

Higne Home Coloy, 3rd Floor of Purandar Building, Karvenagar-Warje road, Home colony, Pune, 411052. Contact: 9730273044 Mail .info@sohamshakti.com, website: www.sohamshakti.com



AK Infosol Pvt. Ltd.

21/162, Laxminagar, Parvati,
Pune, MH - 411009

17 Jan 2022

To,
Ms. Vaibhavi Gangakhedkar.
V.H.B Colony, Tarfile Quarter's
Akola, MH-444001

Sub: Offer letter for the post of "Trainee Developer"

Dear **Ms. Vaibhavi Gangakhedkar.**

With reference to the discussion we had with you, we on behalf of AK Infosol Pvt. Ltd. is pleased to offer you the position of "Trainee Developer" and invite you to join AK Infosol Pvt. Ltd. Family from 17 Jan 2022

If you will be not joining on or before 17 Jan 2022 then this offer letter will be expired. The Allowances, benefits and other terms and conditions of your employment will be as per company policy.

On joining the company, you shall be on probation for six months. You will abide by rules and regulations on the company as may be in force from time to time. We welcome you aboard and a detailed appointment letter will have given to you at the time of joining.

We expect you to join on or before (Date) in line with our discussion with you, otherwise, this offer will stand withdrawn automatically.

Again Congratulation and Welcome to the AK Infosol Pvt. Ltd. Family

Thanking you

For, **AK Infosol Pvt. Ltd.**

Authorized Signature

HRD Signature

HCL TECHNOLOGIES LTD.
Corporate Identity Number: L74140DL1891PLC046369
Technology Hub, Special Economic Zone
Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.
T +91 120 6125000 F +91 120 4683030
Registered Office: 808 Sakdharvi, 9E, Nehru Place, New Delhi-110019, India.
www.hcltech.com
www.hcl.co.in

OFFER & APPOINTMENT LETTER

Offer Release Date: March 11, 2022

Sagar Ashok Chopade
Bangalore
Bangalore
Bangalore, Karnataka

Dear Sagar Ashok Chopade,

Congratulations! With reference to your application and subsequent interview with us for a career in our organization, we are pleased to inform you that you have been selected for employment in HCL Technologies Ltd. (herein referred as "HCL" or "Company") we are pleased to inform you that you have been selected for employment in our organization as **SOFTWARE ENGINEER**.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

We take this opportunity to thank & appreciate your decision to join HCL. You are requested to join us on or before **May 16, 2022**.

You will be on probation for a period of **6 months** from the date of your joining. Your compensation would be as outlined in a separate document "**Salary Structure**". The general terms and conditions governing your employment are outlined in **Annexure II**.

On the date of joining, you would be required to furnish photocopies of the original documents and other listed information in **Annexure III**. Please note that the submission of all the documents is mandatory to facilitate joining, background verification / validation and appointment process at HCL. **Annexure I** provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

This is a system generated (offer and appointment letter) document. Agreeing to the terms and conditions in the workflow of iTap (Company's web based application) is as good as signing of physical contract form on mutual agreement between you and the Company. It has legal binding as per the law if mutual trust is breached. You are requested to accept the offer within 07 days and mail the confirmation of acceptance to recruiters email id- **divyanshi_gupta@hcl.com** , failing which the offer will stand null and void.

This offer will be valid subject to successful clearance of your pre-employment background verification check conducted by HCL. Your written consent and requisite copies of documents is necessary to complete the pre-employment check. You are requested to complete the submission of requisite documents for pre-employment background check within two business days from the date of acceptance of our offer of employment. Your cooperation is solicited in this regard to enable us complete the necessary pre-employment check on time and enable you on-board us.

1

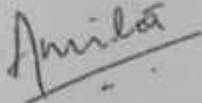
SIGNATURE OF EMPLOYEE:

HCL

Any change in the date of joining needs to be communicated to the concerned recruiter at least one week in advance.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

For HCL Technologies Ltd.,



Amrita Das
Senior Vice President
Head-Global Rewards

ANNEXURE I

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- ↓ Basic Salary
- ↓ Monthly Allowances
- ↓ Variable Pay
- ↓ Retirals & Insurances Benefit

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

SIGNATURE OF EMPLOYEE:

HCL

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L74140DL1991PLC046369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683030

Registered Office: B06 Siddharth, 96, Netaji Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non- alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.
- **VARIABLE PAY**

The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Performance Bonus (PB): Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group.

RETIRALS & INSURANCES BENEFIT

You and your dependants will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.

SIGNATURE OF EMPLOYEE:

HCL

- By default the employees (who are not covered under the ESI Act, 1948) will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
 - The premium payable depends on the dependants declared.
 - The hospitalization coverage limit will be same as defined in compensation structure.
 - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
 - You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948.**

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L741400L1991PLCO45369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 125, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683030

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice.

Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

ANNEXURE II

Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

Your joining location will be Bangalore.

2. Medical Check up

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

3. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 6 months from date of joining. Subsequently, your annual performance

5

SIGNATURE OF EMPLOYEE:

HCL

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L74140DL1991PLC046369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683030

Registered Office: B06 Siddharth, 9G, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

4. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **three months** advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

5. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

6. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.

- The company may also undertake reference check through at least two professional references submitted during the process of selection. In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

7. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

8. Mobility

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L74140DL1991PLC046369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 17E, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4680000

Registered Office: 808 Siddharth, 96, Netra Place, New Delhi-110019, India

www.hcltech.com

www.hcl.com

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

9. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

10. Retirement

You will retire from service on attaining superannuation at the age of 55 years.

11. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

12. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

13. Data Protection:

- a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

7

SIGNATURE OF EMPLOYEE:

HCL

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L74180DL1091PLC046306

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 12B, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683030

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

14. Other Rules and Regulations of the Company

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

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include upto termination of your employment with HCL.

You agree not to undertake employment whether full time or part time, as the Director/ Partner/member/employee of any other organization or entity engaged in any form of business activity without the consent of HCL. The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the company.

SIGNATURE OF EMPLOYEE:

HCL

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L741400L1991FLCD46369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 129, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683030

Registered Office: 806 Saksharth, 96, Nehru Place, New Delhi-110019, India

www.hcltech.com

www.hcl.com

Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL

S.No.	Particulars (To be submitted to the Recruiter/Online of the BGV link)
1	Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	Permanent/Current Address Proof - Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	Previous Employer - Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	Identity Verification - Copy of valid passport and PAN card required

Additional documents (To be submitted on request - Only if required)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer - Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining / induction day (Hard Copies)

S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (If the Date of Joining in the offer letter is past dated)	1
3	Passport -Front copy only - for Name & DOB proof.	1
4	10 th Mark sheet, only if passport is not available.	1
5	PAN CARD as ID Proof (Only if passport is not available)	1

9

SIGNATURE OF EMPLOYEE:

HCL

HCL TECHNOLOGIES LTD,

Corporate Identity Number: L74140DL1991PLC046369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683030

Registered Office: 806 Siddharth, 96, Netra Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

6	Passport Size Photographs (Only with white background)	3
---	--	---

Please Note -

- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	Mondays and Thursdays: Triveni Induction Room, First Floor, KNMA Tower, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) Tuesdays, Wednesdays and Fridays: Akashi Induction Room, Ground Floor, Tower - 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd, Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkam High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129 Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore - 562 106
4	KOLKATA	HCL Technologies Ltd, Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd, Special Economic Zone, Phoenix Info city Pvt Ltd, H-01, Level -2, Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd, Blue Bell, Tower-7, Level- Upper Ground Floor, Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd, Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL TECHNOLOGIES IT CITY NEAR CHACK GAJARIA FARMS SULTANPUR ROAD GATE NO.1

SIGNATURE OF EMPLOYEE:

HCL

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L741400L1991PLC046309

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683030

Registered Office: BGS Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

		Tower SDC-01- SECOND FLOOR INDUCTION ROOM LUCKNOW.
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7, Ilandhaikulam Village- Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street HCL Services Human Resources Module - 201, 202, 203, 204 And 206 - 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014, Extn : 04226657526
12	Vijayawada	State Street HCL Services Private Limited Medha IT Towers, Third Floor, Kesarapalli, Gannavaram, Krishna District 521102

SIGNATURE OF EMPLOYEE:

HCL

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L741400L1991FLCD46369

Technology Hub, Special Economic Zone

Plot No - 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683030

Registered Office: B06 Siddharth, 9th, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

12

SIGNATURE OF EMPLOYEE:

HCL

HCL TECHNOLOGIES LTD,

Corporate Identity Number: L74140DL1991PLC046369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4883030

Registered Office: 806 Siddharth, 96, Netra Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

Annexure IV

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	HCL Technologies Ltd, A-9, Sector-3, Noida-UP, 201301
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkam High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd,Surya Sapphire, Plot#3, 1St Phase, Hosur Road, Electronic City Bangalore-560100
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd, Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,Hcl It City, Sdc-01, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street HCL Services Human Resources Module - 201, 202, 203, 204 And 206 - 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

In event of you having to relocate from another city the Company will provide accommodation for yourself and immediate family at the company guest house for the initial 15 days, the cost of which will be borne by the company. Any extension of the guest house accommodation will be subject to availability of rooms and approval from the reporting manager. The cost for the extended days of stay will be borne by you.

This offer and Appointment letter with all the enclosures and Annexures are completed in all respects and it is clearly understood and agreed that there is no other commitment or understanding apart from this.

If there are any components mentioned in the letter which are other than regular CTC, they need to claimed within 6 months of joining/ as specified under related policies of the Company.

For HCL Technologies Ltd.,

13

SIGNATURE OF EMPLOYEE:

HCL

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L741400L1991PLC046369

Technology Hub, Special Economic Zone

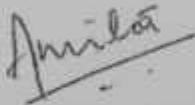
Plot No : 3A, Sector 12E, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683030

Registered Office: 808 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

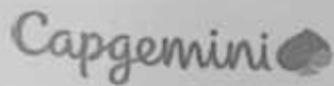


Amrita Das
Senior Vice President
Head-Global Rewards

14

SIGNATURE OF EMPLOYEE:

HCL



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1 (T 2, Airoi MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4263 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1548614

Letter of Intent ("LOI")

Dear Jaya Chandak,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst and A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1548614**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1548614**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1548614**

Thanking you,

Yours Sincerely,


For & On Behalf of Capgemini


Tejinder Sethi

Head - Fresher Hiring

This is a system generated document and does not need a signature

 www.prometteursolutions.com

 info@prometteursolutions.com

 +91 8087555678 | 020 25234650

Gmail - Fwd: Infosys Campus Recruitment Program; Congratulations, you have a job offer!

ANNEXURE 1

Jaya Chandak
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man,
Taluka: Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN:
U85110PN1993PLC145950

www.prometteursolutions.com

info@prometteursolutions.com

+91 8087555678 | 020 25234650

5/2/22, 3:15 PM

Gmail - Fwd: Infosys Campus Recruitment Program: Congratulations, you have a job offer

M Gmail

MCA Placement <vbmvncaplacement@gmail.com>

Fwd: Infosys Campus Recruitment Program: Congratulations, you have a job offer

1 message

Vaishnavi Deshmukh <vaishnavi9673@gmail.com>
To: 'vbmvncaplacement@gmail.com' <vbmvncaplacement@gmail.com>

Mon, May 2, 2022 at 12:06 PM

Forwarded message
From: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>
Date: Tue, Mar 22, 2022, 11:52 AM
Subject: Infosys Campus Recruitment Program: Congratulations, you have a job offer
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>

Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

Congratulations! You have cleared the interview round to receive a final job offer for the Systems Engineer role. The compensation for this role is INR 3.6 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your eligibility during the recruitment process and your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com. Infosys recruitment process related emails sent to any other Infosys email address might not be responded to.

We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

Infosys

Copyright © 2022 Infosys Limited

2 attachments

image001.png
141K



Ref: TCSL/DT20217954863/1727690/Hyderabad

Date: 10 January 2022

MR. PARIMAL RAJENDRA CHOBE

Maya Nagar Sutgiri Road,

Midc Office, Amravati,

Maharashtra-444607.

Tel# 918830845269

Sub: Joining Letter

Dear Mr. Parimal Rajendra Chobe,

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

We are pleased to inform you that your joining date at TCSL will be **10th February 2022**, your joining location is **Nagpur**, work location is **Nagpur** and your stream is **CBO**. This has been provided considering your preference and business requirements.

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

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

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

Private and Confidential

Page | 1

TATA CONSULTANCY SERVICES

Tata Consultancy Services Ltd

Preepul Park, Technopark Campus, Kariavattom P.O., Thiruvananthapuram - 695 581, Kerala, India
Telephone : +91 471 6629400, Fax: +91 471 6629499, Website : www.tcs.com
Registered Office : Nirmal Building, 9th Floor, Nariman Point, Mumbai - 400 021
Corporate Identification Number (CIN): L22210MH1995PLCO84781



TCS Xperience Program

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

The program is carefully designed to develop software engineering skills, nurture professionalism and inculcate a process mindset. This program provides the perfect platform to polish the skills you have gained through the TCS Xplore program, making you 'project ready'.


The duration of your TCS Xperience Program is based on your performance in TCS Xplore program and business requirements.

The program has regular assessments based on pre-defined learning objectives. You are expected to meet the required standards during the TCS Xperience Program. In case, the performance does not meet the expectations, the management reserves the right to either extend your program or take appropriate action.

As communicated through various forums during the recruitment process, your appointment is subject to completion of your final academic (UG/PG) course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines. You also have to fulfill all the TCS eligibility criteria as stated in the Offer letter.

Kindly confirm your acceptance of this program by clicking on the 'I Accept' button in Nextstep portal. We encourage you to join us on the specified date to enjoy the benefit of timely processing and avail better opportunities.

 www.prometteursolutions.com

 info@prometteursolutions.com

 +91 8087555678 | 020 25234650



We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

Janardhan S
Global Head - Talent Development



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

Private and Confidential

Page | 3

TATA CONSULTANCY SERVICES

Tata Consultancy Services Ltd

Pengkal Park, Technopark Campus, Karavattom P.O., Thiruvananthapuram - 695 581, Kerala, India
Telephone : +91 471 6629400, Fax: +91 471 6629499, Website : www.tcs.com
Registered Office - Koral Building, 9th Floor, Nariman Point, Mumbai - 400 021
Corporate Identification Number (CIN): L22210MH11995PLCC084781

www.prometteursolutions.com

info@prometteursolutions.com

+91 8087555678 | 020 25234650



Nabla Infotech Pvt. Ltd.

December 28th, 2021

Dear Gurpreet Singh Saini,

We are pleased to offer you an Internship with Nabla Infotech Pvt. Ltd. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such position and as the Board of Directors or its authorized representative may from time to time require. You shall devote your full business efforts and time to the Company and agree to perform your duties faithfully and to the best of your ability.

You will be given INR 12,000/- per month, less all applicable taxes and withholdings, payable. As an intern you will receive "temporary employment" status. Your internship is expected to end in next 3 months, having a start date of December 28th, 2021 till March 28th, 2022. However, your internship with the Company is "at-will", which means that either you or the Company may terminate your internship at any time, with or without cause and with or without notice. Based on your performance as an intern in the given tenure, the Company may offer you permanent employment.

During your Internship, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer of Internship, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.

By accepting this offer, you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. It may be changed only by a subsequent written agreement.

We hope that your association with the Company will be successful and rewarding. On your first day in the Company on December 28th, 2021. You will report to Abha Bansal, Human Resources of the Company.

Please indicate your acceptance of this offer by signing below and returning the signed scan copy to me by email. If you have any questions, please do not hesitate to contact us.

Sincerely,

Abha Bansal
For Nabla Infotech Private Limited

I hereby accept the Internship Position

Saini Gurpreet Singh Saini
Signature, Full name

28-12-2021
Date

Confidential

Office #2, 5th Floor, Purushottam Plaza, Above Wadeshwar Hotel, Baner Road, Pune, 411045, Maharashtra, India,
Phone: +91 20 4005 6238 | Website: www.nablainfotech.com

**Fwd: Congratulations - Offer**

1 message

Akansha Deole <deoleakansha@gmail.com>
To: "ketanjatale30@gmail.com" <ketanjatale30@gmail.com>

Thu, Apr 28, 2022 at 1:59 PM

----- Forwarded message -----

From: Akansha Deole <deoleakansha@gmail.com>
Date: Thu, Apr 28, 2022, 1:57 PM
Subject: Fwd: Congratulations - Offer
To: ayushdeole1704@gmail.com <ayushdeole1704@gmail.com>

----- Forwarded message -----

From: Akansha Deole <deoleakansha@gmail.com>
Date: Thu, Apr 14, 2022, 5:03 PM
Subject: Re: Congratulations - Offer
To: Archana Ambike <Archana.Ambike@ecotechservices.com>

I am not interested.

On Mon, Apr 11, 2022, 9:30 AM Archana Ambike <Archana.Ambike@ecotechservices.com> wrote:

Dear Akansha,

Followed by our discussions and interview sessions, Ecotech IT Solutions Pvt. Ltd. is pleased to make a job offer to you on following terms:

- a) You are appointed for the position of "Trainee" and in this capacity your Monthly salary will be Rs. 12000/- per month.(TDS as applicable)
- b) Your Job Location will be Pune. Currently you will be working from home.
- c) You are expected to send a written confirmation of acceptance of this offer today before 5 p.m. failing which, this offer will stand cancelled.
- d) On acceptance and confirmation from our end, you are expected to join on 17th April 2022.
- f) On joining, you will be issued an Consultancy Agreement within first 5 work days, which is subject to satisfactory reference checks and background check verifications.
- g) You will be on training for a period of six months, and subject your conduct and performance, training period may get extended or shortened. On becoming a confirmed employee of our organization, you will be entitled to avail leaves, and will be eligible for any allowances and benefits as per policies of the organization that apply for confirmed employees.
- h) This letter of offer, the appointment letter thereon, the confirmation letter and any performance appraisal letters in future, will all be on the basis of information furnished in your application and during the interviews. If, at any time in future, any of this information is found to be incorrect or any relevant information has been withheld, then your employment will be liable to be terminated without any notice.

You will need to furnish the following copies before joining (Scanned copies) , send following documents whatever applicable.

- 1) Original and copies of educational certificates and mark sheets -
- 2) Relieving letter & experience certificate from all previous employer
- 3) Salary certificate from previous employer, along with Form-16 of current Financial year along with salary slips for the past 6 months preceding date of this offer letter
- 4) Original & copy of your passport
- 5) Three passport size and one stamp size photograph form-16, salary slips and proof of date of birth (driving license, pan card, aadhar card) on the date of joining.

We look forward to an enduring relationship with you.

Yours sincerely,

Regards,

ARCHANA AMBIKE HR MANAGER
ECOTECH IT SOLUTIONS PVT. LTD.
Sunshree "Woods" Commercial Complex | NIBM Road | Pune 411 048 (MS) INDIA.
+91-9545557091 (W) +91 - 9545552267 (M) | www.ecotechservices.com

[Stay Home!](#) [Stay Safe!](#) [Stay Healthy!](#)

Your Preferred IT Partner!



Please don't print this e-mail unless you really need to.

NOTICE: This email message, including any attachments, may contain information that is confidential and/or proprietary. If you are not an intended recipient, please be advised that any review, use, reproduction or distribution of this message is prohibited. If you have received this message in error, please notify sender and completely destroy all electronic and hard copies.



Ketan Jatale <ketanjatale30@gmail.com>

Fw: Congratulations - Offer

1 message

Tanaya Uday Manjre <tmanjre@rediffmail.com>
To: ketanjatale30@gmail.com

Thu, Apr 28, 2022 at 1:54 PM

From: Archana Ambike <Archana.Ambike@ecotechservices.com>
Sent: Mon, 11 Apr 2022 09:32:18 GMT+0530
To: "tmanjre@rediffmail.com" <tmanjre@rediffmail.com>
Subject: Congratulations - Offer

Dear Tanaya,

Followed by our discussions and interview sessions, Ecotech IT Solutions Pvt. Ltd. is pleased to make a job offer to you on following terms:

- a) You are appointed for the position of "Trainee" and in this capacity your Monthly salary will be Rs. 12000/- per month.(TDS as applicable)
- b) Your Job Location will be Pune. Currently you will be working from home.
- c) You are expected to send a written confirmation of acceptance of this offer today before 5 p.m. failing which, this offer will stand cancelled.
- d) On acceptance and confirmation from our end, you are expected to join on 17th April 2022.
- f) On joining, you will be issued an Consultancy Agreement within first 5 work days, which is subject to satisfactory reference checks and background check verifications.
- g) You will be on training for a period of six months, and subject your conduct and performance, training period may get extended or shortened. On becoming a confirmed employee of our organization, you will be entitled to avail leaves, and will be eligible for any allowances and benefits as per policies of the organization that apply for confirmed employees.
- h) This letter of offer, the appointment letter thereon, the confirmation letter and any performance appraisal letters in future, will all be on the basis of information furnished in your application and during the interviews. If, at any time in future, any of this information is found to be incorrect or any relevant information has been withheld, then your employment will be liable to be terminated without any notice.

You will need to furnish the following copies before joining (Scanned copies) , send following documents whatever applicable.

- 1) Original and copies of educational certificates and mark sheets -
- 2) Relieving letter & experience certificate from all previous employer
- 3) Salary certificate from previous employer, along with Form-16 of current Financial year along with salary slips for the past 6 months preceding date of this offer letter
- 4) Original & copy of your passport
- 5) Three passport size and one stamp size photograph form-16, salary slips and proof of date of birth (driving license, pan card, aadhar card) on the date of joining.

We look forward to an enduring relationship with you.

Yours sincerely,

Regards,

ARCHANA AMBIKE HR MANAGER
ECOTECH IT SOLUTIONS PVT. LTD.
Sunshree "Woods" Commercial Complex | NIBM Road | Pune 411 048 (MS) INDIA.
+91-9545557091 (W) +91 - 9545552267 (M) | www.ecotechservices.com

Stay Home! Stay Safe! Stay Healthy!

Your Preferred IT Partner!

 Please don't print this e-mail unless you really need to.

28/04/2022, 15:17

Gmail - Fw: Congratulations - Offer

NOTICE: This email message, including any attachments, may contain information that is confidential and/or proprietary. If you are not an intended recipient, please be advised that any review, use, reproduction or distribution of this message is prohibited. If you have received this message in error, please notify sender and completely destroy all electronic and hard copies.



27-Oct-2021

Dear Harshad Prakash Ubale,
BCA, Information Technology
Vidya Bharati Mahavidyalaya, Amravati

Candidate ID – 18673678

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 **Graduate 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 50% 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: Harshad Prakash Ubale

Designation: Graduate 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

Harshad Prakash Ubale, 24, 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 Harshad Prakash Ubale

Sign: _____

Sign: _____

Name:

Name:



Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20184237630/Nagpur/BPS/BTN
Date: 31/05/2018

Ms. Asiya Anjum Mohd Shahed Anwar Kazi
Chaman Shah Wali Amravati University Road
Camp
Amravati-444602
Maharashtra
Tel# 91-8956523334

Dear Ms. Asiya Anjum Mohd Shahed Anwar Kazi,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with Tata Consultancy Services Limited . You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **10,250/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

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

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



OTHER BENEFITS

1. Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan.

You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax, in which case the below benefits can be availed:

- a) Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.
- b) Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.
- c) Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

The total premium is split between Base Cover and Floater Cover Premium as per the plan applicable.

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

ii. Floater Cover Premium: Towards Floater cover is to be borne by you.

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

2. Professional Memberships:

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



3. Social Security - Employees' State Insurance:

The company will contribute 4.75% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

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

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

When you will be out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of employment as per the Employee Compensation Act (Amendment Act of 2017) or the benefits under the Company's Group Term Life Insurance scheme / Personal accident insurance scheme as the case may be, whichever is more beneficial. For more details on this, refer TCS India policy - Group Life Insurance and TCS India policy - Health Insurance.

5. Night Shift Stipend:

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

6. Process Specific Stipend:

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

TERMS OF TRAINEESHIP

1. Traineeship Pre-requisites

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

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

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



2. Traineeship Period:

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

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

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

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

3. Hours of Training:

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

4. Leave:

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

5. Transport:

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

6. Alternative Occupation / Traineeship:

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



7. Confidentiality Agreement:

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of TCSL and its clients.

8. TATA Code of Conduct:

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

9. Notice Period:

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

10. Medical Test:

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

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

Your services are liable to be terminated / determined on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

11. Background Check:

Your traineeship will be subject to a background check in line with the Company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background



checks are unfavorable or at a variance with your own declarations, your traineeship will be discontinued without any notice.

12. Submission of Documents:

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

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

Your original documents will be returned to you after verification.

13. Initial Learning Programme (ILP)

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

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

14. Letter of Appointment

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

15. Terms and conditions:

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

16. Rules and Regulations of the Company:

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



17. Compliance to all clauses:

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



Withdrawal of Offer

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

We look forward to having you in our global team.

Yours Sincerely,

For Tata Consultancy Services Limited

Rustom Beheram Sigamporia
Head Talent Acquisition, TCS Business Process Services



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

Encl: Annexure 1: Acceptance



ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20184237630/Nagpur/BPS/BTN** on _____ (MMM/DD/YYYY).

I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:



Ref: AI / REQ4005/ 2018

December 22, 2021

Ms Devshri Koche

D/O Purushottam Koche, nayapara, antagarh Uttar bastar kanker, Antagarh
Chattisgarh-494665

Sub: Your Offer of Employment as Associate Systems Support Engineer

Dear Devshri,

With reference to your application and subsequent interviews you had with us, we are very pleased to confirm our offer of employment to join Allscripts (India) LLP ("Allscripts"). We value your abilities and believe that you will find our work environment to be challenging as well as fulfilling.

Your title will be **Associate Systems Support Engineer** which would be used for communication within and outside Allscripts and feature in our records, applications, databases and visiting/business cards.

Your date of joining will be **December 27, 2021**, following your acceptance of this letter and you are required to report to work at **9:00 AM** on your start date.

Your initial **Total Fixed Compensation** would be **INR 500,000 (Rupees Five Lakh Only) per annum**, which will be paid pursuant to Allscripts payroll policies and will be subject to applicable deductions. A detailed break-up is provided in the **Compensation Break-up Sheet**, at the end of this letter. Your compensation structure could change from time to time. This is to notify you that the salary information is **strictly confidential** and hence you will not disclose the same to any other employee of Allscripts or to the employees of any of the group companies in Allscripts except to the extent required by the **HR Department** of Allscripts.

In addition to the above, you will be eligible for the Company's **retention and benefits program**, in force, as per the specified policy guidelines. The highlights of these programs are provided in the **Compensation Break-up Sheet**.

You are required to comply with all the policies of the company issued from time to time. On the question of interpretation of any of the terms and conditions, the decision of the Company Management shall be final and binding on you. Your initial place of posting is **Pune**. However, your services are liable to be transferred, at the discretion of the company, from one location to another in India or outside India. In case, you are deputed onsite by the company for any training, you will have to execute an agreement as per the rules and regulations of the company.

Strictly Confidential
Rev: 4.2 Effective Date: Jul 07, 2011

Candidate Initials Here D.K

Page 1/10

Allscripts (India) LLP

LLPIN: AAI-8915

(Formerly known as Allscripts (India) Private Limited)

2nd Floor, Wing 2, Cluster D, EON Free Zone, Kharadi, Pune 411 014, India • Phone (+91-20) 7107 8000 • Fax (+91-20) 7107 8001
4th Floor, B Wing, Maruthi Infotech Centre, Intermediate Ring Road, Domlur, Bengaluru 560 071, India • Phone (+91-80) 7121 7000 • Fax (+91-80) 7121 7001
Registered Office: 10th & 11th Floor, Atlantis Heights, Dr. Vikram Sarabhai Road, Vadodara 390 023, India • Phone (+91-265) 7181 500 • Fax (+91-265) 232 1247



"This offer letter is subject to you complying with the following: -

PAN card and Passport copy is mandatory for all the candidates. In case you do not have passport or PAN card, you are expected to apply immediately and produce the receipt as proof of application before joining. You are expected to complete the process at the earliest but no later than 1 month from date of joining. Please note that your employment can be terminated in case these documents are not furnished within 1 month of joining"

Employment Clause:

1. Your employment with the Company is subject to termination on:
 - a. 60 days prior notice by either side
2. The Company reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.
3. For abundant caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with the Company, and that your termination/resignation letter (by whatever name it is called) will be accepted by the Company only on your satisfying the mandatory 60 days' notice period. Further, till such time as the Company accepts your resignation letter, you will be deemed to be an employee of the Company and the terms and conditions of your employment will still continue to bind you. You agree to indemnify and keep the Company indemnified against all the costs, charges, expenses, losses and damages suffered by the Company as a result of your failure to serve the mandatory notice period of 60 days. Further, in case of termination/resignation by you, Company shall be entitled to release you at any time during the notice period and in such event, you will be entitled to remuneration till the date of your release by the Company.
4. The Company shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:
 - a. You neglect, refuse, fail to perform any of your duties or for any reason you are unable to perform any of your duties or comply with the Company policies and code of conduct; or
 - b. You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an un-discharged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc.) or commit any act which in the opinion of the Company is likely to bring the Company any disrepute whether or not such act is directly related to the affairs of the Company; or
 - c. You commit any breach of any of your duties or obligations under your terms of employment or the policies of the Company.
 - d. There is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the information provided by you. In the event of termination under Clause 'b' above, you shall not be entitled to any benefits whatsoever.

The **New Hire Information Sheet** attached to this letter as **Exhibit I** and made a part of this letter, your Non-Disclosure Agreement/Proprietary Interest Protection Agreement (PIPA) and any written supplement to this letter that references this letter (collectively, the "**New Hire Letter**") state the entire understanding between you and Allscripts and supersede and replace all prior and contemporaneous, oral and written, agreements, understandings, negotiations and discussions concerning your offer of employment with Allscripts. Your signature

Strictly Confidential
Rev: 4.2 Effective Date: Jul 07, 2011

Candidate Initials Here D.K.

Page 2/10

Allscripts (India) LLP

LLPIN: AAI-8915

(Formerly known as Allscripts (India) Private Limited)

2nd Floor, Wing 2, Cluster D, EON Free Zone, Kharadi, Pune 411 014, India • Phone (+91-20) 7107 8000 • Fax (+91-20) 7107 8001
4th Floor, B Wing, Maruthi Infotech Centre, Intermediate Ring Road, Domlur, Bengaluru 560 071, India • Phone (+91-80) 7121 7000 • Fax (+91-80) 7121 7001
Registered Office: 10th & 11th Floor, Atlantis Heights, Dr. Vikram Sarabhai Road, Vadodara 390 023, India • Phone (+91-265) 7181 500 • Fax (+91-265) 232 1247



below confirms that nothing has been represented or promised to you except as specifically set forth in this New Hire Letter.

Devshri, it is a pleasure to extend this offer to you and we look forward to having you join the Allscripts team. We appreciate the time you have spent with us throughout the recruiting process and ask that you respond to our offer no later than **December 24, 2021**; after that date this offer will no longer be valid. If you accept our offer on the terms set forth in this letter and Exhibit I, please sign this letter, the New Hire Information Sheet attached as Exhibit I, and the electronic Non-Disclosure Agreement/Proprietary Interest Protection Agreement in the spaces provided and return to the **HR Department** at our **Pune** office. The file copies are for your records. The execution and return of this letter, including agreement to the terms of Exhibit I and the Non-Disclosure Agreement/Proprietary Interest Protection Agreement, and completion of the New Hire Information Sheet are conditions precedent to your employment. When you have returned these documents to us, it will govern your employment with Allscripts. We advise/suggest you to clarify as many doubts before making your decision regarding the offer. We also suggest that you discuss other opportunities inside your current company and with other companies that you may be interested in. After you have all the inputs and offers, we would be delighted if you decide to accept our offer and confirm your intent to join on the specified date.

It is mandatory to submit the relieving letter from your current/latest employer within one month of your joining, if not submitted on the start date. You will be issued with a detailed Appointment Letter on your joining. You are requested to sign the duplicate copy of this Offer Letter as a token of your acceptance of the same and return it to the **HR Department on your start date**. If you need assistance, or have any questions, please contact your **HR Representative**. We heartily welcome you to Allscripts and look forward to a long and meaningful association with our Company. We anticipate your co-operation, contribution, support and commitment and encourage you to be a vital part of creating and fostering a workplace that is characterized by fun, success and progress of the Company.

Thanking you,
For Allscripts (India) LLP

Durgesh Merchant
Sr Manager Human Resources

Please feel free to write to Durgesh.Merchant@allscripts.com for any feedback on the interview/onboarding process.

Enclosure(s):

- Compensation Break-up Sheet
- Exhibit 1 – New Hire Information Sheet
- Copy of Non-Disclosure Agreement (PIPA - Proprietary Interest Protection Agreement)
- Relocation Policy (if applicable)

Strictly Confidential
Rev: 4.2 Effective Date: Jul 07, 2011

Candidate Initials Here D.K.

Page 3/10

Allscripts (India) LLP

LLPIN: AAI-8915

(Formerly known as Allscripts (India) Private Limited)

2nd Floor, Wing 2, Cluster D, EON Free Zone, Kharadi, Pune 411 014, India • Phone (+91-20) 7107 8000 • Fax (+91-20) 7107 8001
4th Floor, B Wing, Maruthi Infotech Centre, Intermediate Ring Road, Domlur, Bengaluru 560 071, India • Phone (+91-80) 7121 7000 • Fax (+91-80) 7121 7001
Registered Office: 10th & 11th Floor, Atlantis Heights, Dr. Vikram Sarabhai Road, Vadodara 390 023, India • Phone (+91-265) 7181 500 • Fax (+91-265) 232 1247



I have read, understood and accepted the above. I understand that the terms and conditions are pre-conditions to the offer of employment received from the Company. I am under no obligation or compulsion to accept these terms and conditions of employment and I accept it on my own free choice and will.

I am fully informed and I acknowledge that the **first name** and **last name** stated above will be the official name for all correspondences, records and internal transactions. I do hereby state and accept this offer that I intend to join on **December 27, 2021**. If for any unforeseen reasons, I am unable to join at the aforesaid date of joining after accepting the offer, I will notify the same to Allscripts in writing at least **3 (Three) days** prior to the said start date. I understand that failure to show up on the confirmed date without the said intimation or resignation within 60 days of joining, may make me ineligible for future recruitment at Allscripts and further the Company may share my name and the details of such no-shows with other entities.

Signed 
Devshri Koche

Date of acknowledging offer: 23/12/2021

**EXHIBIT I**

**Allscripts Corporation and Subsidiaries ("Allscripts")
New Hire Information Sheet**

Performance Review: Allscripts conducts annual performance reviews for employees with at least three (3) months' tenure, those fulltime employees on the rolls of the Company as on August, with any merit increases becoming effective early in the following year i.e. effective January of the following calendar year. This schedule is subject to change at the Company's discretion. Compensation increases are discretionary, and any merit increases may be pro-rated for employees who have not completed a full year of service.

Paid Time Off: Paid time off shall be available to and may be taken by eligible employees pursuant to Allscripts paid time off benefit policy. You will be eligible for 24 days of paid vacation time per calendar year, pro-rated for the remainder of the calendar year in which your employment commences, in addition to holiday time in accordance with Allscripts benefits policy.

Benefits: Subject to eligibility requirements, you will be entitled to participate in company-sponsored benefit programs that are in effect from time to time. You will receive access to such documents and procedures through Allscripts employee Intranet website promptly upon commencement of employment however these could change from time to time and the latest policy documents available on the intranet will apply.

a. Insurance Coverage:

- i. Group Mediciam Insurance coverage self + 3 persons (spouse and up to two children of the age up to 21). If you are unmarried, only you will be covered under the scheme. Parents/In-laws are not covered in this policy, but optional parental coverage is available on a self-pay basis. General coverage is INR 300,000/- per annum per family. Additional coverage of INR 250,000/- is available for certain critical illnesses. Additional corporate buffer is available up to INR 200,000/- at the discretion of management and surplus buffer available. Therefore, total coverage amount can be as high as INR 750,000/- per annum per family.
- ii. Group Personal Accident policy coverage for self, up to an amount equivalent to 3 times annual fixed compensation.
- iii. Group Term Life policy coverage for self, up to an amount equivalent to 3 times annual fixed compensation.

b. Housing Assistance Program (HAP):

HAP intends to encourage and assist you in achieving your aspiration of owning a house for your own living purpose in the city of your posting. Eligibility is @ 20% of the amount certified as paid in the final loan repayment certificate, subject to a maximum of 8.33% of the earned fixed compensation in the fiscal year. More details regarding HAP are available in the HAP policy on the intranet of the Company.

c. Education Assistance Program (EAP):

EAP promotes learning and development initiatives taken by you towards self-development by providing financial assistance by way of reimbursement towards expenses for pursuing higher education to enhance productivity and upgrading your skill sets. Eligibility is @ 10% of the earned fixed compensation in the fiscal year. The payout under this plan will be made quarterly, i.e., in four cycles in a fiscal year, which are in July, October, January and April payroll. More details available in the EAP policy.

Strictly Confidential
Rev: 4.2 Effective Date: Jul 07, 2011

Candidate Initials Here D.K.

Page 5/10

Allscripts (India) LLP

LLPIN: AAI-8915

(Formerly known as Allscripts (India) Private Limited)

2nd Floor, Wing 2, Cluster D, EON Free Zone, Kharadi, Pune 411 014, India • Phone (+91-20) 7107 8000 • Fax (+91-20) 7107 8001
4th Floor, B Wing, Maruthi Infotech Centre, Intermediate Ring Road, Domlur, Bengaluru 560 071, India • Phone (+91-80) 7121 7000 • Fax (+91-80) 7121 7001
Registered Office: 10th & 11th Floor, Atlantis Heights, Dr. Vikram Sarabhai Road, Vadodara 390 023, India • Phone (+91-265) 7181 500 • Fax (+91-265) 232 1247



Pre and Post employment Investigations: As a condition of employment, you have agreed to allow Allscripts to conduct investigations to verify your educational qualifications, prior work experience and criminal record, if any, as permitted by law prior to and during the course of employment as the Company sees fit to require. This offer is on the basis of the information furnished by you. If such investigation discloses a matter which affects your suitability for employment with the Company, your employment may be terminated without notice or severance compensation. The suitability for employment shall be determined by the Company.

Confidentiality and Inventions: As a condition of employment with Allscripts you must adhere to Allscripts standard Proprietary Interest Protection Agreement which among other things prohibits you from disclosing or using confidential information about Allscripts except in performance of your duties at Allscripts, provides that inventions or works of authorship that you create in the course of your employment belong to Allscripts, and prohibits you from bringing confidential information of prior employers or other third parties to Allscripts or using it in connection with your work at Allscripts, and restricts certain activities that could harm the business of Allscripts. You acknowledge that you have divulged information and provided copies to Allscripts, where ever applicable and doing so are not violating your obligations to prior employers, of any and all legally appropriate and enforceable agreements that you are subject to with another organization, including, but not limited to non-disclosure and non-solicitation obligations and other legally valid and enforceable restrictions on activities that would infringe the rights of your prior employers. Allscripts expects that you will abide by any such agreements(s) and requires that you do not disclose or use another company's confidential or proprietary information in the context of your employment at Allscripts.

Best Efforts: You agree that during your employment with Allscripts, you will devote all your professional efforts and time to the performance of your duties and the advancement of Allscripts' interest and shall not engage in any other employment, profitable activities, commercial activities or other pursuits which would cause you to utilize or disclose confidential information or trade secrets about Allscripts, which will reflect adversely on Allscripts or which may in any way affect your time devoted to Allscripts or your efficiency as an employee of Allscripts. This obligation shall include, but is not limited to, obtaining written consent of Allscripts prior to performing tasks for customers of Allscripts outside of your official duties at Allscripts, giving speeches or writing articles about the business of Allscripts, improperly using the name of Allscripts, or identifying your association or position with our company in a manner that reflects unfavorably upon Allscripts. You will at all times during your employment with Allscripts strictly adhere to all terms and conditions and obligations imposed upon you by the Allscripts Conflict of Interest Policy.

Warranty: You warrant not to disclose to Allscripts, or use in your work for Allscripts, any confidential information and/or trade secrets belonging to others, including without limitation, your prior employers, or any prior inventions made by you and which Allscripts is not otherwise legally entitled to know about or use. Furthermore, you represent to and covenant with Allscripts that (i) you are under no contractual or other restrictions or obligations that are inconsistent with your obligations arising in connection with your employment with Allscripts, (ii) you have not and will not breach any obligations to any prior employer or other third party during your employment with Allscripts, and (iii) you will indemnify and make good all claims, losses and costs that Allscripts may incur with regard to any breach of contractual obligations or any unauthorized disclosure of confidential information of a third party by you.

Strictly Confidential
Rev: 4.2 Effective Date: Jul 07, 2011

Candidate Initials Here D.K.

Page 6/10

Allscripts (India) LLP

LLPIN: AAI-8915

(Formerly known as Allscripts (India) Private Limited)

2nd Floor, Wing 2, Cluster D, EON Free Zone, Kharadi, Pune 411 014, India • Phone (+91-20) 7107 8000 • Fax (+91-20) 7107 8001
4th Floor, B Wing, Maruthi Infotech Centre, Intermediate Ring Road, Domlur, Bengaluru 560 071, India • Phone (+91-80) 7121 7000 • Fax (+91-80) 7121 7001
Registered Office: 10th & 11th Floor, Atlantis Heights, Dr. Vikram Sarabhai Road, Vadodara 390 023, India • Phone (+91-265) 7181 500 • Fax (+91-265) 232 1247



Employment Policies: Your employment will be subject to the employment policies at Allscripts, in effect from time to time. Unless otherwise provided in a separate written commitment to you signed on behalf of Allscripts by an authorized officer, your employment with Allscripts will not be a continuation of any previous employment and the terms and conditions of your employment with prior employers, including but not limited to severance benefits, accrued vacation, seniority and other benefits, will not apply to your employment with Allscripts. Allscripts Code of Ethics and employment policies are available on the Allscripts employee Intranet website. The Code of Ethics and employment policies contain information regarding Allscripts policies, procedures and benefits that affect you as an employee and you should read them periodically to be informed about any changes that may be made. Allscripts reserves the right to change, alter, supplement or rescind its employment procedures, benefits or policies (other than the employment clause), including its incentive or bonus and severance policies and plans, at any time in its sole and absolute discretion without notice. You are responsible for reviewing and complying with Allscripts Code of Ethics, employment policies and any future additions, amendments or changes in these policies and documents.

Information Security: The information security guidelines of Allscripts are included in the manual and policies are available for your review on the Allscripts employee Intranet website. It is your responsibility to read these guidelines and policies in detail and to direct any questions regarding your obligations related to information security and data privacy to your immediate supervisor. Questions or information regarding a security breach involving patient health information or obligations under HIPAA should be directed to the Legal Department. You will be notified of any changes to these guidelines via email and it is your responsibility to read any such changes by accessing the Allscripts employee Intranet website.

Arbitration: The Company's goal is to quickly resolve any disputes that may arise with its employees. Therefore, you and Allscripts (including its successors, assigns and affiliates) agree that except as set forth in the Proprietary Interest Protection Agreement, any disputes, disagreements, claims or controversies which relate in any manner to your employment with Allscripts or the termination thereof, including claims of wrongful termination, breach of contract, public policy violation, harassment, discrimination, defamation, fraud, infliction of emotional distress or other claims under central, state or local law (excluding unemployment and workers' compensation claims and other claims deemed by a court of competent jurisdiction not to be subject to mandatory arbitration), shall be resolved exclusively by final and binding arbitration in accordance with the Arbitration and Conciliation Act, 1996 or any statutory modification or amendment thereof. Such dispute, disagreements, claims or controversies or difference shall be referred to sole arbitration of **Country Leader, Allscripts India**, our key official, who shall act as arbitrator or any other person appointed by him, if any, shall act as sole arbitrator. In the event of such Arbitrator to whom the matter or dispute is originally referred to is being transferred or vacates his office on resignation or otherwise, or refuses to do work or neglects his work or being unable to act as Arbitrator for any reasons whatsoever, Allscripts shall appoint another person to act as Arbitrator in place of outgoing Arbitrator and the person so appointed shall be entitled to proceed further with the reference from the stage at which it was left by his predecessor. Award that may be passed by such Arbitrator shall be final and binding on Allscripts and you. I acknowledge receipt of a copy of this Exhibit I setting forth terms that govern my employment with Allscripts Corporation or any of its subsidiaries.

Signed

Devshri Koche

Date: 23/12/2021

Strictly Confidential

Candidate Initials Here D.K.

Page 7/10

Rev: 4.2 Effective Date: Jul 07, 2011

Allscripts (India) LLP

LLPIN: AAI-8915

(Formerly known as Allscripts (India) Private Limited)

2nd Floor, Wing 2, Cluster D, EON Free Zone, Kharadi, Pune 411 014, India • Phone (+91-20) 7107 8000 • Fax (+91-20) 7107 8001

4th Floor, B Wing, Maruthi Infotech Centre, Intermediate Ring Road, Domlur, Bengaluru 560 071, India • Phone (+91-80) 7121 7000 • Fax (+91-80) 7121 7001

Registered Office: 10th & 11th Floor, Atlantis Heights, Dr. Vikram Sarabhai Road, Vadodara 390 023, India • Phone (+91-265) 7181 500 • Fax (+91-265) 232 1247



Important Contacts: Please feel free to reach out to us on the below mentioned numbers or write to us on the mail IDs for any queries:

India-Talent Acquisition Team: India-TalentAcquisition@allscripts.com

OR

Durgesh Merchant
 Sr Manager Human Resources
 Email Id: Durgesh.Merchant@allscripts.com
 Contact Number: +91-909 994 1606 (C)
 +91-265-718 1550 (O)

In case of any emergency please contact:

	Contact Number	Email ID
Pune	020 - 7107 8000	Pune-Facilities@allscripts.com
Bangalore	080 - 7121 7000	BLR-Facilities@allscripts.com
Baroda	0265 - 7181 500	Baroda-Facilities@allscripts.com


Compensation Break-Up Sheet - Strictly Confidential (for your consumption only)

Name:	Devshri Koche		Location:	Pune
Job Level:	P1		Job Title:	Associate Systems Support Engineer
Salary Components/ Pay Elements	Current per month (INR)	Current per annum (INR)	Percentage of Distribution & Description Salary Components/ Pay Elements	
Basic Salary	16,667	200,000	40%	of total Fixed Compensation
House Rent Allowance (HRA)	8,333	100,000	50%	of the Basic Salary
Advance against statutory bonus / Ex-Gratia	3,500	42,000		Advance against statutory bonus / ex-gratia
Provident Fund (Employer's contribution)	2,000	24,000	12%	of Basic Salary and an equal amount of the employee's contribution each month, would be deducted during payroll calculations - i.e. Company contributes same amount and deposits with PF Commissioner on your behalf. Out of the Company contribution, 8.33% of basic or INR 1,250/- (whichever is lower) goes into Employee Pension Scheme (EPS) and balance in Provident Fund (PF) account
Leave Travel Assistance (LTA) - Tax break on submission of bills	3,472	41,667		2.5 months' of monthly basic subject to limit of INR1,00,000/- per annum. Tax free on 2 occasions in a block of 4 years to the extent of amounts spent on travel fare. Travel documentation as per guidelines would need to be furnished
Personal Pay	7,694	92,333		Personal pay can be split by utilizing flexi basket options as outlined in the table below. Personal Pay cannot be less than zero
FIXED COMPENSATION	41,667	500,000		
Group Mediclaim Insurance, Personal Accident Insurance and Term Life Insurance Premium		15,985		<p>Group Mediclaim Insurance hospitalization cover is provided by the company for self + 3 persons (spouse and maximum two children up to the age of 21). If an employee is unmarried, only s/he will be covered by the company under the scheme. General coverage is INR 300,000/- per annum per family. Additional coverage of INR 250,000/- is available for certain critical illnesses. Additional corporate buffer is available up to INR 200,000/- at the discretion of management and surplus buffer available. Therefore, total coverage amount can be as high as INR 750,000/- per annum per family.</p> <p>Group Personal Accident policy coverage is only for self, up to an amount equivalent to 3 times annual fixed compensation.</p> <p>Group Term Life Insurance is only for self, up to an amount equivalent to 3 times annual fixed compensation.</p> <p>Please note that the premium value is negotiated each year with the insurance company and this figure reflects the current negotiated premium that the Company pays</p>
Provision for Gratuity		9,615	4.81%	<p>of Basic Salary.</p> <p>Eligibility for payment is as per Payment of Gratuity Act of 1972 wherein the employee must complete 4 years and 190 days of continuous service with the Company. In case of death of an Employee in harness, the gratuity will be payable in proportion to the period spent subject to the max limit.</p>
TOTAL COMPENSATION		525,600		(INCLUDING INSURANCE & GRATUITY)

Continued...

 Strictly Confidential
 Rev: 4.2 Effective Date: Jul 07, 2011
Candidate Initials Here D.K.

Page 9/10

Allscripts (India) LLP

LLPIN: AAI-8915

(Formerly known as Allscripts (India) Private Limited)

 2nd Floor, Wing 2, Cluster D, EON Free Zone, Kharadi, Pune 411 014, India • Phone (+91-20) 7107 8000 • Fax (+91-20) 7107 8001
 4th Floor, B Wing, Maruthi Infotech Centre, Intermediate Ring Road, Domlur, Bengaluru 560 071, India • Phone (+91-80) 7121 7000 • Fax (+91-80) 7121 7001
 Registered Office: 10th & 11th Floor, Atlantis Heights, Dr. Vikram Sarabhai Road, Vadodara 390 023, India • Phone (+91-265) 7181 500 • Fax (+91-265) 232 1247



Salary Components/ Pay Elements	Current per month (INR)	Current per annum (INR)	Percentage of Distribution & Description Salary Components/ Pay Elements
Housing Assistance Program (HAP)		41,650	8.33% HAP encourages the employees to own housing in the city of their posting. This program is applicable only for those availing housing loans through official/recognized registered financial institutes and it is mandatory that the following criteria are fulfilled by the employee: o Should be the Sole Owner or Co-owner of the property AND o Should be the Sole Applicant or Co-applicant for the loan AND Eligibility is @ 25% of the amount certified as paid in the final loan repayment certificate, subject to a maximum of 8.33% of the earned fixed compensation in the fiscal year. More details available in the HAP policy.
Educational Assistance Program (EAP)		50,000	10% Educational Assistance Program is designed to promote learning and development initiatives taken by the employees towards self-development by providing financial assistance by way of reimbursement towards expenses for pursuing higher education to enhance the productivity of the individual by upgrading their skill sets. Eligibility is @ 10% of the earned fixed compensation in the fiscal year. The payout under this plan will be made quarterly, i.e., in four cycles in a fiscal year, which are in July, October, January and April payroll. More details available in the EAP policy.
TOTAL POTENTIAL COMPENSATION		617,250	(BASED ON BENEFITS UTILIZATION)

Flexi-Basket Recommended Table: (Each individual needs to choose as per the maximum eligible amounts that have been factored below)

Meal Vouchers (monthly distributions)	2,200	26,400	Vouchers would be distributed monthly. The options that can be exercised by the individual would be INR 0, INR 1,100/- or INR 2,200/- per month. However, the tax exemption will be only up to INR 1,100/- per month.
Children's Education Allowance	200	2,400	Fully tax free at the rate of INR 100/- per child per month, subject to a maximum of two children. The amount would be paid every month. No submission of bills/receipts is required.
National Pension System (NPS)	1,667	20,000	The amount will be contributed to NPS as employers contribution every month, can be maximum up to 10% of basic compensation (effective May'13)

Benefits apart from the above Total Compensation:

Group Mediclaim Insurance – (covering all benefits of GMI to associates, and up to the same coverage limits) can also be extended to include dependent **Parents or In-Laws** on a voluntary basis, where the premium is negotiated in group. The premium for one dependent is currently **INR 14,080/- (INR 25,520/- for two dependents)** and is subject to change based on the premium amendments by the insurance company. Please note this premium is to be fully borne by the associate, i.e. company will pay the premium in advance and prorated insurance premium will be recovered in maximum four equated installments through your monthly payroll cycles.

Transport and Parking: Transport is provided to all employees working in odd shifts (i.e. except for General Shift) in all locations. Bus facility is available for employees working in General shift only in Pune. Parking is provided at all locations based on the availability and is chargeable at actuals as per the landlord's lease terms.

Shift Allowance – Applicable to fulltime employees required to work in odd shifts specific to a project or assignment, as rostered by the manager. Below is the shift allowance eligibility as per the current policy.

Shift Type	Start Timings	Allowance (per shift)	No of Hours
Early Morning	4:00:00 A.M. - 6:59:59 A.M.	INR 375/-	9
Afternoon	1:00:00 P.M. - 4:59:59 P.M.	INR 350/-	9
Evening	5:00:00 P.M. - 8:59:59 P.M.	INR 575/-	9
Night	9:00:00 P.M. - 3:59:59 A.M.	INR 700/-	9
Extended Day	5:00 A.M. - 6:59:59 A.M.	INR 425/-	12.5
Extended Night	5:00 P.M. - 6:59:59 P.M.	INR 950/-	12.5
General	7:00:00 A.M. - 12:59:59 P.M.	NA	9

I accept the above terms and conditions and return herewith the duplicate copy in token of my acceptance of the same.

Signed: _____

Date: 23/12/2021

Devshri Koche

Strictly Confidential
Rev: 4.2 Effective Date: Jul 07, 2011

Candidate Initials Here D.K.

Page 10/10

Allscripts (India) LLP

LLPIN: AAI-8915

(Formerly known as Allscripts (India) Private Limited)

2nd Floor, Wing 2, Cluster D, EON Free Zone, Kharadi, Pune 411 014, India • Phone (+91-20) 7107 8000 • Fax (+91-20) 7107 8001

4th Floor, B Wing, Maruthi Infotech Centre, Intermediate Ring Road, Domlur, Bengaluru 560 071, India • Phone (+91-80) 7121 7000 • Fax (+91-80) 7121 7001

Registered Office: 10th & 11th Floor, Atlantis Heights, Dr. Vikram Sarabhai Road, Vadodara 390 023, India • Phone (+91-265) 7181 500 • Fax (+91-265) 232 1247



Offer Letter

Dear Khushboo Babil,

Dated: January 15th, 2022

This letter serves as an official job offer on behalf of **STEMars EdTech Private Limited** as a **Software Engineer Intern**. Should you choose to accept this offer, your starting date will be January 20th 2022, provided that you will complete all on-boarding formalities by date.

The work location is **remote** and you will use your own laptop/desktop to perform duties.

Here are some of our important terms and conditions for you to go through, considered as accepted with acceptance of this offer letter. These may be modified from time to time at the sole discretion of management.

- You will be under an obligation to the Company to make satisfactory progress on the Internship program.
- You will have no contractual relationship with the Company. However, the you will be expected to behave as part of the Company on whatever position you have assigned and shall abide by all the terms and conditions applicable to the Company's staff and respect the Company's policies, values and procedures.
- You are aware that in the course of your engagement with the Company and/or in connection therewith, you may have access to, and be entrusted with, technical, proprietary, sales, legal, financial, and other data and information with respect to the affairs and business of the Company, its affiliates, customers and suppliers, and including information received by the Company from any third party subject to obligations of confidentiality towards said third party, all of which data and information, whether documentary, written, oral or computer generated, shall be deemed to be, and referred to as STEMars EdTech Private Limited.
- You agrees and declares that all Proprietary Information, patents and/or patent applications, copyrights and other intellectual property rights in connection therewith, are and shall remain the sole property of the Company and its affiliates and their assigns.

Without derogating from the generality of the foregoing, you agrees:

1. Not to copy, transmit, reproduce, summarize, quote, publish and/or make any commercial or other use whatsoever of the Proprietary Information, or any part thereof, without the prior written consent of Company, except as may be necessary in the performance of your duties pertaining to the Company;
2. To exercise the highest degree of care in safeguarding the Proprietary Information against loss, theft or other inadvertent disclosure and to take all reasonable steps necessary to ensure the maintaining of confidentiality;
3. Upon a request by the Company to do so, you shall immediately deliver to the Company or destroy all Proprietary Information and any and all copies thereof, in whatever form, that had been furnished to you, prepared thereby you came to your possession in any manner whatsoever, during and in the course of your engagement with the Company, and shall not retain and/or make copies thereof in whatever form.

Thank you for your interest in our company. We look forward to adding you as a valued member to our team. Please contact us if you have any questions or concerns.

For *STEMars EdTech Private Limited*

Ashutosh S.

Ashutosh Shashi, NE Director



12-Mar-2019

Dear Mayuri Nitin Raut,
BSc, Computer Applications
Vidya Bharati Mahavidyalaya

Candidate ID – 12984743

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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 **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- 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.
- 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.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu

Global Head-Talent Acquisition

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

Signature :

Date:

Annexure A

Name: Mayuri Nitin Rout **Designation:** Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	Company's contribution of PF #	780	9,360
3	Advance Statutory Bonus****	2000	24,000
4	Special Allowance*	5206	62,472
5	Company's Contribution of ESI @ 4.75% of Monthly Gross minus statutory exclusions	556	6,672
Annual Gross Compensation			180,504
Incentive Indication (per annum)**			12,000
Annual Total Compensation			192,504
Company's contribution towards benefits (Medical, Accident and Life Insurance)			16,000
Gratuity			3,750
Annual Total Remuneration			212,254

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 Coverage
- 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
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

* **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 pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

**** **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.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details

March 21, 2022

HRD/2T/1004046596/21-22

Ms. Punam Munde
Jawahar Nagar,
Navsari,
Amaravati-444604
India

Ph: +91-9665233110

Dear Punam,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Document certified by Richard Lobo
<richard_lobo@infosys.com>
Digitally signed by Richard Lobo
Date: 2022.03.21 10:55:37 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

March 21, 2022

HRD/1004046596/21-22

Ms. Punam Munde
Jawahar Nagar,
Navsari,
Amaravati-444604
India

Ph: +91-9665233110

Dear Punam,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **28-Mar-2022**.

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

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

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

Passport and Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of INR **461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR **500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

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

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

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers. Your simple average should not be less than what was specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Punam Munde			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,580
MONTHLY GROSS SALARY				16,162
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				136
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,630
GRATUITY - 4.81% of Basic Salary*				653
FIXED GROSS SALARY (1+2+3)				18,581
TOTAL GROSS SALARY				18,581
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				



22-Jan-2022

Dear Prachi Sable,
B.Sc, Computer Science
Vidya Bharati Mahavidyalaya, Amravati

Candidate ID – 19873537

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 252,000/-. 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: Prachi Sable

Designation: Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1476	17,712
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		220,500
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		232,500
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		252,000

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

Prachi Sable, 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 Prachi Sable

Sign: _____

Sign: _____

Name:

Name:



Offer: Computer Consultancy
Ref: TCSL/DT20218489602/Pune
Date: 24/11/2021

Ms. Asawari Anil Belsare
Gulmohar Colony Chandur Railway,
Gulmohar Colony,
Chandur Railway-444904,
Maharashtra.
Tel# 91-9404501945

Dear Asawari Anil Belsare,

Sub: Letter of Offer

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

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

Your gross salary including all benefits will be **₹3,53,578/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

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

TCS Confidential
TCSL/DT20218489602

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

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

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



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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

Your HRA will be ₹6,000/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

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

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹1,035/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

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



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

PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

TCS Confidential
TCSL/DT20218489602

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

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

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



1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

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

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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

RETIRALS

TCS Confidential

TCSL/DT20218489602

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

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

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



Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

2. Pre requisites for Joining

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



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment,



business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

11. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

12. Overseas International Assignment Agreement

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



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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

16. Retirement

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

17. Pre-employment Medical Certificate

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

18. Employment of Non Indian Citizens

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



19. Background Check

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

20. Submission of Documents

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

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

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



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

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

21. TCS Xperience Program

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

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

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

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

24. Compliance to all clauses

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

25. Data Privacy Clause:

TCS Confidential
TCSL/DT20218489602

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

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

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



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

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

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

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

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

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



Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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

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



GROSS SALARY SHEET

Annexure 1

Name	Asawari Anil Belsare
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	8,785	1,05,420
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
TOTAL GROSS	28,807	3,53,578
Xplore/ Learning Incentive****		Upto 60,000

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

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

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

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

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

Component Category	Monthly	Annual
House Rent Allowance	6,000	72,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	1,035	12,420
GROSS BOUQUET OF BENEFITS	8,785	1,05,420



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



2. Associate's Obligations

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

3. Intellectual Property Rights

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



4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Working in SBWS Framework:

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

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

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

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



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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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



10. Equitable Rights

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

11. General

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

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

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

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



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

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

January 16, 2022

HRD/2T/1002791366/21-22

Mr. Shreyas Dakhode
Gurumandir Saraswati
Bhuwan Karanja Lad Dist Washim
Karanja lad-444105
India

Ph: +91-8806652844

Dear Shreyas,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature valid

Digitally signed by Richard Lobo
Date: 2022.01.16 11:03:41 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

January 16, 2022

HRD/1002791366/21-22

Mr. Shreyas Dakhode
Gurumandir Saraswati
Bhuwan Karanja Lad Dist Washim
Karanja lad-444105
India

Ph: +91-8806652844

Dear Shreyas,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **24-Jan-2022**.

Location

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

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

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

Passport and Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of INR **461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR **500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

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

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

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers. Your simple average should not be less than what was specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. Shreyas Dakhode			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,580
MONTHLY GROSS SALARY				16,162
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				136
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,630
GRATUITY - 4.81% of Basic Salary*				653
FIXED GROSS SALARY (1+2+3)				18,581
TOTAL GROSS SALARY				18,581
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				

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

09 Jul 2021

Ms Shraddha Sanjay Kalyankar
Guru Krupa Nahi 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.

1/ Page

15 Jul 2021

Mr Aman Shival Mahul
Near Akot File Police Station
Ashok Nagar Akot Road
AkolaAkola
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 **250,008/-**, 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.

1/ Page

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.

6/12/21

09 Jul 2021

Mr Kartik Vilasrao Kadam
At post.Deurwada ta.Arvi Dist.Wardha
Arvi WardhaWardha
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.

STRICTLY PRIVATE & CONFIDENTIAL

2 September, 2021

Shivani Ashok Varma
Vrundawan Nagar,
Kandali Achalpur,
Amravati,
Amravati - Maharashtra,
444805

Dear Shivani Ashok Varma,

We would like to thank you for meeting us to discuss a career opportunity with YES BANK LTD (YBL).

Based on our discussions, we are pleased to appoint you as **Senior Officer and Personal Banker : Retail Banking** in YES BANK at Amravati. You will be expected to carry out duties appropriate to this appointment.

Although your normal work will consist of the duties assigned to you from time to time, you may be called upon to discharge any other duties which in the opinion of the Bank are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

Compensation

Your Gross Annual Total Cost-to-Company will be ₹ 250000.00 (Rupees Two Lakh Fifty Thousand Only), (paid on the last day of each month). The Break-up of your compensation is attached as Annexure I & II.

Your salary will be revised annually in accordance with the Bank's policy.

The Bank operates on a performance based Bonus/ Incentive pay plan for employees, the payment and level of which is as per the Bank's policy. Any such payment is contingent upon your performance on the job and in accordance with the scheme established by the Bank.

Your salary is confidential and should be discussed only with your Functional Head and Human Capital Management Department.

Registered & Corporate Office: YES BANK Limited, YES BANK House, Off Western Express Highway,
Santacruz (East), Mumbai - 400055 Tel: +91 (22) 5091 9800 / +91 (22) 6507 9800 Fax: +91 (22) 2619 2866
Website: www.yesbank.in Email: communications@yesbank.in CIN: L65190MH2003PLC143249

Shivani Ashok Varma : 1085831

Page 1 of 11

Date: 21/04/2022

To,

Name **Rushika Solanke,**

Dear Rushika,

With reference to your application and subsequent discussions with us, we are pleased to offer you the position of **Executive Resource** on the terms and conditions detailed herein:

(A) Compensation:

You will be paid a Total all-inclusive compensation of **Rs 1,58,400** pa, detailed break up of salary will be shared with you post joining along with your appointment letter.

(B) Location of posting: You will be located at our **Pune branch**. The address is as follows:

Branch Address: First floor, Arcadian Building Plot No.12, Lane 5A, North Main Road Near Pinnacle Building, Koregaon Park , Pune, Maharashtra 411001

(C) Date of Joining: Your date of joining as a fulltime employee will be **02nd May 2022**

(D) Probation & Confirmation: On your being absorbed into the Company on regular employment, you will be on probation for a period as per company policies. The Management may at its discretion extend the period of probation for further such duration as it deems fit. You will be confirmed in the service on successful completion of probation.

(E) Leave: You will be eligible for leave as per company policies post confirmation.

(F) Notice period: You will be eligible as per company policies.

The Below are your KRA defined

Develop, Understand and update job descriptions and job specifications

Perform job and task analysis to document job requirements and objectives

Monitor and apply HR recruiting best practices

Assess applicants' relevant knowledge, skills, soft skills, experience and aptitudes

Act as a point of contact and build influential candidate relationships during the selection process

Promote company's reputation as "best place to work"



Corporate Office: 701, Venus Atlantis Corporate Park, 100Ft. Road, Prahladnagar, Satellite, Ahmedabad- 380015.

Phone: 079 4032 4085 Email: mailus@upman.in

Mumbai Office: 704 Jay Antariksh, 13/14 Marol Makwana Road, Near Marol Metro Station, Andheri(E), Mumbai-400059

Contact: +91 9820470040 Email: mailus@upman.in

Singapore Office: UpMan Placements PTE Ltd. 89, Short Street, #3-11, Golden Wall Centre, Singapore-188216



Top Sysmax LLP

Parthiv, 1264/1, Wr Paranjape Rd,
Off Jangali Maharaj Rd, Deccan Gymkhana, Pune,
Maharashtra 411001
Ph: +91 8806483333
www.topsysmax.com

OFFER LETTER

Riya Vinod Patel,
At Post Hantoda, Taluka Anjangaon Surji,
Amravati 444 705.

Date: 25th April 2022

Dear Riya,

With reference to the discussions, we had with you, we are pleased to offer you the position of **"Consultant – HR Recruiter"** in **Top Sysmax LLP** (Franchise company for **Bwise Solutions Pvt. Ltd**), subject to following terms and conditions:

1. As a member of team, we would ask for your commitment to deliver outstanding quality and your compensation shall be as per the details outlined below in this offer letter. Any and all information related to Your Compensation structure, Benefits & Grade are Confidential in nature accordingly therefore, you are advised to keep this information absolutely confidential.

Title	Consultant – HR Recruiter
Joining date	02-05-2022
Job Location	Pune
Payout	Rs. 2,52,000/- (Rs.21,000/- Per Month)
Probation	6 Months from the date of joining

2. You will be under probation for a period of 6 months. Your performance will be reviewed on monthly basis and necessary instruction/advise/support/feedback will be provided to you. You will be mandatorily required to submit work related Reports on daily basis to your reporting manager.
3. On completion of the six months, company will again review your performance in terms of your achievement of goal sheet and on its discretion may absorb or extend or relieve you (as the case may be) from the organization. In case you fail to perform as required in the first six months, you will be relieved from the organization on completion of your tenure of six months.
4. During the course of your employment/association, you may learn or acquire information, which may be confidential or proprietary to the Company or its affiliates/clients etc. As a condition of your employment/association, you will not either during your employment/association or thereafter, divulge any such information to any third person, company or any other organization and shall always be governed by the Company policy with regards to confidential and proprietary information.

Pr. Saempe
Six
ESK

HO/HR/TA/83230161

Date:13/04/2022

Mr. Krunal Shashikantrao Bhusari,
Poonam Photo Studio Lane, Gadge Nagar, Amravati, Opposite Government Polytechnic, Amravati, Maharashtra,
444603

Dear Mr. Krunal Shashikantrao Bhusari,

Sub: Provisional Offer Letter

With reference to your application and further to the interview and/or subsequent discussion you had with us, we are pleased to offer you the position of '**Executive Trainee**' - **Grade 'B1'**.

By joining **ESAF BANK**, you will be part of a fast-paced and socially dedicated team that works together to provide 'of Banking to Everyone'. Also, you are committing to the Bank's **vision** of being India's leading social Bank that offers equal opportunities for the whole society through universal access and financial deepening, thus promoting financial inclusion, livelihood and economic development as a whole. In turn, Bank will be providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

The details of the offer are as follows, and shall be confidential.

You will be on training for a period of 12 months, which may be extended or regularized based on your performance and the successful completion of training will be followed by six months' probation. Your service in the Bank will be confirmed subject to your performance being satisfactory during the probationary period.

Your remuneration will be as follows:

1. Annual Salary would be Rs. 300000.0
2. Apart from the above, you will be eligible for Performance Incentive/ Pay as per Bank's policy, applicable to the Role/Grade.

The emoluments mentioned above are payable as per the policies of the bank, after effecting appropriate and applicable statutory deductions if any.

You shall be eligible for TA & DA and other payments as applicable to the grade, in line with the Bank's policy.

Your initial posting will be at any branch/office anywhere in India. However, the Bank reserves the right to transfer you to any Office / Department / Branch of the Bank, in India, that is in existence / or may come into existence at a future date, based on the Bank's business requirements.

You shall give the acceptance of the offer and of the above terms and conditions of employment on receipt of this letter. This offer letter is valid for 7 days from the date of this letter, for acceptance. This offer shall be effective from the date of your joining the Bank.

Your performance will be reviewed on a regular basis as per the performance parameters appropriate to the position mentioned. You will be governed by the rules, regulations and policies laid down by the **ESAF Bank** from time to time, and as applicable to your position.

Notwithstanding anything contained herein, if you are found to be indulging in any act of commission/omission that may be prejudicial to the interests of the Bank, violation of its code of conduct and/or policies, such act shall warrant disciplinary action, as deemed fit by the Bank.

Your appointment is subject to the necessary verifications / NOCs / receipt of Experience and Conduct certificate from your present/previous employers and receiving satisfactory references.

The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and in case of any dispute arising out of the same, the Courts at Thrissur will have exclusive jurisdiction.

You are requested to produce the documents as per the Annexure 1, at the time of joining. Please note that you



Contract of Employment

Private and Confidential

21 March 2022

Akash Pendor

Dear Akash,

Offer Letter

We are pleased to offer you the position of **Senior Executive – Client Acquisition** for IndiaMART InterMESH Business Development Team at eFinserve Research and Analytics where we hope you will enjoy your role and make a significant contribution to the success of the business.

Commencement Date

Your employment will commence on 23th March 2022

Location

You will be based at Bootstart, City Vista, Fountain Road, Kharadi, Pune -411014 but may be required to work at such other locations within Pune as reasonably determined by the needs of the business.

Position

Sales Executive - reporting to Relationship Manager.

Term

This is a Permanent Position.

■ Probationary Period

- A six month Probationary Period will apply to this role. During this time you will receive advice, training and guidance to help you become familiar with, and competent in, performing the work you have been appointed to do. The appointment is subject to the satisfactory completion of the Probationary Period which itself is subject to termination during any stage, by either party, upon 1 month, or by payment in lieu of notice.

Remuneration

**ADP Private Limited**

ONE West Building, Survey NO. 88/AA and 88/E, Nanakramguda Village,
Serilingampally Mandal, Ranga Reddy District, Hyderabad, Telangana - 500008
Ph: +91 40 6757 0000
adp.com

01 April, 2022

Ms. Nidhi Deshmukh
B2, Parijat Apartment,
Rukhmin Nagar, Near 19 Number School,
Amravati 444606.

Dear Nidhi,

Congratulations! Subsequent to the discussions we had with you, we are pleased to extend an offer for you to be a part of ADP. Please find the offer details below:

Position: Customer Service Representative

Grade: G1 L1

Start date: On or Before 04 July, 2022

Compensation: Gross Compensation of INR 300,008 (Rupees Three Lakhs and Eight Only) per year including variable performance incentive linked to your performance, performance of your business unit and ADP.

Probation & Notice Period: You will be on probation for a period of six months from the date of your joining. During this period, you will be entitled to all benefits as per ADP's policy & your employment with the Company is terminable by serving a notice of sixty days on either side. On successful completion of probation period, the notice period would be ninety days on either side. ADP reserves the right to terminate your employment on the basis of, but not limited to, non-adherence to ADP's Code of Conduct & Ethics and other related policies, non-performance and elimination of the position per ADP's business needs.

Place of work: Your initial place of work will be Pune. However, your services are transferable and you may be assigned, to any location in India or abroad where the Company or any one of its associates or customers, conducts business.

Note: Please find the details of the terms and conditions of this offer attached. The details of which are strictly confidential and should not be shared with anyone.

We wish you a long and successful career with ADP.

Sincerely,

Vipul Singh
(Divisional Vice President & Head of HR)

Associate Signature:

Appointment Letter

Date : 20-07-2022

To,

Vikram Vijay Waghmare
14th Shubhamkar,rathi Nagar,shivaji Nagar.
Amravati, Amravati
Maharashtra, Pin-444603

Dear **Vikram Vijay Waghmare**,

Sub : Appointment Letter

This letter conveys the detailed terms and conditions of your employment. If you are agreeable to our terms and conditions, please signify your assent by signing the duplicate of this letter and returning the same to us.

1. Position & Date of Joining :

Based on your representations during the interviews and subject to background verification, we are pleased to confirm your appointment as Senior Software Engineer,with Allianz Technology SE(India Branch), with effect from 20-07-2022.

2. Duties :

You will be required to serve in the assigned position or in such other positions as may be assigned to you from time to time. You shall diligently, faithfully and to the best of your abilities perform the duties and services related to the position assigned to you as well as such additional or different duties and services commensurate with your position as you may be directed to perform by the Company from time to time, to the satisfaction of the Company.

3. Location, Travel& Transfer :

(a) You will initially be based at our offices at Allianz, 4th Floor, Wing 4, Cluster C, EON IT Park, Kharadi, Pune, Maharashtra.

(b) The Company provides services to other Allianz Group companies worldwide. Therefore, during your employment, you shall, whenever required by the Company, undertake travel in India and / or overseas, to perform your duties as the Company may require from time to time. The Company will make reasonable efforts to provide you with an advance notice of any such need for travel and take into account your personal circumstances as may be feasible given business exigencies. The Company shall pay and/or reimburse you for any such travel and other expenses undertaken as per the policy of the Company in this regard.

(c) The Company may, in its sole discretion, transfer you from time to time to any other location or branch of the Company or any of its holding company ,subsidiaries, associates or affiliate companies or depute you to work onsite at a customer's premises, either in India or abroad, without any extra remuneration. In the event of a transfer or such deputation, your existing terms and conditions of employment will continue to apply unless otherwise modified in writing. In addition, you will be required to abide by the policies and procedures applicable at the work location/s.

**ADP Private Limited**

ONE West Building, Survey NO. 88/AA and 88/E, Nanakramguda Village,
Serilingampally Mandal, Ranga Reddy District, Hyderabad, Telangana - 500008
Ph: +91 40 6757 0000
adp.com

01 April, 2022

Ms. Aiman Khan
3/14, Nandarvan Colony,
Camp, Chaprasipura,
Amravati 444602.

Dear Aiman,

Congratulations! Subsequent to the discussions we had with you, we are pleased to extend an offer for you to be a part of ADP. Please find the offer details below:

Position: Customer Service Representative

Grade: G1 L1

Start date: On or Before 04 July, 2022

Compensation: Gross Compensation of INR 300,008 (Rupees Three Lakhs and Eight Only) per year including variable performance incentive linked to your performance, performance of your business unit and ADP.

Probation & Notice Period: You will be on probation for a period of six months from the date of your joining. During this period, you will be entitled to all benefits as per ADP's policy & your employment with the Company is terminable by serving a notice of sixty days on either side. On successful completion of probation period, the notice period would be ninety days on either side. ADP reserves the right to terminate your employment on the basis of, but not limited to, non-adherence to ADP's Code of Conduct & Ethics and other related policies, non-performance and elimination of the position per ADP's business needs.

Place of work: Your initial place of work will be Pune. However, your services are transferable and you may be assigned, to any location in India or abroad where the Company or any one of its associates or customers, conducts business.

Note: Please find the details of the terms and conditions of this offer attached. The details of which are strictly confidential and should not be shared with anyone.

We wish you a long and successful career with ADP.

Sincerely,

Vipul Singh
(Divisional Vice President & Head of HR)

Associate Signature:



Contract of Employment

Private and Confidential

21 March 2022

Ashwin Pinjarkar,

Dear Ashwin,

Offer Letter

We are pleased to offer you the position of **Senior Executive – Client Acquisition** for IndiaMART InterMESH Business Development Team at eFinserve Research and Analytics where we hope you will enjoy your role and make a significant contribution to the success of the business.

Commencement Date

Your employment will commence on 23th March 2022

Location

You will be based at Bootstart, City Vista, Fountain Road, Kharadi, Pune -411014 but may be required to work at such other locations within Pune as reasonably determined by the needs of the business.

Position

Sales Executive - reporting to Relationship Manager.

Term

This is a Permanent Position.

■ Probationary Period

- A six month Probationary Period will apply to this role. During this time you will receive advice, training and guidance to help you become familiar with, and competent in, performing the work you have been appointed to do. The appointment is subject to the satisfactory completion of the Probationary Period which itself is subject to termination during any stage, by either party, upon 1 month, or by payment in lieu of notice.

Remuneration



Contract of Employment

Private and Confidential

21 March 2022

Ankush Athawale,

Dear Ankush,

Offer Letter

We are pleased to offer you the position of **Senior Executive – Client Acquisition** for IndiaMART InterMESH Business Development Team at eFinserve Research and Analytics where we hope you will enjoy your role and make a significant contribution to the success of the business.

Commencement Date

Your employment will commence on 23th March 2022

Location

You will be based at Bootstart, City Vista, Fountain Road, Kharadi, Pune -411014 but may be required to work at such other locations within Pune as reasonably determined by the needs of the business.

Position

Sales Executive - reporting to Relationship Manager.

Term

This is a Permanent Position.

■ Probationary Period

- A six month Probationary Period will apply to this role. During this time you will receive advice, training and guidance to help you become familiar with, and competent in, performing the work you have been appointed to do. The appointment is subject to the satisfactory completion of the Probationary Period which itself is subject to termination during any stage, by either party, upon 1 month, or by payment in lieu of notice.

Remuneration



Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20206285474/Mumbai/BPS/BTN
Date: 28/12/2021

Ms. Akanksha Rajendra Wadnerkar
53, C/O T.M. Farkade
Harshraj Colony, V.M.V Road,
Behind Canara Bank
Amravati-444604
Maharashtra
Tel# 91-7020956042

Dear Ms. Akanksha Rajendra Wadnerkar,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **13,750/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

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

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

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

Private and Confidential
TCSL/DT20206285474

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited
Wellington Gorega & Boyce Campus Bldg No. 12, Gate No 4, 185 Marg Vikhroli West, Mumbai - 400078
Tel: +91 22 6728 2000 Fax: 91 22 6778 3300-91 226778 3399 E-mail: corporate.officed@tcs.com, Website: <http://www.tcs.com>
Registered Office: 5th Floor, Naraina Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PL1004791



MANAPPURAM[®] FINANCE LIMITED

Make Life Easy

Date: April 25 ,2022

Aniket Vijay Nimbhorkar
S/O Vijay Nimbhorkar
Aniket
Morshi
Amaravati
Maharashtra
-444905

Mr/Ms. Aniket Vijay Nimbhorkar,

Sub: Offer of appointment as JR. ASST.

We are pleased to offer you for the post of JR. ASST. in the Company on the following terms and conditions.

1. Post offered: JR. ASST.

2. Place of posting

You are presently posted at Jaistambh Square. Your services are liable to be transferred / deputed to any of the branches or subsidiaries or affiliate companies of Manappuram Finance Limited, either in existence now or would come into existence within India or Overseas, in the same or different capacity.

3. Date of Joining

You are required to report for duty on April 25 ,2022 at Jaistambh Square, Amaravati, Maharashtra. If you require any change in the date of joining, it should be taken up with Human Resource Management Department at the Administrative office well in advance. Your appointment will be effective from the date of your joining duty.

4. Probation/Confirmation

You will be on probation for a period of six months. Based on your performance your services will be confirmed with the company in writing after six months. If your performance is not found to be satisfactory or up to the expected level, your probation period will be extended for a further period of 6 months at the discretion of the Management. During probation period, your services are liable to be terminated without assigning any reason.

Please sign and return the duplicate copy of this appointment letter to us as a token of your acceptance of the terms and conditions mentioned therein. We welcome you to Manappuram family and look forward to a long and mutually beneficial relationship.

With best wishes,

For Manappuram Finance Limited.

MULATKAR AMIT MURLIDHAR
BRANCH MANAGER

India's First Listed and Highest Credit Rated Gold Loan Company

Registered & Corporate Office : (CIN-L65910KL1992PLC006623) IV/470A (5d) W638A (New), Manappuram House, Valapad, Thrissur, Kerala - 680 567, IP
Tel : 0487 - 3050100, 3050108 Fax : 0487 - 2399298 E mail : mail@manappuram.com Website : www.manappuram.com



Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20195056359/Nagpur/BPS/BTN
Date: 13/09/2019

Ms. Pranjali Rajendra Kavitkar
At Post Karajgaon, Tq - Chandur Bazar, Dist - Amravati Vathacha Pura
Rikam Tekdi
Karajgaon-444809
Maharashtra
Tel# 91-9657479524

Dear Ms. Pranjali Rajendra Kavitkar,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with Tata Consultancy Services Limited. You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. 10,250/- per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

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

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

TCSL Confidential

TATA CONSULTANCY SERVICES

TCS House Ravine Street Mumbai 400 001 India

Tel 91 22 6778 9999 Fax 91 22 6778 9000, e-mail corporate.office@tcs.com, website www.tcs.com



Date: - March 23rd, 2022

Shweta Gautam Ingle

+91 8149428768

Dear Shweta,

We are delighted & excited to welcome you to BYJU'S as a Marketing Trainee. At BYJU'S, we believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of all the Marketing Campaigns and wish you the most enjoyable, learning packed and truly meaningful internship experience.

Date of Joining: *March 23rd, 2022*

(The date of joining is subject to change depending upon the current COVID regulations in given location)

Location: *Amravati*

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.

Congratulations!

Team BYJU'S

Think & Learn Private Limited, IBC Knowledge Park,
4/1, 2nd Floor, Tower D, Bannerghatta Main Road,
Bangalore - 560075, Karnataka
E-mail: info@byjus.com | Tel. No: +91 8006456800
CIN: U80903KA2011PC061427