



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.

Placement of outgoing students during the year 2023-2024



Offer: Computer Consultancy
Ref: TCSL/DT20234557534/Pune
Date: 13/03/2024

Mr. Arnav Rajesh Chandure
12, Lic Colony, Near Moti Nagar, Amravati, Maharashtra,
Prashant Nagar,
Amravati-444606,
Maharashtra.
Tel# -

Dear Arnav Rajesh Chandure,

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 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** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.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 and you meeting the TCS eligibility criteria.

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 **₹7,950/-** per month.

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TCSL/DT20234557534

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



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 ₹3,180/- 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 ₹0/- 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 ₹1,500/-. This payout is subject to review basis your own ongoing individual performance.



OTHER BENEFITS

1. Health Insurance Scheme

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

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

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

*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail.

2. Compensation Benefits under ESI Act/Employees' Compensation Act*:

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

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

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

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.

Loans

You will be eligible for loans, as per TCSL's loan policy.

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

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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.

Professional Memberships

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

RETIRALS

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 towards the Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

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 50% 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. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Program 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 program, 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.

3. Working Hours

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

4. Mobility

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

5. 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.

6. 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.

7. 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.

8. 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.

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

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

10. 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.



11. 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 mentioned in this offer letter.

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.

12. Terms and Conditions

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

13. 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.

14. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve 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 in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



15. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

16. 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.

17. 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.

18. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **19**. Submission of documents.

19. 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.

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



20. 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. 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.

21. 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.

22. 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.

23. 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.

24. Data Privacy Clause:

(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 & Academic Interface



[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	Arnav Rajesh Chandure
Designation	Graduate Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	362	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

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.

##Contribution towards Employees' State Insurance borne by TCS.

*** For HIS - Note that Rs.4,000 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.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Communication Allowance	0	0
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110



Annexure 2

<p>AHMEDABAD TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat, India</p>	<p>BHUBANESWAR TCS XP HR Lead Tata Consultancy Services, Kalinga Park Talent Development Block Barabati Building, IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.</p>
<p>BANGALORE TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066</p>	<p>CHENNAI XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India</p>
<p>DELHI XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A28, Sector 125, Noida, Uttar Pradesh, Pin- 201303,India</p>	<p>HYDERABAD XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India</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, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India</p>
<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.</p>	<p>NAGPUR TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India</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, Kariyavottam 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's premises or remotely 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 his remote location 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 that might exist at the remote location 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.

Date: July 8, 2024

Ref: LTIMindtree/HR/NE6/Campus/2024

Name: Radhika Borkar

College: Vidya Bharti Amravati

LETTER OF OFFER FOR ASSOCIATE TRAINEE

Dear Radhika Borkar,

Welcome to LTIMindtree(hereinafter referred as the "Company"). Congratulations on being selected as an **Associate Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer **Annexure 1**) and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 20,000 pm**.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS).Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as an Associate Trainee subject to you meeting the eligibility criteria as mentioned in **Annexure-1**.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer **Annexure-2**)
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Associate Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.ltimindtree.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled.

Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with LTIMindtree will be terminated without any notice or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:
 - Failing to meet the qualification criteria during the Training Program assessments
 - Unauthorized absence during the Training Program
 - Integrity and other disciplinary expectations
8. All Annexures appended herewith shall form an integral part of this letter.
9. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
10. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
11. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
12. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in '**Annexure-3**'.
13. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the LTIMindtree family and look forward to a long and fruitful association with you.

Yours faithfully,

For LTIMindtree Ltd.



Thiagu Dharmalingam
Senior Manager - Talent Acquisition

I have read the letter and accept the same.

Signature and Date

ANNEXURE-1

Eligibility Criteria for Arts & Science Hiring – 2024 Batch (CIS)	
Qualification	B.Sc / BCS & BCA (Full-Time)
Branches	Computer Science, Information Technology, Information Science, Maths, Physics, Chemistry, Statistics, Electronics & Computer Application
Academic Gap	No academic gap allowed during the course duration. (SSC/HSC/Diploma/UG/PG)
Course must complete in	3 years
SSC, Diploma, HSC/ Graduation Percentage/CGPA	<ul style="list-style-type: none"> • Consistent academic records of 50% or Equivalent CGPA in 10th, 12th, Diploma (as applicable) & UG (aggregate of all semesters & subjects) • Appropriate CGPA to percentage conversion to be considered as per the respective university norms. • SSC/Diploma/HSC should have cleared in <u>FIRST ATTEMPT</u>. The scores of the Main/improvement exam will be considered as final. • For candidates who have pursued both HSC and Diploma, marks scored in the Diploma course will be considered. • Initial results (% scores) declared would be considered for students awaiting re-evaluation results. • Candidates to have all prior education/graduation certificates • At the time of joining all recruits should have 50% aggregate in the current pursuing degree (All subjects taken into consideration)
Backlogs/Arrears/ ATKT (Allowed To Keep Term) In UG/PG Graduation	No active backlogs allowed at the time of recruitment & joining.
Year of Passing	2024 Pass Outs
Nationality	Indian Citizens
Pre-Employment Verification	Not convicted for any criminal offence

Self-Declaration:

1. I hereby declare that I meet ALL the eligibility criteria as mentioned above.
2. I am aware that I will be subjected to disciplinary actions as per the company norms if any of the information given at the time of selection process is found to be false/ misrepresentation of the information.
3. I confirm that I have not appeared for any LTIMindtree interview process anywhere in the past 6 months. (If found so, LTIMindtree may take immediate action and cancel the candidature at any stage)

I agree as a future IT professional, it is essential for me to be flexible to learn various emerging technologies & domains, work in different time schedule/hours based on business needs, open to be deployed in work locations across LTIMindtree facilities throughout my employment with LTIMindtree.

Name: _____

Signature: _____

Mobile No: _____

College Name: _____

Date: _____ (DD/MM/YYYY)

ANNEXURE-2

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the Associate Trainee Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

Attested copies of the following are required:

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

ANNEXURE-3

Name : Radhika Borkar Date : July 8, 2024

Salary Grade : P1

Components	INR. (p.a.)	INR. (p.m.)
Basic		15,000
Bouquet of Benefits		3,803
Bonus		4,200
Base Salary (p.a.)	276,036	23,003
Annual Incentive	0	
Total Variable (p.a.)	0	
TTC(p.a.)	276,036	
PF	21,600	1,800
Gratuity	8,664	722
Mediclaime Premium(p.a)	12,929	
Retirals & Other Benefits(p.a)	43,193	
Cost to Company (CTC)	319,229	

Medical Insurance Premium:

The Group Mediclaime Policy of Company covers Employee, Spouse & up-to 3 dependent children (below 25 yrs of age). Coverage limits are as per company policy.

You would also be eligible to be covered under the Voluntary Group Term Life and Group Accident Insurance policy as per the company policy.

Notes:

- 1)Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2)Bouquet of Benefits* /Flexi Pay consists of Flexi-components which may include HRA,Conveyance,LTA,MealAllowance and Adhoc allowance.
- 3) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 4)The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 5) Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
- 6)Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

Date: July 7, 2024

Ref: LTIMindtree/HR/NE6/Campus/2024

Name: Parth Asarkar

College: Vidya Bharti Amravati

LETTER OF OFFER FOR ASSOCIATE TRAINEE

Dear Parth Asarkar,

Welcome to LTIMindtree(hereinafter referred as the "Company"). Congratulations on being selected as an **Associate Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer **Annexure 1**) and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 20,000 pm**.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS).Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as an Associate Trainee subject to you meeting the eligibility criteria as mentioned in **Annexure-1**.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer **Annexure-2**)
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Associate Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.ltimindtree.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled.

Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with LTIMindtree will be terminated without any notice or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:
 - Failing to meet the qualification criteria during the Training Program assessments
 - Unauthorized absence during the Training Program
 - Integrity and other disciplinary expectations
8. All Annexures appended herewith shall form an integral part of this letter.
9. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
10. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
11. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
12. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in '**Annexure-3**'.
13. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the LTIMindtree family and look forward to a long and fruitful association with you.

Yours faithfully,

For LTIMindtree Ltd.



Thiagu Dharmalingam
Senior Manager - Talent Acquisition

I have read the letter and accept the same.

Signature and Date

ANNEXURE-1

Eligibility Criteria for Arts & Science Hiring – 2024 Batch (CIS)	
Qualification	B.Sc / BCS & BCA (Full-Time)
Branches	Computer Science, Information Technology, Information Science, Maths, Physics, Chemistry, Statistics, Electronics & Computer Application
Academic Gap	No academic gap allowed during the course duration. (SSC/HSC/Diploma/UG/PG)
Course must complete in	3 years
SSC, Diploma, HSC/ Graduation Percentage/CGPA	<ul style="list-style-type: none"> • Consistent academic records of 50% or Equivalent CGPA in 10th, 12th, Diploma (as applicable) & UG (aggregate of all semesters & subjects) • Appropriate CGPA to percentage conversion to be considered as per the respective university norms. • SSC/Diploma/HSC should have cleared in <u>FIRST ATTEMPT</u>. The scores of the Main/improvement exam will be considered as final. • For candidates who have pursued both HSC and Diploma, marks scored in the Diploma course will be considered. • Initial results (% scores) declared would be considered for students awaiting re-evaluation results. • Candidates to have all prior education/graduation certificates • At the time of joining all recruits should have 50% aggregate in the current pursuing degree (All subjects taken into consideration)
Backlogs/Arrears/ ATKT (Allowed To Keep Term) In UG/PG Graduation	No active backlogs allowed at the time of recruitment & joining.
Year of Passing	2024 Pass Outs
Nationality	Indian Citizens
Pre-Employment Verification	Not convicted for any criminal offence

Self-Declaration:

1. I hereby declare that I meet ALL the eligibility criteria as mentioned above.
2. I am aware that I will be subjected to disciplinary actions as per the company norms if any of the information given at the time of selection process is found to be false/ misrepresentation of the information.
3. I confirm that I have not appeared for any LTIMindtree interview process anywhere in the past 6 months. (If found so, LTIMindtree may take immediate action and cancel the candidature at any stage)

I agree as a future IT professional, it is essential for me to be flexible to learn various emerging technologies & domains, work in different time schedule/hours based on business needs, open to be deployed in work locations across LTIMindtree facilities throughout my employment with LTIMindtree.

Name: _____

Signature: _____

Mobile No: _____

College Name: _____

Date: _____ (DD/MM/YYYY)

ANNEXURE-2

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the Associate Trainee Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

Attested copies of the following are required:

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

ANNEXURE-3

Name : Parth Asarkar Date : July 7, 2024

Salary Grade : P1

Components	INR. (p.a.)	INR. (p.m.)
Basic		15,000
Bouquet of Benefits		3,803
Bonus		4,200
Base Salary (p.a.)	276,036	23,003
Annual Incentive	0	
Total Variable (p.a.)	0	
TTC(p.a.)	276,036	
PF	21,600	1,800
Gratuity	8,664	722
Mediclaime Premium(p.a)	12,929	
Retirals & Other Benefits(p.a)	43,193	
Cost to Company (CTC)	319,229	

Medical Insurance Premium:

The Group Mediclaim Policy of Company covers Employee, Spouse & up-to 3 dependent children (below 25 yrs of age). Coverage limits are as per company policy.

You would also be eligible to be covered under the Voluntary Group Term Life and Group Accident Insurance policy as per the company policy.

Notes:

- 1)Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2)Bouquet of Benefits* /Flexi Pay consists of Flexi-components which may include HRA,Conveyance,LTA,MealAllowance and Adhoc allowance.
- 3) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 4)The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 5) Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
- 6)Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

Date: July 7, 2024

Ref: LTIMindtree/HR/NE6/Campus/2024

Name: Pratik Dahake

College: Vidya Bharti Amravati

LETTER OF OFFER FOR ASSOCIATE TRAINEE

Dear Pratik Dahake,

Welcome to LTIMindtree(hereinafter referred as the "Company"). Congratulations on being selected as an **Associate Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer **Annexure 1**) and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 20,000 pm**.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS).Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as an Associate Trainee subject to you meeting the eligibility criteria as mentioned in **Annexure-1**.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer **Annexure-2**)
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Associate Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.ltimindtree.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled.

Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with LTIMindtree will be terminated without any notice or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:
 - Failing to meet the qualification criteria during the Training Program assessments
 - Unauthorized absence during the Training Program
 - Integrity and other disciplinary expectations
8. All Annexures appended herewith shall form an integral part of this letter.
9. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
10. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
11. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
12. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in '**Annexure-3**'.
13. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the LTIMindtree family and look forward to a long and fruitful association with you.

Yours faithfully,

For LTIMindtree Ltd.



Thiagu Dharmalingam
Senior Manager - Talent Acquisition

I have read the letter and accept the same.

Signature and Date

ANNEXURE-1

Eligibility Criteria for Arts & Science Hiring – 2024 Batch (CIS)	
Qualification	B.Sc / BCS & BCA (Full-Time)
Branches	Computer Science, Information Technology, Information Science, Maths, Physics, Chemistry, Statistics, Electronics & Computer Application
Academic Gap	No academic gap allowed during the course duration. (SSC/HSC/Diploma/UG/PG)
Course must complete in	3 years
SSC, Diploma, HSC/ Graduation Percentage/CGPA	<ul style="list-style-type: none"> • Consistent academic records of 50% or Equivalent CGPA in 10th, 12th, Diploma (as applicable) & UG (aggregate of all semesters & subjects) • Appropriate CGPA to percentage conversion to be considered as per the respective university norms. • SSC/Diploma/HSC should have cleared in <u>FIRST ATTEMPT</u>. The scores of the Main/improvement exam will be considered as final. • For candidates who have pursued both HSC and Diploma, marks scored in the Diploma course will be considered. • Initial results (% scores) declared would be considered for students awaiting re-evaluation results. • Candidates to have all prior education/graduation certificates • At the time of joining all recruits should have 50% aggregate in the current pursuing degree (All subjects taken into consideration)
Backlogs/Arrears/ ATKT (Allowed To Keep Term) In UG/PG Graduation	No active backlogs allowed at the time of recruitment & joining.
Year of Passing	2024 Pass Outs
Nationality	Indian Citizens
Pre-Employment Verification	Not convicted for any criminal offence

Self-Declaration:

1. I hereby declare that I meet ALL the eligibility criteria as mentioned above.
2. I am aware that I will be subjected to disciplinary actions as per the company norms if any of the information given at the time of selection process is found to be false/ misrepresentation of the information.
3. I confirm that I have not appeared for any LTIMindtree interview process anywhere in the past 6 months. (If found so, LTIMindtree may take immediate action and cancel the candidature at any stage)

I agree as a future IT professional, it is essential for me to be flexible to learn various emerging technologies & domains, work in different time schedule/hours based on business needs, open to be deployed in work locations across LTIMindtree facilities throughout my employment with LTIMindtree.

Name: _____

Signature: _____

Mobile No: _____

College Name: _____

Date: _____ (DD/MM/YYYY)

ANNEXURE-2

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the Associate Trainee Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

Attested copies of the following are required:

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

ANNEXURE-3

Name : Pratik Dahake Date : July 7, 2024

Salary Grade : P1

Components	INR. (p.a.)	INR. (p.m.)
Basic		15,000
Bouquet of Benefits		3,803
Bonus		4,200
Base Salary (p.a.)	276,036	23,003
Annual Incentive	0	
Total Variable (p.a.)	0	
TTC(p.a.)	276,036	
PF	21,600	1,800
Gratuity	8,664	722
Mediclaime Premium(p.a)	12,929	
Retirals & Other Benefits(p.a)	43,193	
Cost to Company (CTC)	319,229	

Medical Insurance Premium:

The Group Mediclaime Policy of Company covers Employee, Spouse & up-to 3 dependent children (below 25 yrs of age). Coverage limits are as per company policy.

You would also be eligible to be covered under the Voluntary Group Term Life and Group Accident Insurance policy as per the company policy.

Notes:

- 1)Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2)Bouquet of Benefits* /Flexi Pay consists of Flexi-components which may include HRA,Conveyance,LTA,MealAllowance and Adhoc allowance.
- 3) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 4)The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
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- 6)Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.



महाराष्ट्र शासन
वन विभाग

प्रधान मुख्य वनसंरक्षक (वन बल प्रमुख), महाराष्ट्र राज्य यांचे कार्यालय

वनभवन, राधाचिरी रोड, पोलीस ठाणे, मिडिल साईन्स, नागपूर ४४०००१

दूरध्वनी क्रमांक २५५४७८४ फॅक्सक्रमांक ०७१२-२५५०६७५

E-mail: apcc@mahadma@gmail.com आय एम ओ १००२-२०१५ जगा प्रकाशित

आदेश

विषय: "लेखापाल" या पदावर नियुक्ती व पदस्थापना करणेबाबत

क्रमांक:- कक्ष-१३/आस्था/गुले-२/प्र.क्र.३२ (लेखापाल भरती २२-२३)/ १९६७
नागपूर-४४०००९, दिनांक : २२/०६/२०२४ १२०२३-२४

- संदर्भ: १) वनविभागातील लेखापाल (गट-क) सरळसेवा भरती प्रक्रीया जाहीरात दि. ०८/०६/२०२३
- २) वनसंरक्षक प्रा नागपूर वनव.त नागपूर याचेकडील पत्र क्र कक्ष-१/आस्था- अ/ पदभरती/प्र.क्र.१७२ (२२-२३)/२०२३-२४/१४६६ दि. १७/०९/२०२४.

प्रधान मुख्य वनसंरक्षक (वन बल प्रमुख) म. रा. नागपूर यांचे कार्यालयाकरीता "लेखापाल" (गट-क) सरळसेवा या संवर्गातील भरती प्रक्रीया सन २०२३ नुसार प्रादेशिक निवड समिती, नागपूर वनव.त नागपूर यांनी त्याचेकडील पत्र संदर्भ २ नुसार उमेदवारांची निवड केलेली आहे. त्यानुसार खालील उमेदवारांना "लेखापाल" (गट-क) या पदावर त्यांचे नावासमोर दर्शविलेल्या प्रवर्गात वेतनश्रेणी एस-१० रु. २९,२००/- ते ९२,३००/- या वेतनश्रेणीत पूर्णतः अस्थाई स्वरूपात तात्पुरती नेमणुक खालील अटीचे अधिन राहून करण्यात येत आहे.

अ.क्र.	निवड केलेल्या उमेदवाराचे नाव	पत्रव्यवहाराचा पत्ता	निवड प्रवर्ग	पदस्थापनेचे ठिकाण
१	श्री. निलेश संजयराव भुरे	पैकाजी नगर, ग्रामपंचायत मागे, वार्ड न. ५ बोरगाव मेघे, वर्धा-४४२००९	अराखीव/ सर्वसाधारण	लेखापाल, कक्ष-१ (सी) अर्थसंकल्प कक्ष येथील रिक्त पदावर
२	श्री. निखील विलास उपाध्ये	शिरपुर रोड, ग्रामपंचायत मागे, वार्ड नं. २, वाघघरा, ता. वणी, जि. यवतमाळ - ४४५३०४	अराखीव/ सर्वसाधारण	लेखापाल, कक्ष-१७ नोडल कक्ष येथील रिक्त पदावर
३	श्री. देवानंद जयंतराव काळे	जगदंबा नगरी, माहूर रोड, पुसद, ता. पुसद, जि. यवतमाळ ४४५२९६	अराखीव/ सर्वसाधारण	लेखापाल, कक्ष-६ अर्थसंकल्प कक्ष येथील रिक्त पदावर
४	श्री. प्रशांत अरुणराव अडाऊ	रा.खि राला पोस्ट, निमखेड बाजार, ता. अंजनगावसुजी, जि- अमरावती- ४४४७०५	इतर मागास प्रवर्ग/ सर्वसाधारण	लेखापाल, कक्ष-१० आस्थापना कक्ष येथील रिक्त पदावर
५	श्री. नागेश भास्कर भोसले	मु. पो. - गोणार, ता. - कंधार, जि. - नांदेड- ४३९७९४	ई डब्लू एस/ सर्वसाधारण	लेखापाल, कक्ष-३० संधारण कक्ष येथील रिक्त पदावर
६	श्री. अक्षय भास्कर उके	प्लॉट न. ६५, व्दारकापुरी, गल्ली न. २, रामेश्वरी रोड, नागपूर-४४००२७	अनु जाती/ सर्वसाधारण	लेखापाल, कक्ष- १५ सांखिकी कक्ष येथील रिक्त पदावर
७	श्रीमती अश्वीनी सजय आडे	C/O श्री. माधुकर हेमणे, प्लॉट न. ५, आय. टी. आय. रोड, सर्वश्री नगर, दिघोरी, नागपूर -४४००३४	अराखीव/ महिला	लेखापाल, कक्ष-१ (पी) अर्थसंकल्प कक्ष येथील रिक्त पदावर



KPMG Assurance and Consulting Services LLP
2nd Floor, Block T2 (B Wing)
Lodha Excelus, Apollo Mills Compound,
N M Joshi Marg, Mahalaxmi,
Mumbai 400011 India
Telephone: +91 (22) 3989 6000
Fax: +91 (22) 3090 1510

21 February 2024

Darshan Janraoji Rewatkar
At Post-Jalalkheda Tah -Narkhed Dist-Nagpur,, Ward No-1, Nagpur, India,, Maharashtra

Dear Darshan,

On behalf of **KPMG Assurance and Consulting Services LLP** (the 'Firm'), I am pleased to offer you the position of **Analyst in Advisory** with the Firm. You will be part of the **Advisory - Forensic-PEBC** team

You shall be based at our office **Pune** and can be transferred to any other office of the Firm at any other place or city in India or outside India, or to any affiliate or associate entity of the Firm, as may be decided by the Firm from time to time.

Your employment shall commence with effect from your actual date of joining.

In the event you fail to join latest by **29 February 2024**, this employment agreement ('Agreement') shall stand terminated.

You shall be on probation for a period of six (6) months (the 'Probation Period') from the actual date of your joining. During the Probation Period, your Compensation and Other Entitlements, if any, shall be in accordance with the Firm's Personnel Policy, as applicable for the time being in force ('Firm Policy'). At the end of the Probation Period, the Firm may confirm your services, subject to your performance meeting the requisite standard, by issuing a confirmation letter (the 'Confirmation Letter'). Until such Confirmation Letter is issued, you shall continue to be on probation.

Date: August 15, 2024

Ref: LTIMindtree/HR/NE6/Campus/2024

Name: Karan

College: Vidya Bharti Amravati

LETTER OF OFFER FOR ASSOCIATE TRAINEE

Dear Karan,

Welcome to LTIMindtree(hereinafter referred as the "Company"). Congratulations on being selected as an **Associate Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer **Annexure 1**) and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 20,000 pm**.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS).Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as an Associate Trainee subject to you meeting the eligibility criteria as mentioned in **Annexure-1**.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer **Annexure-2**)
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Associate Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.ltimindtree.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled.
Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

ANNEXURE-3

Name : Karan Date : August 15, 2024

Salary Grade : P1

Components	INR. (p.a.)	INR. (p.m.)
Basic		15,000
Bouquet of Benefits		3,803
Bonus		4,200
Base Salary (p.a.)	276,036	23,003
Annual Incentive	0	
Total Variable (p.a.)	0	
TTC(p.a.)	276,036	
PF	21,600	1,800
Gratuity	8,664	722
Mediclaime Premium(p.a)	12,929	
Retirals & Other Benefits(p.a)	43,193	
Cost to Company (CTC)	319,229	

Medical Insurance Premium:

The Group Mediclaime Policy of Company covers Employee, Spouse & up-to 3 dependent children (below 25 yrs of age). Coverage limits are as per company policy.

You would also be eligible to be covered under the Voluntary Group Term Life and Group Accident Insurance policy as per the company policy.

Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) Bouquet of Benefits* /Flexi Pay consists of Flexi-components which may include HRA, Conveyance, LTA, Meal Allowance and Adhoc allowance.
- 3) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 4) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 5) Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
- 6) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.



Ref: TCSL/DT20234299154/2146706/Pune
Date: 27 November 2024

MS. RIDDHI SAHEBRAO RAJAS
34 A Amba Colony null,
Ravi Nagar, Amravati,
Maharashtra-444607.

Sub: Joining Letter

Dear Ms. Riddhi Sahebrao Rajas,

Welcome to TATA Consultancy Services Limited (TCSL). We are glad that you have accepted our offer and look forward to you being a part of our family.

We are pleased to inform you that your Initial Learning Program (ILP) at TCSL will commence on **30th December 2024** at **Chennai** . You are requested to report at the address detailed below on **30th December 2024** at **08:00 AM** .

M/s. Tata Consultancy Services Ltd TCSL "Chennai One" - SEZ Unit, (IGGGL- SEZ)
200 Ft. Thoraipakkam - Pallavaram Ring Road, Thoraipakkam,,
Chennai - 600 096, Tamil Nadu, India,
Chennai, Tamil Nadu-600096.
(Route map of the ILP Centre can be viewed on TCS NextStep>>ILP Corner>>ILP Centres)

Contact Person: Ms. Asiya Ashraf
Phone: 9104466168888
Email Id: asiya.ashraf@tcs.com
(Contact Hours: Monday - Friday, 9 AM to 6 PM)

You will continue to receive further communication through the pre-employment orientation (PEO) platform. Your exact time of reporting will be published through announcements on PEO.

Please download the Joining Letter Annexure (TCS NextStep>>ILP Corner>> Joining Letter) detailing the formalities to be complied with prior to the commencement of your learning.



आईडीबी बैंक लिमिटेड,
भंडीपूर बिल्डिंग, आईडीबी टॉवर,
एनएच 48, अमरावती,
महाराष्ट्र - 430 005.
दूरभाष: (+91 22) 4665 3355, 2218 9111.
फैक्स: (+91 22) 2218 0411.
वेबसाइट: www.idbibank.in

IDBI Bank Ltd.
Regd. Office: IDBI Tower,
WTC Complex, Cuffe Parade,
Mumbai - 400 005.
Tel: (+91 22) 4665 3355, 2218 9111.
Fax: (+91 22) 2218 0411.
Website: www.idbibank.in

July 27, 2023

एचआरडी सं. 1715/ रेक.एक्जीक्यूटिव 2023-24/NAGR850
HRD No. 1715 /Rec.Executive 2023-24/NAGR850

Shri Abhay Balwantsing Mahale
Anant Vihar Colony, Shegaon Rahatgaon Road
, Amravati
Maharashtra, PIN- 444604
Registration No- NAGR850
Applicant ID- 331547

महोदया/प्रिय महोदय
Madam/Dear Sir,

एक्जीक्यूटिव की भर्ती
Recruitment of Executive (On Contract) - 2023-24

With reference to the Online Test held for the captioned post, the Bank is pleased to offer you the post of **Executive**, on purely contractual basis, for an initial period of **one year** from the date of joining in the Bank. Detailed terms and conditions governing your appointment are given in **Annexure-I**, which forms an integral part of this letter.

This offer is subject to the following Terms and Conditions and you meeting the eligibility criteria as stipulated in the detailed advertisement no.03 /2023-24 hosted on the Bank's website.

2. कृपया आप "एक्जीक्यूटिव की भर्ती - 2023-24 आवेदक सं. (331547) विषय लिखकर rec.executive@idbi.co.in पत्र के सभी शर्तों एवं निबंधनों के बारे में अपनी पूर्ण और बिना शर्त स्वीकृति सूचित करें. कृपया नोट करें कि उपर्युक्त प्रस्ताव पत्र की स्वीकृति की सूचना यथासंभव शीघ्र, किंतु किसी भी स्थिति में दिनांक **July 30, 2023** को 18.00 बजे तक भेजी जाए. ऐसा न होने पर उपर्युक्त प्रस्ताव स्वतः ही समाप्त हो जाएगा. यह स्पष्ट किया जाता है कि स्वीकृति की जानकारी देने / सूचित करने के लिए और अधिक समय प्रदान करने के किसी अनुरोध को बैंक द्वारा स्वीकार नहीं किया जाएगा और बैंक आपके साथ किसी भी प्रकार का कोई पत्राचार नहीं करेगा.

Please convey your absolute and unconditional acceptance of all the terms and conditions of this offer letter through e-mail to rec.executive@idbi.co.in, mentioning subject as "**Recruitment of Executive 2023-24 Applicant No. (331547)**". Please note that the communication of the acceptance of the offer letter must be sent on or before **July 30, 2023 latest by 18:00 hours**, failing which, the aforesaid offer shall lapse automatically. It is clarified that, no request for grant of further time for conveying/communicating the

acceptance to the Bank shall be considered and the Bank shall not enter into any correspondence whatsoever with you.

3. **कार्यग्रहण और कार्यग्रहण औपचारिकताओं आदि के लिए रिपोर्ट करना**

आपको August 02, 2023 को अपने कार्यग्रहण औपचारिकताओं और दस्तावेजों के सत्यापन को पूरा करने के लिए हमारे IDBI Bank Ltd - Zonal Office, Address- IDBI Bank Ltd. Zonal Office,,IDBI House, Dynaneshwar Paduka Chowk,Fergusson College Road,Pune,Maharashtra-411004 में रिपोर्ट करना होगा. तत्पश्चात आपको 3 दिन की इंडक्शन ट्रेनिंग (अगस्त 03 से अगस्त 05) दी जाएगी। इंडक्शनट्रेनिंग वेनु का पता Zonal Office के अधिकारी देंगे | तत्पश्चात आपको निम्नलिखित बैंक के प्रधान कार्यालय / शाखा कार्यालय – **IDBI Bank Ltd, Mhaswad,Satara, Address- Main Road,, Mhaswad, Tal Man, Satara, Maharashtra, 415509 (Org- RB Branch Banking , Vertical-Retail Banking, SOL ID- 484 , Position- Teller Service Executive.RBG.)** में तैनात किया जाएगा. इंडक्शन ट्रेनिंग पूरी होने के बाद आपको तैनाती वाली जगह पर अविलंब रिपोर्ट करना है। कृपया नोट करें कि आपको बैंक के निर्णय के अनुसार इसके किसी भी कार्यालय में पदापित किया जा सकता है और इसके किसी भी विभाग/ वर्टिकल में या इसकी किसी सहायक /सहयोगी संस्थाओं की कारोबारी इकाइयों में कार्य काम करना होगा. साथ ही आपको समय-समय पर बैंक के लागू नियमों के अनुसार भारत/ विदेश में किसी भी स्थान पर स्थानांतरित किया जा सकता है.

Reporting for Joining and completion of joining formalities, etc.

You have to report on **August 02, 2023** at **IDBI Bank Ltd, Zonal Office, Address – IDBI Bank Ltd. Zonal Office,,IDBI House, Dynaneshwar Paduka Chowk,Fergusson College Road,Pune,Maharashtra-411004** for completion of your joining formalities and verification of documents. You shall undergo an Induction Training program for 3 days (**From August 03 to August 05**). The address of the Training center would be shared by the Bank official present at the Zonal Office. On completion of the Induction training, you will be posted at **IDBI Bank Ltd, Mhaswad,Satara, Address - Main Road,, Mhaswad, Tal Man, Satara, Maharashtra, 415509 (Org- RB Branch Banking , Vertical-Retail Banking, SOL ID-484, Proposed Position -Teller Service Executive.RBG.)**. On completion of the training, you shall report to the posting location immediately without any gap. Please note that the Bank reserves the right to post you in any of the offices of the Bank and to work in any of its departments/verticals or offices/business units of its subsidiaries/associate institutions, as the Bank may decide. You will also be liable for transfer to any place in India/abroad, as the Bank may decide, in terms of the applicable rules of the Bank, prevailing from time to time.

4. आपको **अनुबंध- III** में किए गए उल्लेख के अनुसार सभी दस्तावेज़ (मूल तथा अनुप्रमाणित ज़िरोक्स प्रतियाँ) अपने साथ लाने होंगे. कृपया नोट करें कि पैन कार्ड, पासपोर्ट, मतदाता पहचान पत्र, ड्राइविंग लाइसेन्स, आधार कार्ड आदि के रूप में एक फोटो पहचान पत्र अपने साथ लाना है.

You have to carry all the documents (Original as well as attested Xerox copies) as mentioned at **Annexure - III**. Please note you have to carry a photo identity such as PAN Card, Passport, Voters ID Card, Driving License, Aadhaar card, etc.

आपको किसी ऐसे दूसरे संगठन में सेवा के लिए ऐसी अवधि और निबंधनों एवं शर्तों पर प्रतिनियुक्त किया जा सकता है जो बैंक द्वारा समय-समय पर निर्धारित की जाएं.

**ADP Private Limited**

ADP Boulevard, Survey NO. 88/AA and 88/E, Nanakramguda Village,
Serilingampally Mandal, Ranga Reddy District, Hyderabad, Telangana - 500008

Ph: +91 40 6757 0000

adp.com

04 August, 2023

Mr. Rushikesh Panchgam
#7,
Laxminarayan, Near Sagar Medical,
Amravati 444606.

Dear Rushikesh,

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: Process Associate

Grade: G1 L1

Start date: On or Before 07 August, 2023

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,

Satyanarayana Vinjamoori
(Vice President - HR)

Associate Signature: _____

**ADP Private Limited**ADP Boulevard, Survey NO. 88/AA and 88/E, Nanakramguda Village,
Serilingampally Mandal, Ranga Reddy District, Hyderabad, Telangana - 500008

Ph: +91 40 6757 0000

adp.com

Details of Compensation

Name : Rushikesh Panchgam
Position : Process Associate
Grade : G1 L1

A. Base Salary	Monthly (INR)*	Annual (INR)*
• Basic Salary	11,160	133,920
• House Rent Allowance	4,554	54,648
• Flexible Benefits**	2,232	26,784
B. Bonus (20% of Basic Salary Paid Monthly)	2,232	26,784
C. Standard Benefits		
• Provident Fund***	1,607	19,284
• Gratuity	537	6,444
Gross Compensation (A+B+C)	22,322	267,864

Variable Performance Incentive (VPI) [#] (will range from 0% to 175% based on performance)	0%	100%	175%
		0	32,144
Total CTC (Gross + VPI)^{##}	300,008		

* Indian Rupees

** Flexible Benefits include Leave Travel Allowance and Children Education Allowance

*** PF will be deducted as per the statutory norms

[#] These are indicative payouts at your grade and will vary based on your performance, performance of your business unit & ADP

^{##} Total CTC is computed at 100% VPI payout

Tax will be applicable as per Tax Slab & Tax Regulations

Associate Signature: _____

**ADP Private Limited**

ADP Boulevard, Survey NO. 88/AA and 88/E, Nanakramguda Village,
Serilingampally Mandal, Ranga Reddy District, Hyderabad, Telangana - 500008

Ph: +91 40 6757 0000

adp.com

Terms and Conditions**1. Working Hours**

The organization works 7 days a week, twenty-four hours a day. You will be expected to attend office and work during the hours assigned to you by your leaders which may include night shifts. You will be required to work 5 days a week and your weekly off may not necessarily be on Saturday and Sunday.

2. Confidentiality

You will be required to execute a confidentiality agreement at the time of joining, regarding your employment and the business matters of the organization.

3. Authenticity

Please note that this offer is subject to the authenticity of the information and documentation provided by you. In the event the information provided is proved to be false / untrue, the organization reserves the right to immediately terminate your services.

4. Documents

This Offer would stand cancelled if you fail to successfully complete your educational degree and do not meet the percentage criterion as specified during interviews

5. Permanent Account Number (PAN)

Permanent Account Number (PAN) is mandatory under Income Tax Act for processing salaries. In the absence of PAN, TDS would be deducted as per the applicable slab rate of Income Tax.

6. Statutory Benefits

Provident Fund: Provident Fund will be deducted from your salary as per EPF Act. The organization will also contribute a matching amount towards your Provident Fund. The PF related components of the compensation would be governed by the relevant statutory laws as may be applicable from time to time.

Gratuity: The Gratuity is paid to the associates as per the Gratuity Act, 1972 and would be governed by the relevant statutory laws as may be applicable from time to time.

7. Statutory Compliance

Income Tax and Profession Tax or any other payments will be deducted from your salary, as applicable as per statutory laws.

8. Flexible Benefits

The Flexible Benefit is a key component in your Gross Yearly Compensation. It allows you the flexibility to claim tax exemption benefit, as per Income Tax norms / rules in practice for the given financial year.

Associate Signature: _____

**ADP Private Limited**

ADP Boulevard, Survey NO. 88/AA and 88/E, Nanakramguda Village,
Serilingampally Mandal, Ranga Reddy District, Hyderabad, Telangana - 500008

Ph: +91 40 6757 0000

adp.com

9. Health Insurance

You and your dependents will be covered as per the existing Medclaim Insurance Policy provided by the organization.

10. Personal Accident Insurance

You will be covered as per the existing Group Personal Accident Insurance Plan provided by the organization.

11. Leave

You are eligible for Privilege Leaves and Casual Leaves as per the organization policy. You are also entitled to avail the Public Holidays as per the organization policy. Leave should be taken, as mutually agreed between you and the Reporting Manager.

For those members who joined the organization after January 1st, Leave entitlement for the period between your Start date and 31st of December will be allocated on a pro rata basis.

12. Variable Performance Incentive

You will be eligible for variable performance incentive based on your performance, performance of your business unit & ADP. This incentive will be paid as a one-time amount every year as per the organization's variable performance incentive payment cycle. In case the period of employment is less than one year at the time of bonus cycle, the amount will be computed on a pro-rata basis.

13. Maternity Benefit

Women associates would be eligible to avail maternity related benefits per prevailing statute and relevant organizational guidelines applicable from time to time.

14. Drug Test

You will be required to undergo a drug test with the organization on the day of induction. If tested positive for any of the banned & illegal drugs as per the organization policy, it would result in action leading up to termination.

15. Background Checks

In accordance with our policy, this offer is conditioned upon your successful completion of a background check. Because this is a conditional offer of employment, you should not give notice to your present employer, sell real estate, or incur any other expense associated with acceptance of employment until you receive confirmation that you have successfully satisfied the preconditions of employment. This process is generally completed within 3 weeks, however the process may take longer. Background checks may include, without limitation, criminal screening, educational and employment verification, and reference checks. This offer is subject to the authenticity of any information and documentation in connection with background screening provided by you or otherwise obtained by ADP before, during or after the offer is communicated to you. In the event any information provided by you or otherwise obtained by ADP for background screening is proven to be false, misleading, or otherwise unsatisfactory to ADP in its sole discretion, ADP reserves the right to immediately rescind this offer and/or terminate your employment, if applicable, at any time.

Associate Signature: _____

**ADP Private Limited**

ADP Boulevard, Survey NO. 88/AA and 88/E, Nanakramguda Village,
Serilingampally Mandal, Ranga Reddy District, Hyderabad, Telangana - 500008

Ph: +91 40 6757 0000

adp.com

16. Relocation Assistance

If you are joining from outside Pune, you may avail the organization-paid accommodation for two weeks. To avail the facility, you need to send an e-mail to adp_india_accommodation@ADP.com, confirming your requirement for such accommodation at least 15 days prior to the Start date.

You are eligible for relocation assistance towards travel, expenses towards movement of goods and household articles (including insurance), brokerage, per diem and miscellaneous expenses subject to a maximum amount up to INR 20,000 if you are relocating with your family (dependent parents/in-laws, spouse &kids). If you are relocating without your family, you can claim up to INR 10,000. The claims are subject to submission of original bills (wherever applicable).

In case you leave the organization, for any reason, within one year, you will be required to refund the relocation amount to the organization.

Associate Signature: _____

Offer Letter

Dear Komal Bobade,

Further to our discussion, we are pleased to offer you the position of **Data Analyst** at **Turnaround Global Services LLP**. on the following terms & Conditions:

- a) You will be required to sign a '**Contract of Employment**' with various Terms and Conditions of your employment with the company and other related agreements, **prior to joining the Company**.
- b) Compensation: You will be paid a salary of Rs 283200 /-per annum. (Amount in Words **Two lakhs eighty- three thousands and two hundred rupees only**) Salary is computed on a **Cost to Company** basis. Refer to Appendix I for a detailed Salary Break up.
- c) You will be eligible for the benefits of leave, provident fund, etc., as per the rules of the Company.

This Offer is valid until 22nd July 2024 or for a period extended solely at the discretion of the Management, which would be communicated to you in writing through e-mail to your personal e-mail.

Joining Date: 22nd July 2024

Shift Timing: 07:45 PM to 05:15 AM

Reporting Location: Office No. 204, 2nd Floor, Pride Icon Building, Kharadi -411014

Reporting Manager: Arshad Mulani

Reporting Time: 06:30 PM

If you do not join the Company within the dates specified above, then the offer shall stand cancelled.

LIST OF DOCUMENTS TO BE SUBMITTED AT THE TIME OF JOINING:

On the date of joining, it is **mandatory** for you to submit photocopies of the following documents. Please bring the original testimonials for verification purposes.

Mandatory Documents

1. Copy of bank account statement
2. Copy of Aadhar card
3. Copy of Pan Card
4. Cancelled cheque or copy of bank passbook
5. Passport Size Photo

Immediate Previous Employer:

1. Offer and Appointment Letters
2. Experience Certificate.
3. Bank Statements reflecting Salary / Form 16's
4. Salary Slips
5. Relieving and Experience Letter (Recent Employer)

Previous company

1. Relieving letters from **all previous employment** firm.

Educational Certificates

1. Photocopy of Highest Qualification degree /Diploma.

Photo Id (Any one)

1. Photocopy of Aadhar card/Voter ID

Address Proof (Any One)

1. Photocopy of passport / Driving License / Telephone/Electricity/ Mobile Bill

The certificates and the documents produced by you will be subject to verifications and in case of any discrepancies found during the scrutiny of the documents, the offer extended by the Company shall stand automatically withdrawn.

SHIFT TIMINGS:

Shifts are bound to change, based on the business requirements, please find the below-mentioned shift timings for your reference.

Sr. No.	Shift Name	Time in	Time Out
1	Morning Shift 1	6:30 AM	4:00 PM
2	Morning shift 2	8:00 AM	5:30 PM
3	Morning shift 3	9:00 AM	6:30 PM
4	Afternoon Shift 3	12:00 PM	9:30 PM
5	Night Shift 1	7:45 PM	5:15 AM
6	Night Shift 2	8:45 PM	6:15 AM
7	Night Shift 3	6:30 PM	4:00 AM
8	Night Shift 4	8:00 PM	5:30 AM
9	Night Shift 7	7:00 PM	4:30 AM
10	Night Shift 8	8:30 PM	6:00 AM

Note:

1. Personal Mobile Phones and Smart Watches are not allowed inside the office operations floor.
2. You will have to arrange your own transportation to and from office.
3. Shift timings will change based on the daylight-saving system.
4. Should be flexible to work in any Turnaround office facility.
5. Should be flexible to work on any of the above-mentioned shift timings based on the business needs.

INITIAL TEST and PROBATION & TERMS:

1. New Employees will be under 'Initial Test' for 15 days and Probation for 6 months, which shall continue unless confirmed in writing by your reporting manager.
2. The company has the right to terminate the services of the employee during the Test and Probation period based upon their performance & attendance with/without any notice or reason.
3. During Test and Probation, employees are not entitled to take any leaves except 3 emergencies leaves.
4. 3 days or more uninformed or late-informed leaves during probation may lead to strict managerial actions, even termination.
5. Any Employee who puts forth a resignation needs to serve a notice period of 2 months or a 2-month salary in lieu.
6. 3 no-call no-shows would be taken as your voluntary resignation from the services.

Request you to send us an email accepting the offer and date of joining.

We look forward to an enduring relationship with you.

Yours sincerely,

For Turnaround Global Services LLP.

Shalini Mhaiske

Head – Human Resource Development

* This is an electronically generated letter and no manual signatures are required.

APPENDIX I

Compensation Structure		
NAME	Komal Bobade	
DESIGNATION	Data Analyst	
DATE OF JOINING	22nd July 2024	
Components	INR Per month	INR Per annum
FIXED PAY (A)		
Basic Salary	10,900	130,800
House Rent Allowance	4,360	52,320
Transport Reimbursement	1,600	19,200
Other Allowance	4,940	59,280
Gross Salary	INR 21,800	INR 261,600
STATUTORY BENEFITS		
Employer's Contribution to PF	1,800	21,600
Employer's Contribution to ESIC	-	-
CTC (Cost To Company)	INR 23,600	INR 283,200
Net take home		20000

Notes:

Taxes are applicable and deducted as per the Indian Income Tax Act, 1961

OTHER BENEFITS:

Provident Fund - Effective September 1st, 2014 - The Provident Fund (PF) scheme has been amended to increase the threshold of the wages for being eligible for benefits under the Provident Fund scheme to INR 15,000/-. If your basic salary is above INR 15,000 PF contribution shall be at INR 1800 per month and if your basic salary is less than INR 15,000/- then PF shall be at 12% of your gross salary. Employer and Employee part of the contribution forms part of your salary structure and is payable as per the Employees Provident Fund Act, 1952.



Ref: TCSL/DT20234299154/2146706/Pune
Date: 27 November 2024

MS. RIDDHI SAHEBRAO RAJAS
34 A Amba Colony null,
Ravi Nagar, Amravati,
Maharashtra-444607.

Sub: Joining Letter

Dear Ms. Riddhi Sahebrao Rajas,

Welcome to TATA Consultancy Services Limited (TCSL). We are glad that you have accepted our offer and look forward to you being a part of our family.

We are pleased to inform you that your Initial Learning Program (ILP) at TCSL will commence on **30th December 2024** at **Chennai** . You are requested to report at the address detailed below on **30th December 2024** at **08:00 AM** .

M/s. Tata Consultancy Services Ltd TCSL "Chennai One" - SEZ Unit, (IGGGL- SEZ)
200 Ft. Thoraipakkam - Pallavaram Ring Road, Thoraipakkam,,
Chennai - 600 096, Tamil Nadu, India,
Chennai, Tamil Nadu-600096.
(Route map of the ILP Centre can be viewed on TCS NextStep>>ILP Corner>>ILP Centres)

Contact Person: Ms. Asiya Ashraf
Phone: 9104466168888
Email Id: asiya.ashraf@tcs.com
(Contact Hours: Monday - Friday, 9 AM to 6 PM)

You will continue to receive further communication through the pre-employment orientation (PEO) platform. Your exact time of reporting will be published through announcements on PEO.

Please download the Joining Letter Annexure (TCS NextStep>>ILP Corner>> Joining Letter) detailing the formalities to be complied with prior to the commencement of your learning.

जळगाव जनता सहकारी बँक लि., जळगाव
Jalgaon Janata Sahakari Bank Ltd., Jalgaon
(शेळपुल्ल बँक)



"SBI", 550/555, नवी देव, जळगाव, ४२१००१, महाराष्ट्र (भारत.) "Saver", 117/119, Navi-Puthi, Jalgaon-420001, M.S., India

☎ 022-222 2004 / 2001
☎ (0222) 2220011
🌐 www.jalgaonbank.co.in
📠 Jalgaon, Maharashtra

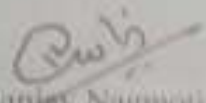
JJSB/HO/HRD/2593/2023-24

Date - 14/09/2023

- Appointment Order :-

This is in continuation to application for employment, by Smt. Nandini Dattatray Raut and subsequent interviews, Smt. Nandini Dattatray Raut is hereby appointed as a Banking Officer in the Bank on the terms and conditions stated in the Annexure attached hitherto. She will be presently posted at Accounts & General Banking Department of Head Office, Jalgaon of the Bank. She should report to the duties on or before Monday, 18/09/2023 otherwise this appointment Order shall automatically stands cancelled.




(Sanjay Nagmoti)
Chief Executive Officer (C)

To,
Smt. Nandini Dattatray Raut,
Behind Boys Hostel,
Gadge Nagar,
Amravati,
Amaravati.

Copy to : [i] HOD, H R Dept. [ii] HOD - Accounts & General Banking Department of Head Office, Jalgaon; [iii] Personal File, Smt. Nandini Dattatray Raut.



Fwd: Intent to Offer - Human Resource Intern | Saniya Khan TnP

7 Dec 2023, 10:45

 **hr@conscientioustech.in**

to me

Hello Sir,

Please find the attachment of Saniya Khan's offer letter below.

----- Original Message -----

Subject: Intent to Offer - Human Resource Intern | Saniya Khan

Date: 2023-11-02 15:30

From: hr@conscientioustech.in

To: saniyaskhan2001@gmail.com

Copy: poojadamani@gmail.com, Avyukt Kolte <avyukt.kolte@gmail.com>, Nikhil Hirudkar <nikhil.hirudkar@conscientioustech.in>

Dear Saniya Khan,

We are pleased to extend an offer of internship as a Human Resource Intern at Conscientious Technology Private Limited. We have carefully reviewed your qualifications and are impressed with your skills and passion for Human Resources. We believe that you will be a valuable addition to our team.

Position: Human Resource Intern

Duration: 6 Month

Department: CT- Talent

Supervisor: Disclosed Post Joining

Compensation: Rs. 6,000 Per Month

As a Human Resource Intern at Conscientious Technology Private Limited, you will be responsible for hiring manpower for the company. Your expertise in Human Resource Management will be crucial in delivering high-quality manpower to the organisation. You will collaborate with a talented team of developers and contribute to the success of our

projects by applying your problem-solving skills and attention to detail.

In addition to your skills, we value collaboration, creativity, and a commitment to continuous learning. We foster a supportive work environment where you will have the opportunity to grow both personally and professionally. We believe in recognizing and rewarding outstanding performance, and we provide ongoing training and development opportunities to help you excel in your role. Additional duties will be given to you as per requirement.

Please note that this Intent to Offer is contingent upon the successful completion of a background check and any other pre-employment requirements as deemed necessary. Additionally, as an employee of Conscientious Technology Private Limited, you will be required to adhere to all company policies and procedures.

We are excited to welcome you to Conscientious Technology Private Limited and look forward to working with you. Your skills and expertise will contribute significantly to our success as we continue to deliver exceptional software solutions to our clients.

Please accept My Congratulations on your appointment as a Human Resource Intern at Conscientious Technology Private Limited.

Yours sincerely,

Tanisha Wankhade
Human Resource Executive
Conscientious Technology Private Limited
Amravati, Maharashtra

19th October 2023
Bharti Keswani,
Amravati

Dear Bharti,

This has reference to your application for Trainee and the subsequent discussion, regarding your undertaking a project in the Bank.

Accordingly, we are pleased to offer you a project on the following terms and conditions: -

1. You will be required to sign a copy of this letter as an undertaking to maintain complete secrecy and confidentiality about any information related to the Bank and its customers, which you may come across during the duration of your project with the Bank.
2. Please note that this project is for a duration from 20th November 2023 to 18th May 2024 in AIB Mortgages Department of the bank.
3. During this period, you will be required to complete the project set out by the Bank with utmost integrity, honesty, devotion and diligence in all circumstances and at all times.
4. You must comply not just with the letter but also with the spirit of all relevant legal and regulatory requirements.
5. You shall maintain good conduct and discipline and show courtesy and attention to all persons in all transactions and negotiations.
6. During this period, you shall not undertake any other project elsewhere, either directly or indirectly and whether with or without remuneration and must act in a manner in which there is no conflict of interest between the Bank and its Clients/Vendors.

DCB Bank Limited

Corporate & Registered Office: 6th Floor, Tower A, Peninsula Business Park, Senapati Bapat Marg, Lower Parel, Mumbai - 400013

DCB Bank Limited

Amravati Branch: Ayur Mall, Datta Nagar Road, Parash Stop, Near Vidya San Ayurvedic College Campus, Dattur Nagar, Amravati - 444606, Maharashtra

Corporate & Registered Office: 6th Floor, Tower A, Peninsula Business Park, Senapati Bapat Marg, Lower Parel, Mumbai - 400013, Maharashtra

CIN: L99999MH1996PLC089008 Website: www.dcbank.com

7. On completion of the stipulated duration or termination of your project, you shall surrender all the information/documents/laptops/desktops/telephone and/or any other valuables provided by the Bank for the purposes of this project with the Bank.
8. This offer shall not give you any right to claim employment with the Bank or any benefits from the Bank, other than what is stipulated hereinabove. Please note that this offer is restricted to the project which you will be undertaking with the Bank and for the duration stipulated herein and shall not in any way confer upon you any rights as no employer-employee relationship shall exist between yourself and the Bank.
9. Notwithstanding anything contained herein, your project is liable to be terminated with immediate effect at the sole discretion of the Bank even before the expiry of the stipulated period, without assigning any reason thereof.
10. You will be paid a monthly stipend amount of Rs. 7,000/- (Seven Thousand Only).

You are required to sign on a copy of this letter as a token of your acceptance of the above-mentioned terms and conditions and send the same to the undersigned.

Yours sincerely,



Pradeep Pandey

Head Recruitment

I agree and accept

Bharti Keswani

DCB Bank Limited

Corporate & Registered Office: 6th Floor, Tower A, Peninsula Business Park, Senapati Bapat Marg, Lower Parel, Mumbai - 400013

CIN: L99999MH1995PLC089008 Tel: +91 22 66107000 Fax: +91 22 66107000 Website: www.dcbbank.com

Amravati Branch: Ayur Mall, Dastur Nagar Road, Farshi Stop, Near Vidharbh Ayurvedic College Campus, Dastur Nagar, Amravati - 444606, Maharashtra

Corporate & Registered Office: 6th Floor, Tower A, Peninsula Business Park, Senapati Bapat Marg, Lower Parel, Mumbai - 400013, Maharashtra

CIN: L99999MH1995PLC089008 Website: www.dcbbank.com

19th October 2023

Fardeen Khan,
Amravati

Dear Fardeen,

This has reference to your application for Trainee and the subsequent discussion, regarding your undertaking a project in the Bank.

Accordingly, we are pleased to offer you a project on the following terms and conditions: -

1. You will be required to sign a copy of this letter as an undertaking to maintain complete secrecy and confidentiality about any information related to the Bank and its customers, which you may come across during the duration of your project with the Bank.
2. Please note that this project is for a duration from 20th November 2023 to 18th May 2024 in AIB Mortgages Department of the bank.
3. During this period, you will be required to complete the project set out by the Bank with utmost integrity, honesty, devotion and diligence in all circumstances and at all times.
4. You must comply not just with the letter but also with the spirit of all relevant legal and regulatory requirements.
5. You shall maintain good conduct and discipline and show courtesy and attention to all persons in all transactions and negotiations.
6. During this period, you shall not undertake any other project elsewhere, either directly or indirectly and whether with or without remuneration and must act in a manner in which there is no conflict of interest between the Bank and its Clients/Vendors.

DCB Bank Limited

Corporate & Registered Office: 6th Floor, Tower A, Peninsula Business Park, Senapati Bapat Marg, Lower Parel, Mumbai -400013

CIN: L99999MH1995PLC089008 Tel: +91 22 65109500 Fax: +91 22 65559970 Website: www.dcbbank.com

Amravati Branch: Ayur Mall, Dastur Nagar Road, Farshi Stop, Near Vidharbh Ayurvedic College Campus, Dastur Nagar, Amravati - 444606, Maharashtra

Corporate & Registered Office: 6th Floor, Tower A, Peninsula Business Park, Senapati Bapat Marg, Lower Parel, Mumbai - 400013, Maharashtra

CIN: L99999MH1995PLC089008 Website: www.dcbbank.com

7. On completion of the stipulated duration or termination of your project, you shall surrender all the information/documents/laptops/desktops/telephone and/or any other valuables provided by the Bank for the purposes of this project with the Bank.
8. This offer shall not give you any right to claim employment with the Bank or any benefits from the Bank, other than what is stipulated hereinabove. Please note that this offer is restricted to the project which you will be undertaking with the Bank and for the duration stipulated herein and shall not in any way confer upon you any rights as no employer-employee relationship shall exist between yourself and the Bank.
9. Notwithstanding anything contained herein, your project is liable to be terminated with immediate effect at the sole discretion of the Bank even before the expiry of the stipulated period, without assigning any reason thereof.
10. You will be paid a monthly stipend amount of Rs. 7,000/- (Seven Thousand Only).

You are required to sign on a copy of this letter as a token of your acceptance of the above-mentioned terms and conditions and send the same to the undersigned.

Yours sincerely,



Pradeep Pandey

Head Recruitment

I agree and accept

Fardeen Khan

DCB Bank Limited

Corporate & Registered Office: 6th Floor, Tower A, Peninsula Business Park, Senapati Bapat Marg, Lower Parel, Mumbai - 400013

CIN: L99999MH1995PLC089008 Tel: +91 22 60000000 Website: www.dcbbank.com

Amravati Branch: Ayur Mall, Dastur Nagar Road, Farshi Stop, Near Vidharbh Ayurvedic College Campus, Dastur Nagar, Amravati - 444606, Maharashtra

Corporate & Registered Office: 6th Floor, Tower A, Peninsula Business Park, Senapati Bapat Marg, Lower Parel, Mumbai - 400013, Maharashtra

CIN: L99999MH1995PLC089008 Website: www.dcbbank.com

19th October 2023
Tushar Wankhade,
Akola

Dear Tushar,

This has reference to your application for Trainee and the subsequent discussion, regarding your undertaking a project in the Bank.

Accordingly, we are pleased to offer you a project on the following terms and conditions: -

1. You will be required to sign a copy of this letter as an undertaking to maintain complete secrecy and confidentiality about any information related to the Bank and its customers, which you may come across during the duration of your project with the Bank.
2. Please note that this project is for a duration from **20th November 2023 to 18th May 2024 in AIB Mortgages Department** of the bank.
3. During this period, you will be required to complete the project set out by the Bank with utmost integrity, honesty, devotion and diligence in all circumstances and at all times.
4. You must comply not just with the letter but also with the spirit of all relevant legal and regulatory requirements.
5. You shall maintain good conduct and discipline and show courtesy and attention to all persons in all transactions and negotiations.
6. During this period, you shall not undertake any other project elsewhere, either directly or indirectly and whether with or without remuneration and must act in a manner in which there is no conflict of interest between the Bank and its Clients/Vendors.

DCB Bank Limited

Corporate & Registered Office: 6th Floor, Tower A, Peninsula Business Park, Senapati Bapat Marg, Lower Parel, Mumbai - 400013

CIN: L99999MH1995PLC089008 Tel: +91 22 60101000 Fax: +91 22 60589970 Website: www.dcbbank.com

Amravati Branch: Ayur Mall, Dastur Nagar Road, Farshi Stop, Near Vidharbh Ayurvedic College Campus, Dastur Nagar, Amravati - 444606, Maharashtra

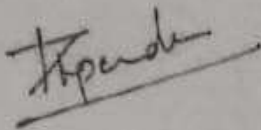
Corporate & Registered Office: 6th Floor, Tower A, Peninsula Business Park, Senapati Bapat Marg, Lower Parel, Mumbai - 400013, Maharashtra

CIN: L99999MH1995PLC089008 Website: www.dcbbank.com

7. On completion of the stipulated duration or termination of your project, you shall surrender all the information/documents/laptops/desktops/telephone and/or any other valuables provided by the Bank for the purposes of this project with the Bank.
8. This offer shall not give you any right to claim employment with the Bank or any benefits from the Bank, other than what is stipulated hereinabove. Please note that this offer is restricted to the project which you will be undertaking with the Bank and for the duration stipulated herein and shall not in any way confer upon you any rights as no employer-employee relationship shall exist between yourself and the Bank.
9. Notwithstanding anything contained herein, your project is liable to be terminated with immediate effect at the sole discretion of the Bank even before the expiry of the stipulated period, without assigning any reason thereof.
10. You will be paid a monthly stipend amount of Rs. 7,000/- (Seven Thousand Only).

You are required to sign on a copy of this letter as a token of your acceptance of the above-mentioned terms and conditions and send the same to the undersigned.

Yours sincerely,



Pradeep Pandey

Head Recruitment

I agree and accept

Tushar Wankhade

DCB Bank Limited

Corporate & Registered Office: 6th Floor, Tower A, Peninsula Business Park, Senapati Bapat Marg, Lower Parel, Mumbai - 400013

CIN: L99999MH1995PLC089008 Tel: +91 22 60187000 Fax: +91 22 86589970 Website: www.dcbbank.com
Amravati Branch: Ayur Mall, Dastur Nagar Road, Farshi Stop, Near Vidharbh Ayurvedic College Campus, Dastur Nagar, Amravati - 444606, Maharashtra
Corporate & Registered Office: 6th Floor, Tower A, Peninsula Business Park, Senapati Bapat Marg, Lower Parel, Mumbai - 400013, Maharashtra
CIN: L99999MH1995PLC089008 Website: www.dcbbank.com

CN112327468

Model Contract of Apprenticeship Training for Major/Minor* Apprentices

1. Name and Registered Address of Establishment : Teamlease Services Limited (E10192900009)

with Telephone no. & E-mail address

: 6th Floor, BMTC Commercial Complex,,
BangaloreBengaluru Urban, Karnataka

: 080-68243000

: sruvidhya.m@teamlease.com



2. (a) Name of Apprentice (Block Letters) : NIRAJ GHANSHYAM DEOTE (A112327323)

(b) Father's/Mother's /Spouse's Name : Ghanshyam

3. Address of apprentice : jagadanba Nagar Shegaon Buldhana Maharas

: htra - 444203, Buldhana

: Amravati, Maharashtra

4. Gender : Male

5. Date of Birth : 11-04-2001

6. (a) Whether belongs to SC/ST/OBC/PwD/ Minority : No

(b) Name of the Category : General

7. Educational Qualification (Highest) : Graduate - BBA

8. (a) Category of Apprenticeship : Optional

(b) Name of the trade for which Apprentice is training : Credit Processing Officer4.0

9. Apprenticeship Training duration (Total) : 360 Days

(a) Duration of Basic Training : 4 Weeks

(b) Period of On-the-Job Training : From 07-11-2023 to 31-10-2024

10. Apprenticeship Training Location : Pune

(a) Name and address of facility where Basic Training is to be provided : N/A

(b) Name and address of the facility where On-the-Job Training is to be provided : Teamlease Services Limited

Pune

Pune

Maharashtra

11. (a) Date of execution of contract : 17-11-2023

(b) Age of Apprentice on the date of execution of contract : 22 years, 6 months and 29 days

12. Is the establishment opting for benefits under NAPS*? : Yes

*If yes, Annexure 2 to this contract will also be applicable.

***For DBT cases- Partial stipend support by the Government of India under NAPS will be limited to 25% of the stipend paid, upto a maximum of Rs. 1500 per month per apprentice during the apprenticeship training period.**

For Non-DBT cases- Full stipend will be paid by the employer

13. Monthly stipend amount

Year of training	Total stipend amount (in Rs.)	Break up of total stipend amount (in Rs.)	
		Employer's share out of col. 2	Government of India's share out of col. 2(25% of stipend paid upto a maximum of Rs. 1500 per month per apprentice)
(a) During 1st year of training	18000	16500	1500
(b) During 2nd year of training	N/A	N/A	0
(c) During 3rd and 4th year of training	N/A	N/A	0

The Establishment agrees and understands that the minimum monthly stipend amount is prescribed in the Rule 11(1) of Apprenticeship Rule, 1992. The Establishment confirms that the agreed monthly stipend amount entered above must be higher than these minimum rates.

If the minimum rates are modified through legislation (either through modification of rules, or through modification of minimum wages payable) during the course of apprenticeship, this revised rates will apply as the minimum payable to Apprentice

14. (a) Name and Address of Guardian In case Apprentice is under 18 years of age (Minor) : N/A

(b) Relationship with the Apprentice : N/A

15. (a) Whether Apprentice was identified through approved Third Party Aggregator : Yes

(b) Name of TPA (if applicable) : Teamlease Skills University

16. We, the Establishment, Apprentice/Guardian solemnly declare that we have read the Apprentices Act, 1961 and the Apprenticeship Rules, 1992 as amended from time to time, regarding the contract of apprenticeship training including obligations and terms and conditions contained in Schedule V and VI of the said rules and will comply with the same.

17. I, the Apprentice, declare that all details shared by me, including educational qualifications and other personal information shared, is correct and will provide original documents for verification at any time

18. We, the Establishment, have examined the Apprentice's information, including personal details, and will seek relevant documentation for verification as and when required.

19. In case of default by either the apprentice or the employer, we agree to compensate the other party as per the provisions of the Apprenticeship Rules, 1992 (Main Provisions of the Rules may be seen in the Annexure 1).

20. The Establishment, Apprentice/Guardian hereby also declares to comply with the terms and conditions of National Apprenticeship Promotion Scheme (NAPS),if applicable.

Digitally signed by
RAMANU DATHA
Date: 2023.05.30
190320 +05'30'



Signature of the
Employer with seal

Signature of Apprentice

Signature of Guardian

FOR OFFICE USE ONLY

Contract Registration No. : CN112327468
(To be given by the Office of the Apprenticeship Adviser)
(Mandatory only for Registered Trades)

Signature of Registering Authority
(Apprenticeship Advisor)
(Registration required for Designation trade only)

Annexure 1 Contract of Apprenticeship Training

Some provisions of the Apprenticeship Rules relating to the Contract of Apprenticeship Training are reproduced below for sake of convenience.

Both the Establishment and Apprentices have read and are bound by the provisions of the directions in have read the Apprentices Act, 1961 and the Apprenticeship Rules, 1992, which will apply to this Contract of Apprenticeship

1. The stipend for a particular month shall be paid by the tenth day of the following month. No deduction shall be made from the stipend for the period during which an apprentice remains on casual leave or medical leave. Stipend shall, however, not be paid for the period for which an Apprentice remains on extraordinary leave.
2. Where the Contract of Apprenticeship is terminated through failure on the part of the employer in carrying out the terms and conditions of the Contract (as notified under the Apprenticeship Rules, 1992), he shall pay to the apprentice compensation as determined by Apprenticeship Advisor.
3. In the event of premature termination of Contract of Apprenticeship for failure on the part of apprentice to carry out the terms and condition of the contract (as notified under the Apprenticeship Rules, 1992), the apprentice hereby guarantees to employer the payment of such amount as determined by the Apprenticeship Adviser as and towards the cost of training.

Annexure -2 | Covenants and conditions specific to NAPs scheme

1. For availing benefit under NAPS scheme, the course under which apprenticeship training is being provided, should be NSQF aligned.
2. Assessment and Certification shall be done jointly by the establishment and SSC/ NCVT/ other bodies as notified from time to time under NAPS guidelines.
3. The Establishment warrants and confirms that they have studied, understood and agree to comply with the guidelines that are applicable to Establishments that are part of the NAPS scheme. These guidelines are published at (<https://www.apprenticeshipindia.gov.in>) and maybe updated from time to time.

Ref: MRHFL/06/11/2023/38748/115531

Date: 06/11/2023

Mr. Shubham Kher

Manik Apartment, Patvi Pura, Amravati
India - 444601**SUB: Offer Letter Cum Appointment Letter**

Dear Shubham Kher,

We refer to your application and subsequent interviews for the **CUSTOMER MANAGER - AFFORDABLE HOUSING** position in our Company. Further to the interview, we are pleased to offer you employment as a "**CUSTOMER MANAGER - AFFORDABLE HOUSING**" in Grade **L9-O** at our **AMRAVATI** Office location.

The terms and conditions of employment shall be as under:

1. Your appointment would be effective from **07/11/2023**.
2. With effect from your date of joining, you will receive remuneration as per attached Annexure II.
3. You will be eligible for Gratuity, Provident Fund, Superannuation and Medical Benefits, for self and family (as applicable), as per the prevailing policies of the Company. The age of Retirement and Superannuation will be 60 years.
4. With effect from the date of your employment, you are required to become a member of the Regional Provident Fund Corporation, as applicable.
5. Your address as given in the application form will be deemed to be correct for the purpose of sending any communication to you. In case of any change in your address, you will inform the management in writing about the same within three days. Any communication sent to your last recorded address will be deemed to have been, duly served upon you.

6. Transferability

The Company may from time to time, station you on deputation, lend or transfer your services to any of its Departments, Affiliates, Subsidiaries or Associate Companies in any other location in India/abroad. Consequent to such transfers, you will be governed by terms and conditions as applicable at the place of posting.

7. Confidentiality

So long as you are in the employment of the Company, you will, at all times, observe secrecy and confidentiality and will not divulge, disclose or make known to any unauthorised person within or outside the Company, nor will you unauthorisedly use any knowledge or information in respect of business processes or data (including technical know-how, customer information, business plans and like matters) which are necessarily confidential and have come to your knowledge and possession. You will also not remove any such information in any form whatsoever from the Company premises, nor copy or transmit the same unauthorisedly through any medium including social networking networks/ public sites, nor will you grant permission to assist, permit entry to, or in any manner co-operate with any unauthorised person for the purposes of accessing, obtaining, copying, transmitting or removing the above. Even after the cessation of your employment with the Company, you will not use, divulge, disclose or remove in any manner whatsoever confidential information of the type described above of which you were in possession whilst in service to the detriment of the Company. You will also observe all the confidentiality measures which are in existence, or which may be enforced from time to time, as well as directions as to confidentiality marked on any communication, document, computer floppy etc. You shall indemnify and hold the Company harmless and indemnified against any damage or loss caused to the Company on account of breach of confidentiality on your part. These confidentiality provisions shall survive the separation of your employment with the Company, either by way of retirement or termination or otherwise.

8. Conflict of Interest

In addition to the requirements of secrecy and confidentiality, as specified hereinabove, you shall not engage in any vocation, training, employment, consultancy, business, transaction, or any other activity, which is in conflict with the interests of the Company, in any capacity whatsoever either on your own or in association with any other individual/ firm/ institute/ body corporate, etc. either part time or full time on a paid basis. You will devote your full attention exclusively to the duties entrusted to you from time to time by the Company and while in service of this Company you will not work for any person or Company in any capacity either for any consideration or otherwise, nor do any private business without obtaining prior permission of the Company in writing.

9. Probation, Confirmation and Exit

- a. Probation – You will be on probation for 6 months period from the date of joining. Probation will be extended by 3 months only once, if you do not meet the confirmation policy parameters
- b. Confirmation – You will be confirmed as per the confirmation policy.
- c. Termination / Exit
 - i. The Company will be at liberty to terminate your services as per the existing Exit Policy. In such case, the Company will be at liberty to call upon you not to take up any alternate employment during the applicable notice period.
 - ii. The Company will also be at liberty to call upon you not to report for work, though you would be on the rolls of the Company for the said period and you would be paid your salary as per your contract, as if you were on duty.
 - iii. In the event you choose to resign from the services of the Company, you will be required to serve for the period of notice of three months. The Company, however, will be at liberty to call upon you not to report for work or even take up any alternate employment during this period, which will be at the sole discretion of the Company. The Company will also be at liberty to pay you three months' notice wages in lieu of notice. However, it will be impermissible for you to waive the shortfall in the notice period by buying the said shortfall period in lieu thereof except with written permission.
 - iv. Furthermore, you will not be entitled to either avail or adjust privileged leave (if applicable) in your account against the notice period.

In the following cases, this contract may be terminated forthwith without assigning any reason thereto by the Company –

- a. The employee is found guilty of misconduct including unauthorised absenteeism.
- b. The employee violates terms and conditions stipulated in the Company Code of Conduct.
- c. The employee violates prevailing policies and procedures of the company.
- d. The employee is found under the influence of alcohol or any other intoxicant at work place.
- e. The employee is held guilty and convicted of offences involving moral turpitude by any competent Court.
- f. If any information provided by employee in employee's CV and/or documents submitted during employment is found to be incorrect.
- g. Your performance shall be reviewed annually. If your performance is not up to the mark and even after affording you an opportunity to improve you fail to come up to the mark then the Company shall be within its rights to terminate this contract of service with notice or salary in lieu thereof.

10. Right to Access IT Tools & Services

The Company shall, at all times, have the right to access, monitor and control usage of IT devices, tools and solutions provided to you in the course of your employment. These include (but not limited to) devices such as desktops, laptops, storage media, communication facilities such as e-mails, software applications etc. The usage of IT tools and services are subject to the policies that the Company would adopt and communicate to you, from time to time, for adherence. All data and information, created or accessed during the employment, shall at all times remain the property of the Company.

11. Intellectual Property Rights (IPR)

You will assign to the Company your entire right, title and interest in any Intellectual Property Rights (IPRs for short, which term would include patents, trade-marks, copyrights, designs, whether registered or not, and all improvements thereto) that you may make, solely or jointly with others, in the course of your employment with the Company relating to any or all systems, services and products manufactured or marketed or leased or developed. You will perform all necessary acts and execute such documents in such format as may be required by the Company, without expense to you, which in the judgment of the Company or its Attorneys may be necessary or desirable to secure to the Company full right title and interest in the IPRs.

12. Reputation of the Company

You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever.

13. Return of Company property

You shall, on ceasing to be the employee of the Company, forthwith return all Company properties, movable and immovable, including, without limitation, all Company information, files, reports, memoranda, software, credit cards, door and file keys, computer access codes and such other property which you received or in possession or prepared in connection with your employment with the Company.

14. Recovery of expenses

You will be eligible to be relieved from the services only after satisfactory hand-over of responsibilities, settlement of dues and service of notice period. All employee benefits shall cease after the last day of service. Any money due and owing under employee loan scheme, scholarship, bond or otherwise payable by you to the Company must be settled before the last day of service. The Company reserves the right to offset any outstanding sum from the balance of money payable by the Company to you.

15. Rules and Regulations of the Company

You will be subject to all rules, regulations and policies of the Company, which may be applicable time to time. You undertake to abide by the contents of the Code of Conduct of the company at all times during your employment with the Company. The violation of any terms and conditions of the Code of Conduct may lead to termination of your Employment by the Company.

16. Your appointment and continuation in the employment are also subject to your remaining physically and mentally fit and alert. The management may send you for medical check-up / examination to any doctor at any time during the course of your employment. The decision of the doctor in this behalf shall be final and binding upon you.

17. Government Laws and Regulations

You will be subjected to all Government Laws and Regulations in force from time to time. All payments to you shall be subject to deduction of tax, at applicable rate at source.

18. Jurisdiction

This contract of employment shall be governed by and construed in accordance with the laws of the Republic of India and the parties hereto submit to the non-exclusive jurisdiction of the courts of the Republic of India in the city of Mumbai.

19. Acceptance & Acknowledgment

Please return the duplicate of this letter and the duplicate copy of the Code of Conduct, duly signed, in token of your acceptance of the abovementioned terms and conditions of the employment, having read the attached Code of Conduct and on joining you will abide by its prescriptive principles.

The above appointment letter is subject to submission & verification of following documents:

- Copies of your testimonials.
- Reference letters – 2 Nos
- Reference Check
- Passport Size Photographs – 3 Nos
- Relieving letter from Previous / last Employer.
- Medical Fitness Certificate
- Date of Birth Certificate
- Salary Certificate
- Address Proof
- E-aadhar copy
- Vaccination declaration/certificate

We wish you a long and fruitful career with us.

For MAHINDRA RURAL HOUSING FINANCE LTD.



Ms. Moonmoon Roy
Head - Human Resources

I have read the above terms and conditions and I have fully understood them and I am willing to join the services of the company on and with effect from **07/11/2023** on the above terms and conditions.

SIGNATURE OF THE EMPLOYEE

Place:	
Date:	

**ANNEXURE - I
REMUNERATION STATEMENT**

Components	Amount (In INR)
Basic	50,000.00
HRA	25,000.00
Personal Allowance	150,995.00
Annual Gross	225,995.00
Annual Benefits	
Provident Fund	21,600.00
Gratuity	2,405.00
Superannuation(Optional)	0.00
LTA	0.00
Total CTC	250,000.00

*You will be paid incentive as per existing monthly PBMR (Performance Based Monthly Reward) policy

**Allowance as per policies currently in force are subject to change based on individual and company's performance

***The Superannuation benefit is optional. If an employee chooses not to join the scheme, the superannuation amount will be paid in monthly salary & will be taxable as per prevailing tax rate. The employee has an option to join the scheme later through a separate declaration. Once the employee has joined the scheme it's irrevocable.

****ESIC would be deducted as per applicable statutory laws

For MAHINDRA RURAL HOUSING FINANCE LTD.



Ms. Moonmoon Roy
Head - Human Resources



Smt. Vaishali Deshpande Public School, Achalpur

SMT. VAISHALI DESHPANDE PUBLIC SCHOOL, ACHALPUR

Near Zenda Chowk, Sawarkar Nagar, Bilanpura,

Achalpur, Dist- Amravati 444 806

UDise - 27070115089

Board Index - 02.10.073

प्रमाणपत्र

प्रमाणित करण्यात येते की, कु. सिद्धी गजानन ठाकरे या आमच्या शाळेत शैक्षणिक सत्र 2023-24 मध्ये इयत्ता 5 ते 7 पर्यंत शिक्षिका म्हणून कार्यरत आहे.

करीता प्रमाणपत्र देण्यात येत आहे.

दिनांक - 12-02-2024



मुख्याध्यापिका

(सौ. राधा नीलेश तारे)

मुख्याध्यापिका

श्रीमती वैशाली देशपांडे पब्लीक स्कूल
अचलपूर

Date: 18-12-2023

Mr., Nilesh Mangu Rathod
Yavatmal, Maharashtra - 444605.

OFFER LETTER

Dear **Mr., Nilesh,**

This is with reference to your application and subsequent interviews you had with us. We are pleased to offer you the position of **Territory Business Manager** within the **Emacare** department based at **Amravati** on the terms and conditions as mutually agreed upon at the time of interview.

As discussed, your Total CTC would be **Rs. 4,00,000/-** (Four Lakh Rupees). **Please refer Annexure A.**

You will be reporting to **Mohan Lehgaonkar, Regional Business Manager**. You are requested to report for joining on **08-01-2024**.

You will be on probation for a period of six months at the end of which, provided your performance has been found satisfactory, you may be confirmed as a permanent employee in the company.

You are required to enter into a Confidentiality Agreement with the Company and provide the following list of documents for company records. Therefore, you are requested to bring these along with you on **08-01-2024**.

Kindly note that Appointment letter and Salary will be processed post receipt of following mandatory documents:

1. Color Photographs – 8 passport size
2. Copies of Education qualification.
3. Last employer's relieving letter
4. Last salary slip.
5. Pan Card.
6. Copy of Passport.
7. Proof of birth date.
8. Proof of Address.
9. Provident Fund – UAN No. (If Available)
10. Aadhar Card Copy

Please sign the duplicate copy of this letter as token of your acceptance of this offer.

We welcome you and look forward for your arrival in Bharat Serums and Vaccines Limited.

Thanking you,

I accept your terms & conditions



Hatim Kapasi
Assistant Vice President

Nilesh Mangu Rathod

BSV PHARMA PRIVATE LIMITED
CIN: U24100MH2022PTC406102

Registered Office

3rd Floor, Liberty Tower, Plot No.
K-10, Behind Reliable Plaza, Kalwa
Industrial Estate,
Airoli, New Mumbai 400708
Ph. No+91 22 45043456
bsvpinfo@bsvgroup.com



Date: 05/27/2024
Rutuja Bhopale
Channgani Nagar
Durga vihar road
Amravati
Maharashtra - 444601

Dear **Rutuja Bhopale**,

Subject: **Letter of Appointment**

With reference to your acceptance of the offer of appointment dated **05/27/2024**, we are pleased to appoint you in the services of ICICI Lombard General Insurance Company Limited on the terms and conditions detailed in this letter.

You will be designated as **Associate Development Manager - Health Agency** in Grade **HA 1** and your initial posting will be at location **Amravati** in **Emerging Market Group** vertical.

The present designation is subject to change depending upon work assignment from time to time.

Your appointment in the company is subject to transfer to any of the job/office locations of the Company at its discretion.

You will be governed by the terms and conditions including but not limited to those contained in Annexure I to this letter and the policies and practices prevalent and adopted by the company from time to time.

Details of your compensation structure are mentioned in Annexure II to this letter.

Your compensation can be restructured at any time protecting the gross salary

Please sign and send us the duplicate copy of this letter with annexure as a token of your acceptance of the appointment.

We welcome you and look forward to a mutually rewarding and long association with us.

Yours Sincerely,

For ICICI LOMBARD GENERAL INSURANCE COMPANY LIMITED

Shradha Pradhan
Head – Human Resources

Encl: Annexure – I
Annexure - II

Annexure I

1. PROBATION / CONFIRMATION

1.01 You will be on probation till 02/27/2025 or such extended period as may be decided by the Company, based on your satisfactory performance during the probation period.

1.02 On satisfactory completion of the probation period, including that of extended period, if any, your services will be confirmed in writing. Unless and until confirmed in writing by the Company, you will be deemed to be on probation.

2. PLACE OF WORK

2.01 Your initial posting will be as mentioned in the letter of appointment. The Company shall have the right to transfer your services to any of its departments / offices / job locations or depute your services to any of its sister concerns or group entities as the Company deems fit and proper. In case of such transfer/deputation, the terms and conditions of your employment including the gross salary and benefits etc. as stated elsewhere in this letter will continue to remain applicable.

3. MEDICAL FITNESS

3.01 Your appointment and your continuation in employment is subject to your medical fitness for employment in accordance with the prevailing standards set by the Company. The Company will have the right to get you examined/re-examined by its recognized Medical Practitioner(s), whose findings and opinion shall be considered final and binding to this effect.

4. CONFIDENTIALITY

4.01 During the course of or consequent to cessation your employment, you will not divulge or part any confidential information which you possessed or acquired during your employment with any person including but not limited to any individual or entity whether internal or external to the organization. Confidential information would mean and include your personal employment details such as your compensation, rating, increment, hierarchy etc. and organization details such as structures, strategies, forms, procedures, means and methods devised or deployed by the company in its function and/or operation.

5. TERMINATION OF SERVICE

5.01. In case particulars mentioned in your application are found false, not authentic or without documentary proof to the satisfaction of management, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

5.02 If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily abandoned your employment without giving any notice and you will lose lien on the job unless you :

- Return to work within 8 days from the commencement of such absence, and
- Give an explanation to the satisfaction of the Management regarding such absence.

5.03 During probation, the Company may terminate your services at its discretion without assigning any reason thereof with 45 (forty-five) days prior notice or payment of a sum equivalent to your 45 (forty-five) days salary/remuneration in lieu of the notice period. In case you decide to leave services of the Company during the probation period, you will be required to serve 45(forty-five) days prior notice to the Company or will pay an amount equivalent to 45 (forty-five) days salary/remuneration in lieu thereof.

5.04 Consequent to confirmation, the company may terminate your services by serving 3 (three) months' prior notice or on payment of an amount equivalent to 3 (three) months' gross salary/remuneration in lieu of the notice period, without assigning any reason thereof. In case you decide to leave services of the Company consequent to confirmation, you will be required to serve 3 (three) months' prior notice to the Company or will pay an amount equivalent to 3 (three) months' gross salary/remuneration in lieu of the notice period, without assigning any reason thereof.

5.05 This appointment is being made relying upon the information furnished and representation made by you from time to time. If any information or representation is found to be incorrect or misleading or if any material information is detected by us to have been misrepresented, concealed or suppressed by you or any action on your part is found to be in contravention to the conditions stated herein, the Company will have the right to terminate your services at any time without notice.

5.06 With effect of the above and consequent to cessation of your employment you will be liable to duly handover all the assets of the Company under your possession and all the authorities in the form of Letter of Authority, Power of Attorney etc. to the person nominated by the Company for the purpose. Besides, you will also be liable to duly handover your work responsibilities and all the information in the form of knowledge, communication, document etc. pertaining to the works delivered or under progress to the person so nominated by the Company.

6. GENERAL

6.01 Being under employment of the Company, you will adhere to/abide by/subject to the Policies, Guidelines, Practices, Processes and Procedures prevalent or adopted by the Company from time to time including the Information Technology Security policy of the Company.

6.02 You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss or damage of any property of the company in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

6.03 During the course of your employment in the Company, you will not

- Carry out any other business or profession, or
- Get employed by or engaged with any other firm, company or individual, or
- Enter into the services of any entity

For any part of your time, in any form, manner or capacity whatsoever either for profit or otherwise unless with a written consent and approval from the Company through the officer designated and authorized for the purpose.

6.04 During the course of your employment in the Company or in the event of cessation of your services due to any reason whatsoever, you shall not directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment/engagement with the Company to join the services of your new employer/firm/company or any other competitor of the company.

6.05 In the event of cessation of your services, due to any reason whatsoever, you shall not join any entity engaged into the business of general insurance, for a period of six months' from the date of such cessation.

6.06 During the course of your services with the Company, you cannot join or be related directly or indirectly to any anti-social outfits or of any outfit which in the opinion of the Government is anti-national.

6.07 While joining the services of the Company and during the subsistence of your employment with the Company, you shall be required to immediately notify the Company with the details of criminal case(s) instituted against you or pending in any Court of Law or any complaint(s)/show cause notice(s) /prosecution(s) by the Police or any other law enforcement agency or by any statutory authority. You will also notify the Company about proceedings and outcome of such Complaint(s) such as filing of Charge sheet / Arrest / Conviction / Acquittal / Discharge etc.

6.08 Company expects resolution of issue(s) relating to your employment, if any, within the framework of the Company internally, at all times during your service period and even after cessation of service due to any reason whatsoever. Any attempt to bring any outside influence - directly or indirectly-upon any authority to further your interest/s in respect of matters pertaining to your services with the Company would amount to breach of employment contract leading to initiation of appropriate action.

6.09 Any act in contravention of the terms herein or any terms or condition relating to your employment in the Company embodied elsewhere including but not limited to the Policies, Guidelines, Rules, Processes, and Procedures or Practices whatsoever would be treated as prejudicial to the interest and reputation of the Company leading to initiation of appropriate action against you.

6.10 In the event of any misconduct, the Company reserves the right to take appropriate disciplinary action as it may deem fit.

6.11 During the course of your services with the Company, you will not take part in any demonstration/agitation against the Company and its official(s) for or on behalf of any external bodies/political outfits - either as a member or as a sympathizer to the cause or the entity.

6.12 You shall intimate in writing to the Company any change of your address within a week's time from the date of such change, failing which any communication sent on your last recorded address shall be deemed to have been served upon you.

6.13 Your appointment and your continuation in employment is subject to the receipt of satisfactory report by the Company from the references given by you.

6.14 You will be required to submit necessary certificates in support of your educational/professional qualification, experience and other testimonials including the relieving letter from your last employer (In case you are/were employed).

7. RETIREMENT

7.01 You will automatically retire from the service of the company on attaining the superannuation age of 58 years. Your age mentioned in the birth/school certificates will be deemed to be the conclusive proof of your date of birth.

Yours Faithfully,

For ICICI LOMBARD GENERAL INSURANCE COMPANY LIMITED



Shraddha Pradhan
Head – Human Resources_____

ANNEXURE II

Compensation Heads	Rs. per Annum	Rs per Month
HRA	33,750	2,812
Statutory Bonus	16,800	1,400
Conveyance Reimbursement	0	0
Personal Pay	109,781	9,148
Base Pay	67,500	5,625
ESIC (Employer)	10,822	901
Telephone Reimbursement	0	0
Provident Fund Contribution	8,100	675
LTA	0	0
Gratuity	3,247	270
Mobile Limit	700	-
Total	250,000	20,833

- Company contribution towards Provident Fund, Gratuity, ESIC and/or any other statutory benefit is in accordance with the applicable laws.
- Performance appraisal bonus, as per policies and conditions prevalent.
- The above mentioned gross fixed salary does not include Mobile and Business travel conveyance expenses as well as Health insurance, Life Insurance and Group (Personal) Accident Insurance (which would be applicable as per the prevalent Schemes of the Company).

Yours' Faithfully,
For ICICI LOMBARD GENERAL INSURANCE COMPANY LIMITED



Shraddha Pradhan
Head – Human Resources

ACCEPTANCE

I hereby accept the terms and conditions as mentioned in the letter.

Date:

Name:

Place:

Signature:



Date: 05/27/2024
Prajwal Bawaskar
Near creative heights Gadge Nagar Amravati
Gadge Nagar
Amravati
Maharashtra - 444603

Dear **Prajwal Bawaskar**,

Subject: **Letter of Appointment**

With reference to your acceptance of the offer of appointment dated **05/27/2024**, we are pleased to appoint you in the services of ICICI Lombard General Insurance Company Limited on the terms and conditions detailed in this letter.

You will be designated as **Associate Development Manager - Health Agency** in Grade **HA 1** and your initial posting will be at location **Amravati** in **Emerging Market Group** vertical.

The present designation is subject to change depending upon work assignment from time to time.

Your appointment in the company is subject to transfer to any of the job/office locations of the Company at its discretion.

You will be governed by the terms and conditions including but not limited to those contained in Annexure I to this letter and the policies and practices prevalent and adopted by the company from time to time.

Details of your compensation structure are mentioned in Annexure II to this letter.

Your compensation can be restructured at any time protecting the gross salary

Please sign and send us the duplicate copy of this letter with annexure as a token of your acceptance of the appointment.

We welcome you and look forward to a mutually rewarding and long association with us.

Yours Sincerely,

For ICICI LOMBARD GENERAL INSURANCE COMPANY LIMITED

Shraddha Pradhan
Head – Human Resources

Encl: Annexure – I
Annexure - II

Annexure I

1. PROBATION / CONFIRMATION

1.01 You will be on probation till 02/27/2025 or such extended period as may be decided by the Company, based on your satisfactory performance during the probation period.

1.02 On satisfactory completion of the probation period, including that of extended period, if any, your services will be confirmed in writing. Unless and until confirmed in writing by the Company, you will be deemed to be on probation.

2. PLACE OF WORK

2.01 Your initial posting will be as mentioned in the letter of appointment. The Company shall have the right to transfer your services to any of its departments / offices / job locations or depute your services to any of its sister concerns or group entities as the Company deems fit and proper. In case of such transfer/deputation, the terms and conditions of your employment including the gross salary and benefits etc. as stated elsewhere in this letter will continue to remain applicable.

3. MEDICAL FITNESS

3.01 Your appointment and your continuation in employment is subject to your medical fitness for employment in accordance with the prevailing standards set by the Company. The Company will have the right to get you examined/re-examined by its recognized Medical Practitioner(s), whose findings and opinion shall be considered final and binding to this effect.

4. CONFIDENTIALITY

4.01 During the course of or consequent to cessation your employment, you will not divulge or part any confidential information which you possessed or acquired during your employment with any person including but not limited to any individual or entity whether internal or external to the organization. Confidential information would mean and include your personal employment details such as your compensation, rating, increment, hierarchy etc. and organization details such as structures, strategies, forms, procedures, means and methods devised or deployed by the company in its function and/or operation.

5. TERMINATION OF SERVICE

5.01. In case particulars mentioned in your application are found false, not authentic or without documentary proof to the satisfaction of management, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

5.02 If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily abandoned your employment without giving any notice and you will lose lien on the job unless you :

- Return to work within 8 days from the commencement of such absence, and
- Give an explanation to the satisfaction of the Management regarding such absence.

5.03 During probation, the Company may terminate your services at its discretion without assigning any reason thereof with 45 (forty-five) days prior notice or payment of a sum equivalent to your 45 (forty-five) days salary/remuneration in lieu of the notice period. In case you decide to leave services of the Company during the probation period, you will be required to serve 45(forty-five) days prior notice to the Company or will pay an amount equivalent to 45 (forty-five) days salary/remuneration in lieu thereof.

5.04 Consequent to confirmation, the company may terminate your services by serving 3 (three) months' prior notice or on payment of an amount equivalent to 3 (three) months' gross salary/remuneration in lieu of the notice period, without assigning any reason thereof. In case you decide to leave services of the Company consequent to confirmation, you will be required to serve 3 (three) months' prior notice to the Company or will pay an amount equivalent to 3 (three) months' gross salary/remuneration in lieu of the notice period, without assigning any reason thereof.

5.05 This appointment is being made relying upon the information furnished and representation made by you from time to time. If any information or representation is found to be incorrect or misleading or if any material information is detected by us to have been misrepresented, concealed or suppressed by you or any action on your part is found to be in contravention to the conditions stated herein, the Company will have the right to terminate your services at any time without notice.

5.06 With effect of the above and consequent to cessation of your employment you will be liable to duly handover all the assets of the Company under your possession and all the authorities in the form of Letter of Authority, Power of Attorney etc. to the person nominated by the Company for the purpose. Besides, you will also be liable to duly handover your work responsibilities and all the information in the form of knowledge, communication, document etc. pertaining to the works delivered or under progress to the person so nominated by the Company.

6. GENERAL

6.01 Being under employment of the Company, you will adhere to/abide by/subject to the Policies, Guidelines, Practices, Processes and Procedures prevalent or adopted by the Company from time to time including the Information Technology Security policy of the Company.

6.02 You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss or damage of any property of the company in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

6.03 During the course of your employment in the Company, you will not

- Carry out any other business or profession, or
- Get employed by or engaged with any other firm, company or individual, or
- Enter into the services of any entity

For any part of your time, in any form, manner or capacity whatsoever either for profit or otherwise unless with a written consent and approval from the Company through the officer designated and authorized for the purpose.

6.04 During the course of your employment in the Company or in the event of cessation of your services due to any reason whatsoever, you shall not directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment/engagement with the Company to join the services of your new employer/firm/company or any other competitor of the company.

6.05 In the event of cessation of your services, due to any reason whatsoever, you shall not join any entity engaged into the business of general insurance, for a period of six months' from the date of such cessation.

6.06 During the course of your services with the Company, you cannot join or be related directly or indirectly to any anti-social outfits or of any outfit which in the opinion of the Government is anti-national.

6.07 While joining the services of the Company and during the subsistence of your employment with the Company, you shall be required to immediately notify the Company with the details of criminal case(s) instituted against you or pending in any Court of Law or any complaint(s)/show cause notice(s) /prosecution(s) by the Police or any other law enforcement agency or by any statutory authority. You will also notify the Company about proceedings and outcome of such Complaint(s) such as filing of Charge sheet / Arrest / Conviction / Acquittal / Discharge etc.

6.08 Company expects resolution of issue(s) relating to your employment, if any, within the framework of the Company internally, at all times during your service period and even after cessation of service due to any reason whatsoever. Any attempt to bring any outside influence - directly or indirectly-upon any authority to further your interest/s in respect of matters pertaining to your services with the Company would amount to breach of employment contract leading to initiation of appropriate action.

6.09 Any act in contravention of the terms herein or any terms or condition relating to your employment in the Company embodied elsewhere including but not limited to the Policies, Guidelines, Rules, Processes, and Procedures or Practices whatsoever would be treated as prejudicial to the interest and reputation of the Company leading to initiation of appropriate action against you.

6.10 In the event of any misconduct, the Company reserves the right to take appropriate disciplinary action as it may deem fit.

6.11 During the course of your services with the Company, you will not take part in any demonstration/agitation against the Company and its official(s) for or on behalf of any external bodies/political outfits - either as a member or as a sympathizer to the cause or the entity.

6.12 You shall intimate in writing to the Company any change of your address within a week's time from the date of such change, failing which any communication sent on your last recorded address shall be deemed to have been served upon you.

6.13 Your appointment and your continuation in employment is subject to the receipt of satisfactory report by the Company from the references given by you.

6.14 You will be required to submit necessary certificates in support of your educational/professional qualification, experience and other testimonials including the relieving letter from your last employer (In case you are/were employed).

7. RETIREMENT

7.01 You will automatically retire from the service of the company on attaining the superannuation age of 58 years. Your age mentioned in the birth/school certificates will be deemed to be the conclusive proof of your date of birth.

Yours Faithfully,

For ICICI LOMBARD GENERAL INSURANCE COMPANY LIMITED



Shraddha Pradhan
Head – Human Resources_____

ANNEXURE II

Compensation Heads	Rs. per Annum	Rs per Month
HRA	33,750	2,812
Statutory Bonus	16,800	1,400
Conveyance Reimbursement	0	0
Personal Pay	109,781	9,148
Base Pay	67,500	5,625
ESIC (Employer)	10,822	901
Telephone Reimbursement	0	0
Provident Fund Contribution	8,100	675
LTA	0	0
Gratuity	3,247	270
Mobile Limit	700	-
Total	250,000	20,833

- Company contribution towards Provident Fund, Gratuity, ESIC and/or any other statutory benefit is in accordance with the applicable laws.
- Performance appraisal bonus, as per policies and conditions prevalent.
- The above mentioned gross fixed salary does not include Mobile and Business travel conveyance expenses as well as Health insurance, Life Insurance and Group (Personal) Accident Insurance (which would be applicable as per the prevalent Schemes of the Company).

Yours' Faithfully,
For ICICI LOMBARD GENERAL INSURANCE COMPANY LIMITED



Shraddha Pradhan
Head – Human Resources

ACCEPTANCE

I hereby accept the terms and conditions as mentioned in the letter.

Date:

Name:

Place:

Signature:

To,

Bhumi Shaburam Batra

Rukmini Nagar, Amravati, Maharashtra- 444606

Dear Bhumi Batra,

We are pleased to appoint you as "Agency Manager" in the "Direct Sales Force" Department at Amravati - Irwin Square Location of Aditya Birla Sun Life Insurance Company Limited ("**Company**"). Your appointment is effective from your Date of Joining i.e. 06/06/2024. ("**DOJ**")

Your employment with the Company shall be subject to the following terms and conditions:

1. Details of your compensation are as per the attached Annexure "A". The payment of compensation shall be subject to deduction of Income Tax as per the prevailing Income Tax rates and other statutory deductions, as may be required in accordance with applicable laws in force from time to time. In addition to your fixed pay, you will be covered under the Sales Incentive Plan. The payout will be based on your performance and dependent on parameters that are defined under the Sales Incentive Plan from time to time.
2. Your compensation may be revised from time to time in accordance with Company's policies.

Probation, Confirmation & Separation:

3. You will be governed as per Company's Sales Progression Plan, as applicable in your grade and will be communicated to you on your joining. This will be based on your performance and dependent on parameters that are defined under the Sales Progression Plan from time to time.
4. Initially you will be on probation for a period of 6 (six) months from the Date of Joining the Company. Your services will be confirmed on successful completion of New Hire Goalsheet as mentioned in Annexure "B", else you would continue in probation till such time as your services are

either confirmed in writing or terminated as per clauses below.

5. Once confirmed, unless the employment is terminated earlier, you shall continue to be in the employment of the Company up till attainment by you of the age of superannuation, as set out in the Company policy from time to time, which at present is 60 years. Your superannuating age will be calculated against the date of birth proof submitted at the time of joining the Company.

6. During the probation either party may terminate the service by: (i) giving 15 days' written notice; or (ii) payment in lieu of notice period to be paid by the party terminating the services to the non-terminating party.

7. Post confirmation, either party may terminate the service by (i) giving < 30> days' written notice; or (ii) payment in lieu of notice period to be paid by the party terminating the services to the non-terminating party. The services can also be terminated by the Company on Grounds of non-performance of the employee, on which issue the decision shall be taken the sole discretion of the Company, by (i) giving 30 days' written notice; or (ii) payment in lieu of notice period to be paid by the Company to the employee.

8. Payment in Lieu of Notice Period: In case either party wishes to make payment instead of continued employment during the notice period (both during the probation period and post confirmation) then the same be calculated on a daily basis, on the basis of Basic Salary. The payment shall have to be made for the number of days falling short of the notice period.

9. It is clarified that the Company reserves the right to either to accept or to deny, at its sole discretion, the payment in lieu of notice period, if so requested by the employee, both during probation period and post confirmation, and may ask the employee to serve the full notice period.

10. The employee cannot avail of any privilege leave during the notice period, except with the prior approval of the head of department/function. It is clarified that the employee is not entitled to any privilege leave during probation period, thus, cannot claim to avail the same during the notice period in case of termination of employment during the probation period.

11. The final relieving of the employee from the employment shall be subject to (i) the employee's satisfactory handover of the duties and all information and documents pertaining to the work of the employee to the Company's representative or the employee's successor; (ii) settlement of outstanding dues payable from the employee to the Company; (iii) service of notice period or payment in lieu thereof, as the case may be; and (iv) clearance from your immediate supervisor and such other departments as may be prescribed in the Company Policy.

12. Termination for Cause: The Company reserves the right to terminate your employment immediately without giving a notice period of service or payment in lieu of notice period in case reason for the same exists ("**Termination for Cause**"), which circumstances include but are not limited to: (i) any violation of the terms and conditions of employment as contained in this letter or as contained in any of the rules, regulations and policies of the Company, as shall be amended from time to time; (ii) In case the Company : finds you guilty of misconduct, dishonesty or acting in a manner prejudicial to or conflicting with the interests of the Company; and (iii) in case you absent yourself from the services of the Company without prior approval for four (4) consecutive days or overstay sanctioned leave without prior intimation and approval by four (4) consecutive days; in this case you will be deemed to have abandoned service voluntarily and shall have to pay to the Company payment in lieu of notice.

13. On joining, your services will deem to be under probationary review for a period of 6 months from the date of your joining. Your services will be confirmed on successful completion of New Hire Goal sheet as applicable in your grade and will be communicated to you on your joining. Unless your services are confirmed in writing by the Company, you will continue to be on probation

Actions Upon Ending of Employment:

14. In the event your retirement (upon attaining the age of superannuation), separation or termination of your employment by the Company for any reason whatsoever, you will promptly return to the Company, all documents, files, notes, lists, credit cards, computer disks, recordings, print-outs, drawings, any other assets (including, without limitations, any materials reflecting or containing Confidential Information) that are in your possession or under your control and that relate to the operation and business of the Company. You shall not be entitled to retain any duplicates or summaries of or notes on any of the foregoing.

15. In case you are provided with accommodation by the Company, then upon end of your employment with the Company, howsoever caused, you shall vacate the premises in accordance with the rules of the location of your posting and of the Company and within the time frame prescribed therein, subject to any other time frame as may be specifically communicated to you in

writing.

Leaves:

16. You will be governed by the Company's leave policy in force and as applicable to your category of employees from time to time.

Traveling:

17. In the course of your employment, you may be required to travel to domestic and foreign locations in connection with the Company's business, according to the directions and instructions issued by the Management, from time to time, for which you will be reimbursed expenses in accordance with the relevant travel policies.

Transfer:

18. Your services are liable to be transferred, as per Company Policy, to any other associate or affiliate entity of the Company and such transfer can be to any other domestic or international location. Upon transfer you shall be paid relocation expenses as per Company Policy. The Company is a part of the Aditya Birla Group and the companies in the Aditya Birla Capital are affiliates of the Company. It is understood and agreed that the Company shall have the right to transfer/second you, as the case may be, to any function or business group, any other location within India or overseas, or to its affiliate and subsidiary organizations, at any time in the future, whether present or set up in future. All such transfers shall be on continuity of service basis, however, upon such transfer you shall be governed by the rules, regulations and policies of such new employer and all your legal rights and remedies shall only be against such new employer.

Confidentiality & Non-Disclosure:

19. You agree that during your employment you may have access to or acquire, through the Company, its employees, clients, vendors, service providers etc., various kinds of information pertaining, amongst others, to the business, employees, clients and other stakeholders of the Company and that all such information (“**Confidential Information**”) shall be treated as confidential and shall not be disclosed by you to any third party or even other employees of the Company. Disclosure of Confidential Information to other employees of the Company shall be purely on a need to know basis. You should refrain from sharing any information – whether words, images, logos or videos – that is Confidential or proprietary to the Company through any modes of media, including public newspaper, journal, television channels, online media, news channels or otherwise. You shall not release/ disclose on media, any internal communication intended solely for the information of all employees of the Company nor shall you associate yourself with any group or entity engaging in such activities without the prior approval of the management. You shall not publish or communicate, in any manner, any derogatory or defamatory content about the Company, its associates, affiliates, management or other employees. You understand and agree that you have a continuing obligation not to use, publish or otherwise disclose either during or after your employment with the Company, any trade secrets, Confidential or proprietary information belonging to, or concerning or referring to the Company, or any client or customer of the Company. You acknowledge that should you breach this provision, the Company will suffer immediate and irreparable harm and that money damages will be inadequate relief and therefore, you agree that should you breach this provision; the Company will be entitled to injunctive relief to enforce the provisions contained herein.

20. During the continuance of your employment with the Company and thereafter, any process, practice, discovery or invention (“**Invention**”) developed or acquired by you in the course of discharging of the assigned duties, shall remain the sole property of the Company and same shall not be used in any manner whatsoever by you without the specific knowledge and express permission of the Company, post cessation of your employment with the Company, and you hereby assign all rights, title and interest in such Invention to the Company and agree to help the Company to perfect its title to the same.

21. During the period of your employment with the Company and for a period of one year thereafter you agree you shall not, whether directly or indirectly, induce or solicit any person employed or engaged by the Company or its affiliate companies (whether as an employee, consultant, advisor or in any other manner) to terminate their contractual relationship with the Company; and become an employee of, or directly or indirectly offer services in any form or manner to any other company, person or entity. You shall keep the Company indemnified in respect of any loss that may be caused to it as a result of breach of this covenant by you.

22. During the period of your employment with the Company and for a period of one year thereafter you agree that you shall not, whether directly or indirectly, solicit or induce any customer to remove

its business from or reduce its business with the Company or its affiliates.

23. You agree to keep strictly confidential in whole or in part, the terms of this letter/agreement and further agree not to disclose the terms of employment to any person and entity except as required by law or legal process and except for disclosure to your attorneys, accountants, and immediate family.

Company's Rules, Regulations and Policies:

24. The Company reserves the right to change the terms of employment from time to time.

25. You will be bound by the various rules, regulations and policies of the Company as are existing on the date and as shall be amended by the management from time to time and the same are deemed to be part of your terms and conditions of employment. You are required to follow the Company's values and code of conduct and other policies and these include a requirement that you maintain the highest standards of conduct and act with the highest ethical principles. You are required to acquaint yourself with the various rules, regulations and policies of the Company and follow these strictly. In order to keep the Employee apprised of the changing policies on a regular basis, the Company shall make reasonable efforts to make the policies available for the employees to access them.

26. Any violation of the terms and conditions as contained in this letter and the Company's rules, regulations and policies and can render your employment liable to be terminated.

27. While you are being appointed in the current role and function, you may be called upon to perform such other duties or take on such other responsibilities in the interest of the business and priorities of the Company, which the management believes are well within your capabilities and of which the management will be the sole judge. In this regard, it is further clarified that with ever changing scene of technology, office automation, administrative procedure, you will undertake to adapt new methods of working with the use of modern or modified equipment, tools etc. of work as dictated by the circumstances of the Company's business in a competitive environment.

28. Your continuance in the employment of the Company is subject to your remaining physically and mentally fit for the purpose of the job. As and when required by the management, you will submit yourself to medical examination at the cost of the Company by a physician appointed by the Company for the purpose.

29. During the course of your employment with the Company you shall not take up any other employment or activity, whether for or without consideration, that may be a conflict with your responsibilities as an employee of the Company and shall devote your full time and attention to the employment with the Company. Amongst others you will not contest election to any legislature or local body without the previous specific permission of the employer in writing.

30. You will keep us informed of any changes in your residential address (Current and Permanent), or any other personal particulars relevant to your employment e.g. change in name, addition of further professional qualifications etc.

31. You confirm that there is no litigation/conviction against you before any Court of Law which involves criminal offence or offences involving moral turpitude.

32. You give your consent and irrevocable authorization to the Company: (i) to share and disclose the information relating to your current and previous employment and academic credentials with any person, vendors or any other authority or any third party, engaged by the Company to obtain such information as is required for the purpose of proper background check and verification, both during and after your term of employment; (ii) to provide a reference check covering your employment with the Company, including sharing the cause of your exit from the Company to any third party or repository agency conducting a reference check on behalf of any other employer or agency, as may approach it either during or post your exit from the Company; and (iii) to share your details or any other information pertaining to your employment with any Government authority and agency, pursuant to a request received for the same both during and post your exit from the Company.

33. During your employment the employer may also ask you for proof of date of birth, nationality, education, prior employment documents and proof of relationship with any nominees in any statutory or other benefit plans provided by the Company, etc. which have to be submitted by you within a stipulated timeline as required by the Company. The employer will store these documents in electrical / physical format as deemed fit or relevant.

34. (i) This appointment is contingent upon:

(a) Satisfactory results of the pre-employment medical check-up and satisfactory reference checks, background verifications, verification of educational qualifications and past employment records.

(b) All information, facts and figures provided by you to the company's representatives at any point in time, being accurate and true.

(c) Your acceptance of the above terms and conditions.

(ii) The Company reserves the right to terminate your employment forthwith, without any notice period or payment in lieu of notice, in case any information provided by you or your references turns out to be false or incorrect.

(iii) You are requested to provide us a copy of this appointment letter signed by you as an indication of your acceptance.

We wish you an enjoyable and rewarding association with **Aditya Birla Sun Life Insurance**

Yours Sincerely,

For & on Behalf of

Aditya Birla Sun Life Insurance



Authorized Signatory

Prasad Kakkat

Head – Sales HR

I have read and understood all provisions relating to my employment with the organization and I accept all the terms and conditions mentioned in the same.



Name:

Date:

Annexure A

		Fixed Compensation	
		Monthly	Annual
Salary		6825	81900
	Basic Salary	6825	81900
Allowances & Reimbursements		10686	128236
	Housing Rent Allowance	3413	40950
	Education Allowance	200	2400
	Statutory Bonus	1400	16800
	Special Allowance	5674	68086
	Progression Allowance	0	0
Gross Salary		17511	210136
Retirals		1989	23863
	Provident Fund (Company Contribution)	1524	18286
	Gratuity	328	3939
	National pension scheme	137	1638
Fixed Compensation		19500	234000

- Gratuity will be paid as per the provisions of Payment of gratuity act,1972”
- NPS (Optional) - The National Pension System (NPS) is a voluntary retirement scheme. NPS subscribers can save additional tax under Section 80CCD(2) over and above Section 80C. NPS is instrumental for those who want to save maximum tax and at the same time make investments that give market-linked returns at low cost. Employee may choose to opt out of the NPS post joining through HRMS portal and same will be added to special allowance.



Positive AI Innovations Private Limited

Empowering Tomorrow with Positive AI

Date: 01 August 2024

Dear Harish Khandre

Email - 1.harishkhandre@gmail.com

Mob - 8956783976

Subject: Appointment Letter for the Software Developer & Product Engineer position in Positive AI.

Congratulations!

We are pleased to extend an offer to join Positive AI Innovations Private Limited ("Positive AI") as a Software Developer and Product Engineer. At Positive AI, we value individuals who demonstrate intellect, passion, energy, and the ability to tackle complex challenges innovatively. We are confident that your skills and attributes align well with our vision and objectives.

Position and Compensation:

- **Position:** Software Developer and Product Engineer
- **Monthly Salary:** ₹35,000/- plus yearly performance bonus
- **Joining Date:** 05 August 2024
- **Initial Location:** Dehradun (during probation)
- **Post-Probation Location:** Gurugram

You will be on probation for three months and will be paid a fixed stipend of Rs 30,000/- per month during that time. Upon successful completion of your probation, your location will be Gurugram office.

Performance and Reviews:

In addition to the monthly stipend, you will be eligible for a yearly performance-based bonus. The bonus pay out is discretionary and will be based on your performance in alignment with established goals. Positive AI is committed to rewarding top performers, and your compensation will be reviewed annually according to the company's standard practices. Please note that all payments are subject to deductions as per Indian tax laws and other applicable regulations.

Employment Terms:

- **Probation Period:** Your appointment will commence with a three-month probationary period and may be confirmed upon satisfactory performance and completion of this period.
- **Work Hours:** You are required to work a minimum of 42 hours per week. Additional hours may be necessary to fulfill your responsibilities and meet company objectives.

Confidentiality and Non-Disclosure:

As an employee, your primary obligation is to devote your full time, attention, and efforts to the advancement of Positive AI's business. You are expected to continuously develop your professional skills for the benefit of both the company and your personal growth.

POSITIVE AI INNOVATIONS PRIVATE LIMITED

8th Floor unit no A804 Unitech, Arcadia South City 2, Sector -49, Gurgaon, Haryana, India, 122018

CIN: U63999HR2024PTC121735



**Positive AI Innovations
Private Limited**

Empowering Tomorrow with Positive AI

You will be required to sign and adhere to our **Confidential Information and Non-Disclosure Agreement**. Any breach of this agreement during your employment will be regarded as gross misconduct and may lead to immediate dismissal.

Background Check and Documentation:

Your employment with Positive AI is contingent upon the successful completion of a background check. If the results reveal discrepancies or issues that conflict with our company standards, this offer may be rescinded or result in the immediate termination of your employment. You are required to submit all necessary documentation, including copies of your testimonials and certificates, at the time of joining.

Employment Status and Termination:

Your employment with Positive AI is at will, meaning that either party may terminate the relationship at any time. Should you or Positive AI decide to end the employment, a notice period of two months is required, or one month's salary may be provided in lieu of notice. Positive AI reserves the right to terminate your employment without notice or payment in lieu of notice under specific circumstances, including gross misconduct.

Legal Jurisdiction:

Any disputes arising from this offer letter or your employment with Positive AI will be governed by and construed in accordance with the laws of India, with jurisdiction resting in the courts of Delhi.

Acceptance of Offer:

We are eager to have you join the Positive AI team. This offer is open for your acceptance for a period of **three days** from the date of this letter. If you accept this offer, please sign and return a duplicate copy of this letter to confirm your acceptance.

Welcome to Positive AI Innovations Private Limited!

We look forward to working with you and are excited about your contributions to our organization.

Yours sincerely,

Akhilesh Srivastava
Founder
Positive AI Innovations Private Limited

POSITIVE AI INNOVATIONS PRIVATE LIMITED

8th Floor unit no A804 Unitech, Arcadia South City 2, Sector -49, Gurgaon, Haryana, India, 122018

CIN: U63999HR2024PTC121735



**Positive AI Innovations
Private Limited**

Empowering Tomorrow with Positive AI

Employee Acknowledgement

I, **Harish Khandre**, have read and understood the offer and compensation package relating to my services and employment with Positive AI, and the same is acceptable to me, I hereby also assure you that I will provide the duly signed copy within 48 hrs, If I fail to do the same this offer will be expired, Once the acceptance copy is provided by me then I will join from **05th August 2024**.

.....

Date: 01st August 2024

Place: Gurugram

POSITIVE AI INNOVATIONS PRIVATE LIMITED

8th Floor unit no A804 Unitech, Arcadia South City 2, Sector -49, Gurgaon, Haryana, India, 122018

CIN: U63999HR2024PTC121735

**AXISB/LOA/RH4125366/206322
04/09/2024**

**MAHESH TUKARAM SHEVALE
7821049623**

LETTER OF APPOINTMENT

Dear MAHESH TUKARAM SHEVALE,

We are delighted to welcome you to Axis Bank for an exciting career of learning, development and value driven growth. We take pleasure in offering you the position of Officer Sales I in RB - BB, RL & Products.

The said offer shall be governed by the under mentioned terms and conditions apart from other policies and conditions that are applicable or may become applicable from time to time.

Terms of Employment

1. Compensation

- 1.1 The annual compensation payable to you will be INR 2,24,802 subject to tax deductions at source, as applicable by law.
- 1.2 It is clarified that Axis Bank reserves the right to deduct all permissible taxes as per applicable laws from your compensation. Further, you hereby authorize Axis Bank to deduct any amounts from your compensation, which are owed by you to the Bank, including any overpayments, loans or advances outstanding at your end.

2. Code of Conduct & Ethics

- 2.1 As an employee of the Bank, you will be guided by the Code of Conduct & Ethics and rules and regulations of the Bank in force and as amended from time to time.
- 2.2 If any declaration, statement or information including your qualification, experience and/or any other details, as given by you at any time, is found to be false or untrue, if any material information is suppressed or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and/or criminal in nature, your services will be liable to be terminated forthwith without any notice or compensation in lieu thereof at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you in terms of the applicable company policies.
- 2.3 You shall undertake to read and remain in compliance with the Bank's internal policies and procedures (as implemented from time to time) throughout the term of your employment.

3. Whole-time / Alternative Employment

- 3.1 Your position is a whole time employment with the Bank and you shall not take any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly except as shareholder or debenture holder in other trade or business during the employment with the Bank. You shall not be involved directly or indirectly with any business / trade / occupation / service / calling or perform any part-time or other work for remuneration or otherwise without obtaining prior written permission from Axis Bank.
- 3.2 During the employment in the services of the Bank, you shall not hold any other position in any organization nor shall you get employed directly or indirectly in any manner whatsoever nor shall act as an advisor to any organization, the exception being social organizations like clubs, NGOs etc. having no political affiliation and no monetary gains. However the Bank reserves the right to direct you to step down if, in the opinion of the Bank, such engagement interferes with your duties.

4. Fidelity & Secrecy

- 4.1 You shall not at any time during your employment and/or after the termination of your employment in any manner whatsoever divulge any confidential information relating to the Bank, any of its constituents or its employees without the prior written consent from the Management. In such an event, the Bank reserves the right to proceed against you.

5. Probation Period

- 5.1 The nature of your employment is Permanent, however you will be on probation for a period of 6 (six) months from the date of your joining. This period may be extended upto a maximum of 6 months in two tranches of 3 months each, if further assessment and observations are considered necessary on the sole discretion of the Management. Thereafter, on failure to be confirmed in the service of the Bank, your employment shall be terminated on account of non-confirmation of service.
- 5.2 On satisfactory completion of probation you will be confirmed in the services of the Bank.
- 5.3 Your probation can be extended not only by virtue of your non satisfactory performance but also by virtue of your non completion of the joining formalities.
- 5.4 Notwithstanding what is stated above, the bank reserves the right to confirm you in the services of the bank even during the extended period, provided, the extension of probation was solely due to non-completion of the joining formalities and such formalities are completed within the said period.

6. Mandatory Induction Certification

- 6.1 Induction Certification is a mandatory requirement for Confirmation - post completion of probation period.
- 6.2 100% attendance and 100% assessment clearance is required to be Induction Certified.
- 6.3 Non-adherence to Induction certification may lead to the following:
 - 6.3.1 You will not be able to join your team till you are Induction Certified.
 - 6.3.2 Not attending induction session on a particular day will result in loss of pay.
 - 6.3.3 Not meeting the attendance and assessment criteria within the stipulated time period would result in termination of services.

7. Transfer

- 7.1 Your services are liable to be transferred to any of the offices of the Bank within India and / or abroad at the sole discretion of the Bank and the Bank reserve the right to depute / transfer you at any time during your service in the Bank, to any of its subsidiaries or associates without any prior consent from you.
- 7.2 Notwithstanding the role assigned to you in terms of this letter, the Bank reserves the right to assign you any other role/function commensurate with your grade as may be deemed appropriate, depending on administrative exigencies and requirements.
- 7.3 Your services can be requisitioned by the Bank at any time outside the business / working hours.

8. Separation/ Retirement

- 8.1 Separation during probation
 - 8.1.1 On account of Resignation: During the period of probation, you may resign from the Bank's service, subject to acceptance by your supervisor, for which you will be required to mandatorily serve a notice period of 30 days. However, waiver of the notice period (if any), will be at discretion of the Bank. In such an event, the gross salary equivalent of the notice period shortfall (if any) will be recovered from employee.
 - 8.1.2 On account of Termination: During the probation period, this contract of employment is terminable by the Bank by way of giving notice of 15 days or on payment of salary in lieu thereof without assigning any reasons.
- 8.2 Separation after Confirmation:
 - 8.2.1 On account of Resignation: After confirmation, you may resign from the Bank's service, subject to acceptance of your resignation by your supervisor, for which you will be required to mandatorily serve a notice period of 90 days. However, waiver of the notice period (if any), will be at discretion of the Bank. In such an event, the gross salary equivalent of the notice period shortfall (if any) will be recovered from employee.
 - 8.2.2 On account of Termination: Notwithstanding what is provided in the company policies and the above paragraphs, your services, after confirmation, may be terminated by the Bank by giving 30 days' notice or payment of 30 days' salary in lieu thereof without assigning any reasons.
- 8.3 Separation arrangement
 - 8.3.1 Voluntary resignation should be initiated on the exit management portal of the Bank. Upon receipt of your resignation, the acceptance of the same shall be at Bank's discretion.

8.3.2 Upon acceptance of your resignation and before your proposed relieving date, you will have to return all Bank's property / assets entrusted to you and in your possession, to the Bank. Before you are relieved, all correspondence, specifications, formulae, books, tablets, documents, cost data, market data, literature, drawings, effects etc. should be returned and you shall not make or retain any copies of these items.

8.3.3 On separation, you are required to submit your claim for settlement of Provident Fund in the prescribed form.

8.3.4 It is expected that you will continue to dispense your duties and responsibilities during the notice period. You are also required to display model behavior and adhere to the timings as prescribed by the Bank. Any lapse or non-performance may lead to disciplinary action and result in non-issuance of the relieving letter.

8.4 Retirement

8.4.1 The retirement age in the Bank is fixed as 60 years. You will accordingly stand relieved from the services of the Bank on the last day of the month of your attaining this age based on the Age Certificate furnished by you at the time of joining.

9. Reimbursement of Notice Period Pay

In certain cases of business criticality, the Bank, at its discretion and post approval from the Head - Human Resources, may reimburse any shortfall in notice period pay to your current employer. In such a case, the following terms and conditions shall apply:-

9.1 Upon joining, you are required to submit a certificate/ letter from your present employer stating the number of days of shortfall in notice period and the amount recovered from you, basis which we shall process your request for reimbursement. This reimbursement shall be taxable and will be added to your Annual Taxable Income for the relevant Financial Year.

9.2 You are required to continue in Bank's employment for a minimum period of three years, from your date of joining, failing which amount so reimbursed shall be recovered from you along with interest at the Bank Base Rate prevailing on your last working day and any applicable taxes.

10. Conditions precedent /Joining formalities:

Your appointment and subsequent joining is subject to the following:

10.1 Submission of self-declaration of medical fitness provided on our onboarding portal.

10.2 The Bank receiving a satisfactory Background Verification report. For this purpose, you will be contacted by an authorized agency empanelled by the Bank.

10.3 Submission of all necessary documents:

10.3.1 Self-attested copies of all your degrees, professional qualifications certificates and documentary evidence of scholarships or prizes won, if any.

10.3.2 Proof of date of birth

10.3.3 Copy of Pan Card and Address Proof

10.3.4 One recent passport size color photograph

10.3.5 Copy of acceptance of resignation letter and relieving letter from your previous employer

10.4 It is brought to your notice that you need to complete your conditions precedent and / or joining formalities within 1 month from the date of joining, failing which your salary after 1st month shall not be released till the completion of joining formalities and the said salary shall be kept in the Bank's Sundry Account.

The Bank reserves the right to vary the terms and conditions of service governing your appointment as contained in this letter including your duties and responsibilities at any time.

Notwithstanding anything contained in the above paragraphs, your services may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.

The terms and conditions set out in this letter of appointment inter alia constitute service conditions applicable to your employment in the Bank. Any dispute arising thereof are subject to Mumbai jurisdiction only and the Mumbai Courts will have exclusive jurisdiction.

The above terms and conditions are to be read in conjunction with the company policies accessible through the Bank's intranet. These shall be made available to you, post joining.



If you are joining Axis Bank from other employer, any restrictions and obligations associated with other employer should be fully disclosed prior to joining, and adhered to, by you

Kindly note that Axis Bank does not charge any money/deposit for giving employment offers/conducting employment interview, to anyone seeking a job at the bank, nor does it appoint any agent/agency/individuals to make or issue offers of employment/benefits on its behalf.

For any further information / clarifications please feel free to contact:-

Mansi Tomar

Mansi.Tomar@axisbank.com

We at Axis Bank wish you success and look forward to your having a long and rewarding career with us!

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Anand Bardhan', with a horizontal line underneath.

Anand Bardhan,
Head - Talent Acquisition
Human Resources

Reference No: ACTPL/HR/24-104

Date: 28th Oct 2024

OFFER LETTER FOR FINANCE INTERNSHIP

Dear Hitesh Devghare,

We are delighted to offer you the opportunity to join our team as a **Finance Intern** at TruScholar. Congratulations on being selected for this internship position.

As a Finance Intern, you will gain valuable hands-on experience in various aspects of Finance, including financial analysis, budgeting, forecasting, data management, and financial reporting. You will work closely with our finance team, supporting their efforts and contributing to the achievement of our financial objectives. We believe your skills and enthusiasm will contribute to our ongoing success.

Internship Details:

Position: Finance Intern

Department: Accounts and Finance Department

Start Date: 28th Oct 2024

Stipend: 3500 Rs per month

During your internship, you will have the opportunity to gain hands-on experience and contribute to various aspects within the Finance Department. We are confident that your skills and passion for learning will make a positive impact on our team.

Compensation:

We are pleased to offer you a stipend of 3500 Rs per month for the duration of your internship. The stipend will be paid on a monthly basis.

Confidentiality and Compliance:

During your internship, you will have access to confidential and proprietary information related to our company and clients. We expect you to maintain strict confidentiality and adhere to our company's

policies and procedures. You will be required to sign a confidentiality agreement before the start of your internship.

Responsibilities and Expectations:

As a **Finance Intern**, your responsibilities will include:

- Assisting in conducting financial research, analyzing market trends, and identifying key financial metrics.
- Supporting the preparation and management of financial reports, statements, and presentations.
- Assisting in coordinating budgeting processes, financial forecasting, and cost analysis.
- Participating in brainstorming sessions and contributing innovative ideas for financial strategies.
- Assisting in analyzing financial data and preparing reports on financial performance.
- Collaborating with cross-functional teams to ensure the alignment of financial activities with overall business goals.

We look forward to welcoming you to our team and working with you to achieve mutual success. Congratulations once again on your selection as a **Finance Intern** at **TruScholar**.

Regards,

For **Asset Chain Techlligence Pvt Ltd**



Samit Singhai
Co-founder

Candidate Name: Hitesh Devghare

Title: Finance Intern

I accept employment with the Company on the terms and conditions set out in this letter.


Signature

28/11/2024
Date:

Vidya Bharati Mahavidyalaya, Amravati
Department of Cosmetic Technology

Placement Record

Session 2023-2024

Sr. No.	Name of Students	Company Name	Class
1	Sakshi N. Dhote ✓	Glowel Cosmetics Ahmedabad.	M.Tech
2	Vaishnavi P. Goley	Pritama International Pvt. Ltd. Delhi.	M.Tech
3	Pratiksha N. Pachpor	Glowel Cosmetics Ahmedabad.	M.Tech
4	Ratika S. Lampuse	Glowel Cosmetics Ahmedabad.	M.Tech
5	Divya S. Garpawar	Brillare Pvt Ltd., Ahmedabad.	M.Tech
6	Muhammad Wasique ✓	The Body Care Pvt. Ltd, Mumbai.	M.Tech
7	Kalyani D Padole ✓	Aethan Research & Cosmetics Pvt. Ltd. Ahmedabad	M.Tech

8	Megha Kale	Mascot Spincontrol India Pvt. Ltd	M.Tech
9	Mohini patil	Yasham speciality ingredients Pvt Ltd, Mumbai.	M.Tech
10	Urvashi T. Chaudhari	Dr Upgrades Herbal Products Pvt. Ltd, Nagpur.	M.Tech
11	Pankaj P. Rajput	HindPrakash , Pvt Ltd. Ahmedabad.	B.Tech
12	Mayur G. Kalpande	United Descaler Pvt. Ltd, Delhi.	B.Tech
13	Siddhi A. Bhise	United Descaler Pvt. Ltd, Delhi.	B.Tech
14	Priya B. Sawake	United Descaler Pvt. Ltd, Delhi.	B.Tech
15	Vrushali A. Mahore	United Descaler Pvt. Ltd, Delhi.	B.Tech
16	Viddhi M. Sawarkar	United Descaler Pvt. Ltd, Delhi.	B.Tech
17	Sejal M. Deshmukh	Makin Laboratories Pvt. Ltd., Indore.	B.Tech
18	Vaishnavi A. Mahalle	United Descaler Pvt. Ltd, Delhi.	B.Tech

19	Divyani D. Kohale	United Descaler Pvt. Ltd. ,Delhi.	8.Tech
20	Kapil S. Bandre	Cherry Cosmo, Pvt. Ltd. Mumbai.	8.Tech
21	Tejal Waghmare	Foxtale Consumer Pvt Ltd.	8.Tech
22	Vaishnavi Yeul	Krishna Enterprises, Mumbai	8.Tech
23	Prajwal Kedar	Fabulous Manufacturing Pvt Ltd, Nepal	8.Tech
24	Rituja Rasale	Equinox Industries Pvt Ltd.	8.Tech
25	Rurvik Vyawahare	United Descaler Pvt. Ltd, Delhi	8.Tech
26	Vaishnav Ubale	Equinox Industries Pvt Ltd.	8.Tech


HOD

Dr. L.K. Vyas

Dept. of Cosmetic Technology




Principal

Vidya Bharati Mahavidyalaya, Amravati.
Amravati.



GLOWEL
COSMETICS

Manufacturer Of All Kind Of Cosmetics, Skin Care & Hair Care Products
Manufacturer Of Ayurvedic External Products & Veterinary Products

Near Khadi Gramodyog At : Mirolli, Tal : Dascroi, Dist : Ahmedabad-382425.
glowelcosmetics@yahoo.com www.glowelcosmetics.com

AN ISO 9001:2015 CERTIFIED COMPANY.

CERTIFICATE OF INTERNSHIP COMPLETION

This is to certify that Sakshi Navjeevan Dhote has successfully completed an internship at Glowel Cosmetics from 01/10/2023 to 01/03/2024. Throughout the internship period, she has demonstrated exceptional dedication, enthusiasm, and a strong willingness to learn.

During the internship, Sakshi actively participated in Formulation & Development Department. She has consistently exhibited her skills in the developing a formulation of Skin Care & Hair Care & Body Care Products.

She has also completed her project of – Herbal Lip Tint with Bixa Orellana Seed Extract

This certificate is awarded in recognition of Sakshi Navjeevan Dhote's valuable contribution to GLOWEL COSMETICS and for her commitment to professional growth and development.

Given this 01ST OF MARCH, 2024.

/Signature



GAURAV DHARANI
FOUNDER / PROPRIETOR
GLOWEL COSMETICS



PRITAM INTERNATIONAL PVT. LTD.

Administration Office : A-10/11, Sector - 9, Udyog, Delhi - 85

CIN No.: U16799 (WH) 2000 PTC 091991

Registered Office: 36, Convent Branch Avenue, Convent, Block - 4E, South Block, 4th Floor, Kolkata - 700013 (WB)



Ref No.: PFI/HR/APP/2021/100964

Date: 18.07.2022

Mr. Goley Vaishnavi Pandit
D/o Sh. Goley Pandit Baburao
H No 62, W No, 02 Vps, Kewand, Tehsil, Raipur
Dist. Washim (MH) 445501

Sub: Letter of Appointment

Dear Mr. Goley Vaishnavi Pandit

Further to the interview you had with us, we have pleasure to appointing you as "Jr.Chemist" in "R&D" Department in our organization, on the following terms and conditions

This appointment takes effect from 18.07.2022

1. Your monthly salary will be as attached Annexure-1, & you will be entitled for other statutory benefits as per the Company Policy.
2. Your initial posting will be at company's Manufacturing unit at Bhagwanpur, Roorkee, and Uttarakhand. However, your services are transferable at the discretion of the Management, to any other section/department/establishment or any of our subsidiary/ associate Companies or offices in India or abroad.
3. You shall be considered a probationary employee for the first 6 months of employment. Upon your successful completion of the probationary period, you shall be treated as a regular. Unless communicated by the company in writing you shall be deemed to be on probation. Failure to successfully complete the extended probationary period may result in termination of employment by the company. The decision of the company shall be final and binding.
4. During the probation period, the company may terminate the employment by giving one month notice in writing, without stating any reason. However, after completion of probation period, employment can be terminated by the company, by the notice period of one month or one month salary in lieu.
5. In case, the candidate submits his/her resignation during probation or after confirmation, he/she is obliged to give one month notice in writing or salary in lieu to the company.
6. Notwithstanding the above, during the period of your probation, in case you breach any of the clauses of this appointment, or you are found to have committed an act of misconduct, your services may be terminated / dismissed with immediate effect. In such event it would not be necessary for the company to give you any notice whatsoever.
7. In case notice pay (salary in lieu of notice) is payable by the company or the employee, the notice pay shall be calculated solely on the basis of your basic salary, as applicable, and will not include the value of any allowances, benefits, or perquisites you receive by virtue of the terms of your appointment.
8. As a member of an organization that practices flexibility and continuous improvement in work processes and practices, your duties may be varied from time to time, and you are liable to be transferred to another department or section, at the discretion of the Company. Your employment will be subjected to the company's establishment orders/standing orders, as issued from time to time, in so far as they may be applicable to you.
9. During your services, you can be transferred to any establishments in India either existing or which may come into existences. You will be required to comply with all such transfer orders in one month's time from its date of issuance to you. In case the transfer orders are for transfer from one place to another within the same town, the same will have to be complied within the next working day.
10. You will execute and perform all duties as may be entrusted to you from time to time, in the above capacity or in any other capacity, to the best of your ability and also conduct yourself faithfully and conscientiously



Manufacturer Of All Kind Of Cosmetics, Skin Care & Hair Care Products
Manufacturer Of Ayurvedic External Products & Veterinary Products

Near Khadi Gram Udhog At: Miroli, Tal., Dascroi, Dist. Ahmedabad - 38242
ceo@glowelcosmetics.com www.glowelcosmetics.com

CERTIFICATE OF INTERNSHIP COMPLETION

This is to certify that Pratiksha Nilkanth Pachpor has successfully completed an internship at Glowel Cosmetics from 01/10/2023 to 01/03/2024. Throughout the internship period, she has demonstrated exceptional dedication, enthusiasm, and a strong willingness to learn.

During the internship, Pratiksha actively participated in Formulation & Development Department. She has consistently exhibited her skills in the developing a formulation of skin care & Hair care Products.

She has also completed her project of – Foot Preparation using Peepal Bark Extract

This certificate is awarded in recognition of Pratiksha Nilkanth Pachpor valuable contribution to GLOWEL COSMETICS and for her commitment to professional growth and development.

Given this 01st OF MARCH, 2024.

[Signature]



GAURAV DHARANI
FOUNDER / PROPRIETOR
GLOWEL COSMETICS



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Manufacturer Of Ayurvedic External Products & Veterinary Products

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glowelcosmetics@yahoo.com www.glowelcosmetics.com

AN ISO 9001:2015 CERTIFIED COMPANY.

CERTIFICATE OF INTERNSHIP COMPLETION

This is to certify that Ratika Sanjay Lampuse has successfully completed an internship at Glowel Cosmetics from 01/10/2023 to 01/03/2024. Throughout the internship period, she has demonstrated exceptional dedication, enthusiasm, and a strong willingness to learn.

During the internship, Ratika actively participated in Formulation & Development Department. She has consistently exhibited her skills in the developing a formulation of skin care & Hair care Products.

She has also completed her project of - Formulation & Development of Hair Dye Stick

This certificate is awarded in recognition of Ratika Sanjay Lampuse valuable contribution to GLOWEL COSMETICS and for her commitment to professional growth and development.

Given this 01ST OF MARCH, 2024.

[Signature]



GAURAV DHARANI
FOUNDER / PROPRIETOR
GLOWEL COSMETICS

BS/HR/INTR/2021/02

Date: 04.11.2021

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms. Divya Sanjay Garpawar (Student of Vidhyabharti Mahavidhyalay Amravati, B. Tech. Cosmetic) has successfully completed her Project Training with Brillare Science Pvt. Ltd. Ahmedabad from 01st September 2021 to 04th November 2021.

She has been able to complete the project successfully on the "Development and Evaluation of Anti Aging Serum with hyaluronic acid".

In doing so she acquired vivid knowledge on the subject.

During the course of her project, she has closely worked as a part of R&D team. She made valuable contribution in formulation development. At work, she had proven satisfactory performance.

We wish her all the best for her future endeavors.

For, Brillare Science Pvt. Ltd.


Mr. Jigar Patel
CEO



Muhammad Wasique,
Olay patil layout,
Railway station road,
Darwaha district,
Yavatmal,
Maharashtra.
Contact no - 9011423369

Date:- 27-11-2023

Subject: -Offer letter

Dear Muhammad Wasique,

With reference to your interview with our MD Sadique Saifee, the management is pleased to offer you the position of Research and Development Executive at The Body care India.

We are pleased to offer you an employment in our organization on the terms and conditions as have been mutually agreed upon. If you accept this offer, your joining date will be 18th of December 2023, or such other date as maybe mutually agreed upon. This will be termed as 'Start date' for all future communication.

You would be on Probation for six months from 18th of December 2023 to 17th of May 2024. At the end of the probation period, based on your performance & review you will be taken to the next level of employment in the company. At the end of the probation period your service would be confirmed & you would be informed in writing on the same.

will be issued a formal offer letter on your joining duties. You can join this job on 18th of December 2023 In case you fail to join your duties by the date mentioned; the management reserves the right to withdraw this offer of appointment

Employee cannot take any legal action in carrying any dispute regarding payment or salary structure and the disputes will be settled in the company Head Office only. You shall observe all rules and regulations of the Company. Company holds the right to terminate the staff without prior notice or any written information if you do not work accordingly. That during this assignment you shall not engage in any employment or business without written permission of the management.

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

You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management

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

At the time of resignation or you don't continue the service. You will have to submit the NOC from the super stockiest and the distributors under your area of working and the full and final settlement will be done in Co. head office after you represent the NOC to the Co. manag
Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, 2/3
~~divulged~~ or made public by you even thereafter

This offer is subject to satisfactory completion of medical examination, reference and authentication of the following documents: -

- 1. Photocopy of Aadhaar card (Mandatory).**
- 2. Photocopy of your date of birth certificate.**
- 3. Photocopies of your educational qualification certificates.**
- 4. Four recent passport size photos.**
- 5. Relieving letter from your employer with copy of the last pay slip.**
- 6. Photocopy of your Last Company Appointment Letter.**

I have read, understood and accepted the standard terms and conditions of employment as stated and referred to in the document set out above that is relevant to my employment with the company.

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

We welcome you to The Body Care family and look forward to a fruitful collaboration.

With best wishes,



Aethan Research & Cosmetics Pvt. Ltd.
Plot No :- 7, B.G. Chavda Industrial Estate, Phase-3,
Tajpur village Road, Changodar, Ahmedabad - 382213, (Guj), India.
Mo. +91 91373 88888 | E-mail : aethanresearch@gmail.com

Date - 01-04-2024

TO WHOM SO EVER IT MAY CONCERN

This is a certify that Miss. Kalyani Datta Padole. Residence in. Nagpur has done her Project in Encapsulated Probiotic Gel at Aethan Research and Cosmetics Pvt Ltd (Ahmedabad) as an intern in Research and Development, from 1-Feb 2024 to 1 April 2024

During the period of this Project, we found her sincere, hardworking, and a keen learner.





April 10, 2023

Ms. Megha Kale
Mumbai, MH

Dear Megha,

We're delighted to offer you the internship position at Mascot Spincontrol India Pvt. Ltd., starting April 10, 2023, in our Mumbai office's R&D department. Dr. Mohit Lalvani will be your project guide.

Throughout your training, maintain strict confidentiality regarding company matters.

We don't guarantee future employment, but you'll receive a certificate upon completion.

Comply with company rules and regulations, and follow management instructions.

You'll receive necessary information and documents during your training.

Confidentiality is crucial; refrain from disclosing any company-related information.

During your internship, don't engage in other business activities without our written consent.

We reserve the right to terminate your internship with 24 hours' notice, without assigning any reasons.

Kindly sign and return this letter within a week to confirm your acceptance.

Looking forward to working with you.

Sincerely,
For Mascot Spincontrol India Pvt Ltd

Shruti Shelke
Head HR & Admin

MASCOT SPINCONTROL INDIA PVT. LTD.

Clinical Research Centre:
Kashinada Estate, 3rd Floor,
Sun ME Compound, Lower Park West,
Mumbai 400013, INDIA

Corporate Office:
317, Shah & Nani Industrial Premises,
Off Dr. E Moses Rd., Worli,
Mumbai 400018, INDIA.

T: + 91 22 43349191 E: info@mascotspincontrol.in W: www.mascotspincontrol.in

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YASHAM SPECIALITY INGREDIENTS PVT LTD

Regd. Office: 401, Satya Dev, Plot No. A-6, Veera Industrial Estate, Off. Veera Desai Road, Andheri (West), Mumbai-400 053, Maharashtra, INDIA.
Tel: +91 22 4063 9900 Fax: +91 22 4063 9901 Email: yasham@yasham.in Website: www.yasham.in CIN - U51100MH1997PTC104919 PAN: AAACY0341B

Date : 4th March, 2024


To Whomsoever It May Concern

This is to certify that Ms. Mohini Patil was on technical support internship in our Personal Care division's Formulation and Application Lab from 16/08/2023 to 29/02/2024 and has successfully completed the same.

While on training She has gain good knowledge on new formulation development, handling technical support to customer & communication techniques, maintaining database records and manuals.

During her internship we found her to be sincere and hardworking towards learning different aspects of the subject.

For YASHAM SPECIALITY INGREDIENTS PVT LTD


Priyanka Dalvi
General Manager


11/04/2024
Mrunali Yeole
Manager Technical Services



YASHAM

YASHAM SPECIALITY INGREDIENTS PVT LTD

Regd. Office: 401, Sahya Dev, Plot No. A-6, Veera Industrial Estate, Off. Veera Desai Road, Andheri (West), Mumbai-400 053, Maharashtra, INDIA.
Tel. +91 22 4063 9900 Fax: +91 22 4063 9901 Email: yasham@yasham.in Website: www.yasham.in CIN - U51100MH1997PTC104919 PAN: AAACY0341B

March 8th, 2024

Ms. Mohini Patil
At Morphal, Post Palaskheda Sim,
Taluka Parola, Dist. Jalgaon Parola,
Maharashtra - 425 111.

LETTER OF APPOINTMENT

Ms. Mohini Patil,

With reference to your application, and subsequent interview discussion with us, we are pleased to inform you that you have been appointed as "Officer - Technical Services" in our application LAB for Personal Care division in Grade 13 at location "Mumbai" as per the following terms and conditions.

- 1. Salary:** Your annual gross salary/total emoluments will be **Rs.3,80,000/- p.a.** as explained in detail in (Annexure I) enclosed as part of this letter. You will be entitled to other benefits as applicable to employees as per rules of the Company. The Management reserves the right to modify or change in such allowances, benefits and perquisites from time to time in accordance with the Company policies and in compliance with statutory laws.
- 2. Job Assignment:** Your duties and responsibilities shall be as discussed or as may be assigned to you by the Company from time to time. Your appointment requires you to exercise certain assigned responsibilities. Accordingly, you should be fully aware of such responsibilities and thus conduct yourself in the precise manner. You may during the course of your employment be given any assignment and / or additional assignment arising of Company's business that the management in its subjective judgement feels is suited to your background, qualifications or experience. You will not refuse / ignore to carry out any assignment / additional assignment solely on the grounds that it has not been part of your usual duties during your employment. You may need to travel for Company work as and when required. In such case you will be entitled for travel expenses / allowances as may be in force from time to time.
- 3. Location and Reporting:** You will be based at Mumbai and will be reporting to Ms. Mrunali Yeole.
- 4. Confidentiality:** Any information that may be provided to, received or otherwise becomes known to you in the course of your employment, shall be received and held in strict confidence and shall not be disclosed to any party without the prior written approval of the Company unless such disclosure is pursuant to the proper performance of your duties. The obligation undertaken hereunder shall continue in full force and in effect during the tenure of your employment with the Company and thereafter. You will be required to enter into a separate Confidentiality and Non-compete / non-disclosure agreement with the Company.
- 5. Non -Competition:** During the continuation of your employment with YASHAM Group, you shall not engage in any competitive business or assignments and shall not part with any proprietary information, trade, secrets or confidential information furnished to you in the course of your employment. You will not give out to anyone by word of mouth or otherwise

particulars or details of any information whether technical, commercial, or general affairs of the Company, which might damage the goodwill or interests of the Company. You will devote your whole time during working hours in the interest of the Company and will not take any part-time or professional commitment in the self-capacity whether honorary or remunerative without prior written permission of the Management.

- 6 **Probation Period and Verification:** You will be on probation for a period of (12) twelve months from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service. If not confirmed after (12) twelve months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice. During your probationary period, you will not be eligible for any long leave. Should you, however, require any short emergency leave; the same will be considered purely on merits. Your appointment with YASHAM includes the term and conditions of employment that you have been agreed upon minimum 3 years of service continuity with effective date of joining.

Your employment is also subject to satisfactory verification of your character, antecedents and testimonials by the Company or agency consultant appointed by the Company for this purpose. This appointment is based on the details submitted by you in your job application to the Company. In case any declaration or particulars given by you in your application for employment are found to be wrong or you have willfully suppressed any material information, this appointment will be terminated immediately without any notice or compensation in lieu thereof.

You shall keep management posted with any changes in your postal address otherwise the last postal address as communicated to the Company or as available in the Company records will be deemed as your address for any type of communication from the Management.

7. **Resignation of Services:** You shall retire from the service of the Company on attaining an age of 60 years. Notwithstanding, herein, In case your performance is found not satisfactory and /or unlikely to meet the Company's requirements, the Company reserves the right to terminate your employment. In such scenario your service with Company may be terminated at any time by giving written notice of 60 days or payment of 60 days basic + special allowance salary in lieu thereof.

Provided you intend to resign from the service shall be entitled by giving 60 days' written notice from your side. The Company may at its discretion relieve you from such date before the expiry of the notice period without compensation for the unexpired period and is not to give any reason thereof.

The Company has the right to terminate you immediately without giving any notice period if your action/deeds violates the rule and regulations of the Company or commits serious offence.


8. **Transfer:** Your services are liable to be transferred from one department or section to another or to the work site or project or office within the Company and to any other member, sister or associate concern, whether existing or acquired / started later on in India or abroad as required by the exigencies or business of the Company at the sole discretion of the Management. On such transfer, rules as applicable to the post (Job role) and place where you are transferred will be applicable to you.

9. **Regularity:** Attendance regularity and punctuality at work are an implied condition of service and any absence without intimation or authorization for a period extending beyond 3 days continuously may lead to termination from the employment without any notice or notice pay in lieu of notice under this clause.
10. **Retirals:**
- Provident Fund (PF):** Provident Fund contribution will be applicable as per the statutory norms.
 - Gratuity Fund:** You will be covered under employees Gratuity Fund scheme as applicable to you. The Company will contribute towards this fund as per the Gratuity Act.
11. **Company Policies:** All YASHAM employees are required to follow the various corporate policies which form part of Employee Handbook. These are essential and enduring standards not to be compromised at any level and position of the job.
12. You will bound by all rules, regulations, policies and other notifications broadcasted by the Company from time to time in relation to the work, conduct, discipline and any other matter as these rules, regulation, policies and other notifications will remain intact and were part of this Letter of Appointment.

All disputes are subject to the jurisdiction of courts at Mumbai Only.

We welcome you at YASHAM and look forward to long term mutually satisfying association.

For YASHAM SPECIALITY INGREDIENTS PVT LTD



Vivek D Samant
Managing Director

Note: I have carefully read the terms and conditions of my employment and I have understood the same and accept them entirely. I shall join the services of the Organization with effect from

DR UPAGADES
HERBAL PRODUCTS

TRAINING CERTIFICATE

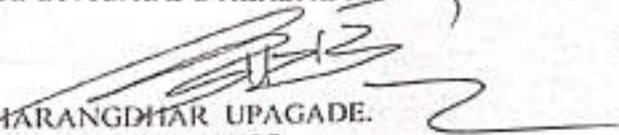
THIS IS TO CERTIFY THAT **MISS. URVASHI T. CHAUDHARI**
(M. TECH COSMETICS) DID AN INPLANT TRAINING IN THIS
INSTITUTION FOR THE PERIOD FROM **14TH FEB 2024 TO 16TH**
MAR.2024.

SHE TOOK LOT OF EFFORTS TO LEARN THE NEW TECHNIQUES IN
COSMOTOLOGY AND TOOK PART IN THE QUALITY TESTING OF THE PRODUCTS.

HER PROJECT DURING THE TRAINING WAS SHAMPOO TABLETS
SHE COMPLITED IT NICELY.

WE WISH HER LOT OF SUCCESS IN THE YEARS TO COME.

FOR DR. UPAGADE'S HERBAL PRODUCTS


MR. SHARANGDHAR UPAGADE.
MANAGING DIRECTOR.
17-03-2024

21st June 2023

Mr. Pankaj Rajput
Nandura,
Buldhana,
Maharashtra - 443404.
M: +91 8459930990
Email: pr70158@gmail.com

Dear Mr. Pankaj,

Sub: Job Offer for the post of Manager Formulation

With reference to your application and subsequent personal discussion/Interview, we are pleased to inform you that you have been selected for the above said position in our organization on the following terms & conditions:

1. Commencement of employment

Your employment will be effective from 3rd July 2023.

2. Job title

As mentioned in the subject above.

3. Salary

Your salary and other benefits will be set out in Annexure – A.

4. Place of posting

You will be posted at Ahmedabad, Gujarat. You may however be required to work at any place of businesses which the Company/ Group Companies have or may later require.

5. Hours of Work

The normal working days are Monday through Saturday, You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from 10:00AM to 06:30PM and if necessary for additional hours depending on your responsibilities.

6. Leave/Holidays

- 6.1 Casual Leave: 07 days as per the Company's Policy, from time to time.
- 6.2 Privilege Leave: 21 days as per the Company's Policy, from time to time.
- 6.3 Holidays: You can enjoy the holidays as per the Company's Policy, from time to time.

To avail any kind of leave a prior written permission of the person you are reporting to will be necessary.

7. Nature of duties

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

8. Company Property

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

9. Borrowing/Accepting gifts

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

10. Probation

As per organization policy, the probation period applicable to you shall be 6 months from the date of joining. You would be posted at the address mentioned in the Letter Head. However as and when required, you may be transferred to any of the offices/locations in India or abroad.

11. Termination

11.1 During probation, M/S. Hindprakash Organic Pvt. Ltd. Can terminate your services by giving 10 days' notice. After probation, the period of notice will be 03 Months.

11.2 The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence or have committed any fundamental breach of contract or caused any loss to the Company.

11.3 On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists,

drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

12. Confidential Information

- 12.1 During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.
- 12.2 You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.
- 12.3 At no time, will you remove any Confidential Information from the office without permission.
- 12.4 Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.
- 12.5 Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

13. Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

14. Governing Law/Jurisdiction

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Ahmedabad Court only.

15. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

16. Bond of Employment

As per the company's protocol, you will have to sign a bond of 02 years. Terms and condition regarding the same will be mentioned in the bond which will be shared with you at the time of completing joining formalities.

17. Acceptance of our Offer

Please confirm your acceptance of this offer of Employment by signing and returning the duplicate copy by 22nd June 2023.

We welcome you and look forward to working with you.

Thanking you,

Yours Faithfully,
For HINDPRAKASH ORGANIC PRIVATE LIMITED

Date: 25th Oct 2023
Mr. Mayur Gajanan Kalpande
Mob: 7066761494

Offer cum Appointment as Executive -Technical Sales

Dear Mr. Mayur,

We welcome you to United Descaler Pvt Ltd and are pleased to offer you the position of Executive -Technical Sales for Delhi Region.

Below mention are the specific terms and conditions of your offer. Request you to read the details carefully

Acceptance and Commencement

Your appointment will be effective on your joining date i.e. 1st August 2023 with United Descaler Pvt Ltd.

In case of non-acceptance of this offer or agreement on mutual joining date this offer will stand cancelled.

1. Appointment:

- a. You will be on probation for a period of 6 months. During the period of probation your progress will be reviewed periodically. On successful completion of the probation period, your services would be confirmed which will be intimated to you in writing.

2. Service Contract

- a. While on probation your services can be discontinued by giving 30 days' notice. After confirmation your services can be discontinued after giving 2 months' notice.
- b. Your services can be terminated on grounds of indiscipline, misconduct, misappropriation, malpractice, Parting of vital business information of confidential nature to a third party without proper authorization.

For UNITED DESCALER PVT. LTD.

M. G. Kalpande
Director/Asst.

For UNITED DESCALER PVT. LTD.

W. S.
HR/ADMIN DEPARTMENT

M. G. Kalpande

c. Your service can also be terminated for continued absence from duty without information and authorization beyond eight working days or continued ill health resulting in your absence from work for a period exceeding three months.

3. Moral Responsibility & Honesty

You are expected to deal with company's money, material and documents with utmost honesty and Professional ethics. Your services may be dispensed with any time without any notice if you are found guilty of Gross indiscipline, fraud misappropriation or acting against the interest of the company.

4. Other Employment

a. During the continuance period of your employment with us you shall not work directly or indirectly for any other firm

5. Secrecy

You will not give anyone, by word of mouth, writing, facsimile any particulars or details, which you acquire During the course of your employment of our working system, technical know-how, security arrangements, Administrative and/or organization matters of our and our clients whether confidential either during your Employment with the company or afterwards.

Please note that the terms and conditions of your services contract as stipulated here or to be intimated hereafter are to be treated as strictly confidential and you are not to divulge its contents to any employee of the Company/person connect with the Company.

Appropriate action may be taken in case of violation of any of the terms and conditions mentioned in the Offer Cum Appointment Letter

6. Emoluments & Benefits:

1. Your gross annual CTC is Rs.240000 / annum (subject to PF/ESI/TDS being applicable)

2. You will be entitled for 6 leaves during your probation period and 12 approved holidays including RH& National Holidays.

3. You are entitled to enjoy two Saturday (Second & Fourth Sat) leaves from November 1st 2023

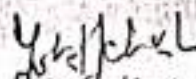
4. You are agreed mutually to stay with UDPL for a period of 1 year after completion of your probation

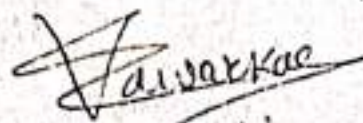
period

Welcome to the United Descaler Pvt Ltd family and we look forward to a long, fruitful, happy and exciting association with you.

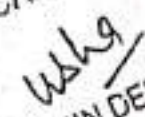
With best Wishes,

For UNITED DESCALER PVT. LTD.


Director/Auth. Signatory


HR/ADMIN DEPARTMENT

For UNITED DESCALER PVT. LTD.


HR/ADMIN DEPARTMENT

Date: 21st Oct 2023
Ms. Siddhi Arvind Bhise
Mob: 7887913308

Offer cum Appointment as Executive - Technical Sales

Dear Ms Siddhi,

We welcome you to United Descaler Pvt Ltd and are pleased to offer you the position of Executive - Technical Sales for Delhi-Ncr Region.

Below mention are the specific terms and conditions of your offer. Request you to read the details carefully.

Acceptance and Commencement

Your appointment will be effective on your joining date i.e. 1st August 2023 with United Descaler Pvt

In case of non-acceptance of this offer or agreement on mutual joining date this offer will stand cancelled.

1. Appointment

- a. You will be on probation for a period of 6 months. During the period of probation your progress will be reviewed periodically. On successful completion of the probation period, your services would be confirmed which will be intimated to you in writing.

2. Service Contract

- a. While on probation your services can be discontinued by giving 30 days' notice. After confirmation, your services can be discontinued after giving 2 months' notice. However, if the business exigencies require you to continue the employment during entire notice period, you shall do so.
- b. Your services can be terminated on grounds of indiscipline, misconduct, misappropriation, malpractice. Parting of yita business information of confidential nature to a third party without

Floor DLP Prime Towers,

Phase - 1, New Delhi - 110020

11 433 337 00

units@uniteddescaler.com

v.uniteddescaler.com

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For UNITED DESCALER PVT. LTD.

[Signature]
Director/ Auth. Signatory

For UNITED DESCALER PVT. LTD.

[Signature]
HR/ADMIN DEPARTMENT

Date: 25th Oct 2023
Ms. Priya Sawake
Mob: 7489272543

Offer cum Appointment as Executive -Technical Sales.

Dear Ms. Ms. Priya Sawake,

We welcome you to United Descaler Pvt Ltd and are pleased to offer you the position of Executive -Technical Sales, for West Region.

Below mention are the specific terms and conditions of your offer. Request you to read the details carefully.

Acceptance and Commencement

Your appointment will be effective on your joining date i.e. 1st August 2023 with United Descaler Pvt Ltd

In case of non-acceptance of this offer or agreement on mutual joining date this offer will stand cancelled

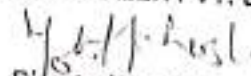
1. **Appointment:**

- a You will be on probation for a period of 6 months. During the period of probation your progress will be reviewed periodically. On successful completion of the probation period, your services would be confirmed which will be intimated to you in writing.

2. **Service Contract**

- a While on probation your services can be discontinued by giving 30 days' notice. After confirmation, your services can be discontinued after giving 2 months' notice.
- b Your services can be terminated on grounds of indiscipline, misconduct, misappropriation, malpractice, Parting of vita business information of confidential nature to a third party without proper authorization.

For UNITED DESCALER PVT. LTD.


Director/Authorized Signatory

For UNITED DESCALER PVT. LTD.


HR/ADMIN DEPARTMENT

619, 6th Floor DLF Prime Towers,
Okhla Phase - 1, New Delhi - 110020

☎ +91 11 433 337 00

✉ accounts@uniteddescaler.com

🌐 www.uniteddescaler.com

CIN No: U24100DL2013PTC256572

GSTIN: 07AABCU6200A1Z1



- c. Your service can also be terminated for continued absence from duty without information and authorization beyond eight working days or continued ill health resulting in your absence from work for a period exceeding three months.

3. **Moral Responsibility & Honesty**

You are expected to deal with company's money, material and documents with utmost honesty and Professional ethics. Your services may be dispensed with any time without any notice if you are found guilty of Gross indiscipline, fraud misappropriation or acting against the interest of the company.

4. **Other Employment**

- a. During the continuance period of your employment with us you shall not work directly or indirectly for any other firm

5. **Secrecy**

You will not give anyone, by word of mouth, writing, facsimile any particulars or details, which you acquire During the course of your employment of our working system, technical know-how, security arrangements, Administrative and/or organization matters of our and our clients whether confidential either during your Employment with the company or afterwards.

Please note that the terms and conditions of your services contract as stipulated here or to be intimated hereafter are to be treated as strictly confidential and you are not to divulge its contents to any employee of the Company/person connect with the Company.

Appropriate action may be taken in case of violation of any of the terms and conditions mentioned in the Offer Cum Appointment Letter

6. **Emoluments & Benefits:**

1. Your gross annual CTC is Rs.240000 / annum (subject to PF/ESI/TDS being applicable)
2. You will be entitled for 6 leaves during your probation period and 12 approved holidays including RH & National Holidays.
3. You are entitled to enjoy two Saturday (Second & Fourth Sat) leaves from November 1st 2023.
4. You are agreed mutually to stay with UDPL for a period of 1 year after Successful completion of Your probation period.

Welcome to the United Descaler Pvt Ltd family and we look forward to a long, fruitful, happy and exciting association with you.

. With best Wishes,

For UNITED DESCALER PVT. LTD.

J. H. Nicholas
Director/ Auth. Signatory

[Signature]

For UNITED DESCALER PVT. LTD.

Wsha
HR/ADMIN DEPARTMENT

LET'S CO-CREATE

Date: 10/07/2023
Vrushali Mahore
Mumbai - 444601

Ms Vrushali,

Subject: Letter of joining for the post of Executive-Technical Sales

has reference to the application and the interview conducted in the college campus Dated 07th July '2023.

are pleased to offer you the position for Executive-Technical Sales with effect from 1st August'2023 basis the terms and conditions mutually agreed upon.

will be required to report the Corp office on Tuesday i.e. 1st Aug'2023 at 10:00 am. Address for the same is written below:

United Descaler Pvt Ltd.
6th Floor,
Prime Towers,
Phase - 1
Delhi - 110020

detailed appointment letter will be provided at the time of joining.

will be provided with CTC of 2.40 L / annum.

will be required to carry the below listed documents at the time of joining. Listed below:


1. Two sets of passport size photographs.
2. Copies of your date of birth and qualification certificates along with originals.
The originals will be returned to you after verification.
3. Copy of cancelled cheque/pass book front page of your existing savings bank account.
4. Photocopy of your valid photo and address proof (Passport / Election Card)
5. Mandatory documents: PAN Card & Aadhar Card
6. Last salary slip, Relieving Letter & Experience Letter, if any.
7. No due certificate from the previous employer, if applicable.
8. UAN (of your last employer), if any.

offer is subject to your acknowledgment of this letter and the result of your reference / background check.

reporting would be to: Ms. Usha Kumar (HR Manager) or call 9971088442.

ing forward to welcome you to the UDPL Team.

s sincerely,

UNITED DESCALER PRIVATE LTD.

HR MANAGER

Date: 21st Oct 2023

Ms. Vidhi Manish Sawarkar

Mob: 8983437885

Offer cum Appointment as Executive - Technical Sales.

Dear Ms. Vidhi,

We welcome you to United Descaler Pvt Ltd and are pleased to offer you the position of Executive - Technical Sales for Gujarat Region.

Below mention are the specific terms and conditions of your offer. Request you to read the details carefully.

Acceptance and Commencement

Your appointment will be effective on your joining date i.e. 1st August 2023 with United Descaler Pvt Ltd
In case of non-acceptance of this offer or agreement on mutual joining date this offer will stand cancelled.

1. Appointment:

- a. You will be on probation for a period of 6 months. During the period of probation your progress will be reviewed periodically. On successful completion of the probation period, your services would be confirmed which will be intimated to you in writing.

2. Service Contract

- a. While on probation your services can be discontinued by giving 30 days' notice. After confirmation your services can be discontinued after giving 2 months' notice. However, if the business exigencies require you to continue the employment during entire notice period, you shall do so.
- b. Your services can be terminated on grounds of indiscipline, misconduct, misappropriation, malpractice, Parting of vita business information of confidential nature to a third party without proper authorization.

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Phase - 1, New Delhi - 110020

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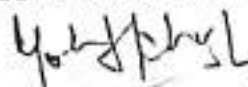
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uniteddescaler.com

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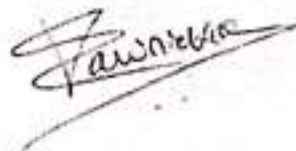
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For UNITED DESCALER PVT. LTD.



Director/Auth. Signatory

For UNITED DESCALER PVT. LTD.




HR/ADMIN DEPARTMENT



Makin Laboratories Pvt. Ltd.
(A GMP Certified Company)

Regd. Office : 33, Narmada Nagar, Annapurna Road, Indore (M.P.) INDIA - 452009
Ph.: 0731-4007443
Mob. 91-9425960315, +91-9926560314

MLPL/HR/LOI/2023/071

09th Dec, 2023

Ms. Sejal Manoj Deshmukh
Amravati (Maharashtra)

Sub: Offer Letter

Dear Sejal,

In reference to your application and subsequent interview you had with us, Management is pleased to offer you the post of 'Management Trainee' in Business Development Department (Cosmeceutical) on terms and conditions mutually agreed. Salary Package will be as per our discussion. You are advised to join us at Head office Indore as soon as possible not later than **01.01.2024**. Please bring the following documents on the date of your joining:

1. Certificate showing your date of birth.
2. Certificate of your qualifications
3. Certificate of medical fitness from a qualified doctor with X-Ray Report.
4. Four Passport Size Photographs.
5. Copy of Aadhar card and Pan Card
6. ID Proof and Residence proof.
7. Experience certificates
8. Appointment letter of Previous Employer
9. Last two-month salary slip from the previous Employer.
10. Bank Statement showing salary statement.

Please sign and return a copy of same as token of your acceptance.

For MAKIN LABORATORIES PVT LTD

AUTHORIZED SIGNATORY



Dear Vaishnavi,

Congratulations on your offer from **SUNSHINE INDUSTRIES !!!**

We have pleasure in appointing you to our company as a **JUNIOR RESEARCH & DEVELOPMENT ASSOCIATE**. Your Date of Joining will be on 28th Feb 2024.

a. You are requested to bring the following original testimonials with photocopies at the time of Joining:-

- 1) Two passport-size photographs.
- 2) Copies of educational/professional qualifications and experience certificates.
- 3) Proof of your identity. Ideally, it can be either of your passports, Aadhar cards, PAN cards, Driving licenses/Residential Proof.
- 4) Cancelled Cheque.

Timings will be 9:30 AM-7 PM (Monday-Saturday).

Your employment shall be subject to an initial probationary period of 3 months during which your performance and conduct will be monitored. During the period of probation, the company will provide Rs. 17,000/-.

After the Probation Period of 3 Months, Your Salary will be revised to **Rs. 2,52,000/- (Rupees Two Lakhs Fifty Two Thousand Only)** annually.

You will be provided leave for the Final Examination, only after submitting the Date sheet for the same. Apart from scheduled examinations, no other leaves will be permitted during the initial probationary period. We believe this will help you focus on getting acclimated to your new role and responsibilities.

If you have any concerns or questions regarding this policy, please feel free to reach out to the HR department.

We look forward to your valuable contributions to the team.

Bhumi Saini
HR Department

Dear Divyani Kohale,

Congratulations on your offer from **SUNSHINE INDUSTRIES !!!**

We have pleasure in appointing you to our company as a **JUNIOR RESEARCH & DEVELOPMENT ASSOCIATE**. Your Date of Joining will be on 28th Feb 2024.

- a. You are requested to bring the following original testimonials with photocopies at the time of joining:-
- 1) Two passport-size photographs.
 - 2) Copies of educational/professional qualifications and experience certificates.
 - 3) Proof of your identity. Ideally, it can be either of your passports, Aadhar cards, PAN cards, Driving licenses/Residential Proof.
 - 4) Cancelled Cheque.

Timings will be 9:30 AM-7 PM (Monday-Saturday).

Your employment shall be subject to an initial probationary period of 3 months during which your performance and conduct will be monitored. During the period of probation, the company will provide Rs. 17,000/-.

After the Probation Period of 3 Months, Your Salary will be revised to **Rs. 2,52,000/- (Rupees Two Lakhs Fifty Two Thousand Only)** annually.

You will be provided leave for the Final Examination, only after submitting the Date sheet for the same. Apart from scheduled examinations, no other leaves will be permitted during the initial probationary period. We believe this will help you focus on getting acclimated to your new role and responsibilities.

If you have any concerns or questions regarding this policy, please feel free to reach out to the HR department.

We look forward to your valuable contributions to the team.

Bhumi Saini
HR Department

Date: 24-02-2024

Dear Mr. Kapil Sanjay Bandre,

Subject: Appointment Letter

We are pleased to offer you the position of Chemist for Production work at Cherry Cosmo. Your appointment will be effective from 01-03-2024.

Details of Employment:

Designation: Production Chemist

Start Salary: INR 17,000/- per month

Salary Review: After one month, subject to performance evaluation, your salary will be increased to INR 18,000/- per month from 01-04-2024 valid for 12 months till 31-03-2025

Benefits: The salary includes Housing allowance, Travelling, and Daily allowance, the complete break up of salary will be handed over to you at the time you received your first salary.

Terms and Conditions:

Probation Period: You will be on probation for six months from the date of joining. During this period, your performance and suitability for the role will be assessed.

Confirmation: Upon successful completion of the probation period and based on satisfactory performance evaluation, you will be considered for permanent employment at Cherry Cosmo.

Salary Revision: Your salary will be subject to revision based on your performance and prevailing inflation rates. Any revisions will be communicated to you accordingly on completion of one year.

Notice Period: In case of termination of employment, a notice period of 30 days will be applicable, both from your end and from Cherry Cosmo's end.

Please note that this appointment is subject to the verification of the documents provided by you, including your Aadhar Card No: 867130879475.

Please confirm your acceptance of this offer by signing and returning the duplicate copy of this letter by (Acceptance 24-02-2024).

We look forward to your contribution to Cherry Cosmo and wish you a successful and fulfilling tenure with us.

Yours Sincerely,

Accepted by: Kapil Sanjay Bandre Date: 24-02-2024 (Signature)



NASIR ALIASGHAR MIRAB
FOUNDER

Nasir Aliasghar Mirab
Founder



PL03/1474/1-2, D'Souza
Compound, Survey No: 23,
Pelhar, Panyachi Taki,



+91 76064 13866
+91 98193 39697



Info@cherryltd.in
www.cherryltd.in

SCAN ME



FOXTALE CONSUMER PVT. LTD.

February 22, 2024

KU TEJAL VITTHAL WAGHMARE,
DHANORA BULDHANA MAHASIDHA – MAHARASHTRA - 443403,

Subject: Offer of Employment

Dear Tejal,

With reference to your application and the subsequent interviews you had with us, we are pleased to extend an offer of employment for the position of **Lab - Executive**. This offer is contingent upon successful completion of background checks and any other pre-employment requirements as maybe outlined and shared by the management.

Your probation period will be for a period of **3 months** from the date of joining. Under certain circumstances, probation period may be extended. A confirmation letter is issued after successful completion of probation.

A detailed appointment letter with terms and conditions shall be provided to you on your date of joining, the terms discussed in this offer are confidential in nature and as such must not be disclosed externally or internally. You have been offered an **Annual Fixed CTC of INR 3,50,000/- (Three Lacs Fifty Thousand Only)** exclusive of any taxes as applicable by law, a detailed break-up of your compensation is mentioned in Annexure I attached with this letter.

The Offer is valid for 24 hours from the date of issuance of the offer and if you are unable to provide an acceptance to the offer within this time frame, the same shall become null and void automatically, unless specified otherwise. The company reserves it's right to contact your previous employers to understand the fitment with Foxtale.

We at Foxtale Consumer Pvt. Ltd. hope that you'll accept this opportunity and we look forward to welcoming you aboard on **11th March 2024**.

Should you have any questions regarding anything, please do not hesitate to reach us

For Foxtale Consumer Pvt. Ltd,



Authorized Signature
Human Resources

Annexure I: CTC Structure

Regd. Office: 1001-1002, lotus grandeur, veera desai road, Andheri west, Mumbai -400053

CIN: U24110MH2021PTC359914

Email id: recruitment@foxtale.in Contact no.: +91 77798 29222

Dear Vaishnavi ,

Greetings !!!!

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

Your date of Joining will be on or before 7th March , 2024 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/ Salary Slip (If any)

Kindly reply this confirmation email regarding your acceptance

With Regards,

Mrs. Shrutika Dalvi
CSR (East & North Zone)

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,
Borivali (West)
Mumbai - 400092
28924776/666/777
admin@krishnaenterprise.org
www.krishnaenterprise.org



FABULOUS MANUFACTURING PVT. LTD.

Kathmandu, Nepal, Email: fabulousmanufacturing2020@gmail.com

5. Confidentiality:

5.1 During the term of this Agreement and thereafter, the Employee shall not disclose or use, either directly or indirectly, any Confidential Information (as defined in the Company's Confidentiality Agreement) of the Company, except as required in the course of performing their duties.

6. Ownership of Formulations:

6.1 The Employee agrees that any and all formulations, inventions, discoveries, developments, or improvements made by the Employee during the term of this Agreement, whether alone or with others, shall be the exclusive property of the Company.

6.2 The Employee hereby assigns to the Company all rights, title, and interest in and to such formulations, inventions, discoveries, developments, or improvements, including, but not limited to, any patents, copyrights, trademarks, or other intellectual property rights.

6.3 The Employee agrees to execute any documents and take any further actions as may be reasonably necessary to perfect the Company's rights in such formulations, inventions, discoveries, developments, or improvements.

7. Termination:

7.1 This Agreement may be terminated by either party upon providing a written notice of termination at least three (3) months in advance with a valid reason.

7.2 Upon termination of this Agreement, the Employee shall return all Company property and Confidential Information in their possession.

8. Renewal:

8.1 The contract shall be automatically renewed for an additional term of 3 years unless either party provides written notice of non-renewal at least 6 months prior to the expiration date. Upon renewal, the terms and conditions of the contract shall remain in effect unless otherwise agreed upon in writing by both parties.

9. Governing Law:

9.1 This Agreement shall be governed by and construed in accordance with the laws of Nepal.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

SAGAR GYAWALI
Chief Operating Officer
Fabulous Manufacturing Pvt Ltd
Hetauda, Makwanpur, Nepal
Date: 3/23/2024



PRAJWAL HARIDAS KEDAR
Research And Development Officer





FABULOUS MANUFACTURING PVT. LTD.

Kathmandu, Nepal, Email: fabulousmanufacturing2020@gmail.com

Regd No. 277728078079

This Agreement ("Contract Agreement") is entered into on 3/23/2024 between:

Fabulous Manufacturing Pvt. Ltd, a company registered under the laws of Nepal, having its registered office at Hetauda, Makwanpur, Nepal, hereinafter referred to as the "Company".

and
Prajwal Haridas Kedar, residing at Haridas Kedar, near vitthal mandir, kemla pura, Akot, Akola, Maharashtra, 444101, hereinafter referred to as the "Employee". (adhar card no: 916597956239)

Whereas, the Company desires to retain the services of the Employee for a term of three (3) years, and the Employee desires to render such services to the Company, subject to the terms and conditions set forth herein.

Now, therefore, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1. Position and Duties:

1.1 The Employee shall serve as Research and Development Officer and shall perform the duties and responsibilities assigned by the Company.

1.2 The Employee agrees to lead in research for the adoption of new technology and ingredients to improve and enhance the process for production capabilities, in addition to other duties assigned by the Company.

1.3 The Employee agrees to devote their full-time and attention to the business and affairs of the Company and shall faithfully and diligently perform their duties.

2. Term:

2.1 The term of this Agreement shall commence on 1st June 2024 and shall continue for a period of three (3) years thereafter, unless terminated earlier in accordance with the provisions herein.

3. Compensation:

3.1 In consideration for the services rendered by the Employee, the Company shall pay the Employee a monthly salary of INR 50000.00 payable in accordance with the Company's standard payroll procedures.

3.2 The Company may review and adjust the Employee's compensation from time to time at its sole discretion.

4. Benefits:

4.1 The Employee shall be entitled to participate in all employee benefits programs offered by the Company to its employees, subject to the terms and conditions of such programs.

4.2 The specific festivals and the number of festival leave days shall be determined by the company and communicated to employees annually. During festival leave, employees shall receive their regular salary and benefits as per company policy. Special Diwali leave for 10 Days will be offered to the specific employee.

S. J. W.
03/23/2024



Scanned with CamScanner

EQUINOX INDUSTRIES

EQUINOX | **mg**
INDUSTRIES | **WORTH BELIEF**

Gala No.1,2,3,4&5, Bldg No.1026, De Dainath Commercial Complex, Dhapode, Mhewandi,
Thane - 421302

DATE: 25 October 2023

RUTUJA RASALE

Harshada Enclave B-13

Samta Nager, New Sangavi,

Pune, Maharashtra- 411027

SUBJECT: OFFER LETTER FOR POST OF ASS.CHEMIST.

Dear Miss. Rutuja Rasale.

We are excited about the skills and experience you bring to our team and believe that your contribution will be instrumental in our continued success. This offer is contingent upon the successful completion of a background check and any other pre-employment requirements.

Please review the attached documents, including our company policies and the terms of the employment contract. If you have any questions or concerns, feel free to contact Shri Raj Kumar J. Singh at HR Contact Email id- infor.equinoxindustries@gmail.com or To formally accept this offer, please sign and return the attached acceptance letter copy. Upon receipt of your signed acceptance, we will provide further details regarding your onboarding process.

We look forward to welcoming you to Equinox Industries and believe that your skills and expertise will contribute significantly to our organization's success.

Thank you for considering this offer, and we anticipate a mutually beneficial working relationship.

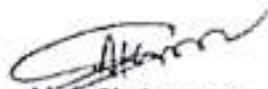
Compensation and Benefits:

Annual Salary: 2,16,000/- per annum, Monthly Rs. 18,000/- (Rs. Two Lacs Sixteen thousand only Per Annum, Monthly Rs. Eighteen thousand only,) based on your performance your salary may be increased.

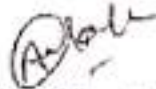
Work Schedule: Morning 9.00 am to evening 7.00 pm

Sincerely,

For, Equinox Industries



Alok Shrivastav
Partner



Alok Tiwari
Partner



Date: March 04th 2024
Mr Ruthvik Umeshrao Vyawhave
Mob: 07620949061

Offer cum Appointment as Executive - Technical Sales (Personal Care)

Dear Mr Ruthvik,

We welcome you to United Descaler Pvt Ltd and are pleased to offer you the position of Executive – Technical Sales (Personal Care). Below mention are the specific terms conditions of your offer. Request you to read the details carefully.

Acceptance and Commencement

Your appointment will be effective on your joining date i.e. 04th March 2024 with United Descaler Pvt Ltd (herein referred to as Company'). Please contact us immediately if you require an alternative joining date. In case of non-acceptance of this offer or agreement on mutual joining date this offer will stand cancelled.

To confirm your acceptance of this offer, you are requested to:

Acknowledge and communicate the acceptance of the offer letter and date of joining on email.

1. Appointment:

- a. You will be on probation for a period of 6 months. During the period of probation your progress will be reviewed periodically. On successful completion of the probation period, your services would be confirmed which will be intimated to you in writing.

2. Service Contract

- a. While on probation your services can be discontinued by giving 30 days' notice. After confirmation, you services can be discontinued after giving 2 months' notice. In addition, it will be compulsory for you to serve at least 50% of the notice period during probation or confirmation. However, if the business exigencies require you to continue the employment during entire notice period, you shall do so.
- b. Your services can be terminated on grounds of indiscipline, misconduct, misappropriation, malpractice, Parting of vita business information of confidential nature to a third party without proper authorization.

Your service can also be terminated for continued absence from duty without information and authorization beyond eight working days or continued ill health resulting in your absence from work for a period exceeding three months.

J. Moral Responsibility & Honesty

- a. You are expected to deal with company's money, material and documents with utmost honesty and Professional ethics. Your services may be dispensed with any time without any notice if you are guilty of Gross indiscipline, fraud misappropriation or acting against the interest of the company.

4.. Other Employment

- b. During the continuance period of your employment with us you shall not work directly or indirectly for any other firm

5. Secrecy

- a. You will not give anyone, by word of mouth, writing, facsimile any particulars or details, which you acquire During the course of your employment of our working system, technical know-how, security arrangements, Administrative and/or organization matters of our and our clients whether confidential either during your Employment with the company or afterwards.
- b. Please note that the terms and conditions of your services contract as stipulated here or to be intimated hereafter are to be treated as strictly confidential and you are not to divulge its contents to any employee of the Company/person connect with the Company.
- c. Appropriate action may be taken in case of violation of any of the terms and conditions mentioned in Offer Cum Appointment Letter

6. Emoluments

Your gross annual CTC is Rs.2.4 L / annum (subject to PF/ESI/TDS being applicable)

Welcome to the United Descaler Pvt Ltd family and we look forward to a long, fruitful, happy and exciting association with you.

With best Wishes,

For UNITED DESCALER PVT. LTD.


HR/ADMIN DEPARTMENT

For United Descaler Pvt Ltd



**UNITED
DESCALER**
PRIVATE LIMITED

LET'S CO-CREATE

Compensation Structure

Name: Mr Ruthvik Umeshrao Vyawhave

Designation: Executive - Technical Sales (Personal Care)

Effective From: 04TH March 2024

Dear Mr. Ruthvik

We are pleased to provide you with your personalized total reward statement.

Particulars	Amount (Annual)
Basic Salary	120000
HRA	48000
Conveyance	4800
Medical Allowance	4800
Education Allowances	4800
Fixed allowances	57600
Total	2,40,000

UNITED DESCALER PVT. LTD.

Wshs
HR/ADMIN DEPARTMENT

EQUINOX INDUSTRIES

EQUINOX | **mg**
INDUSTRIES | **INDIA GROUP**

Unit No-1, 2, 3, 4th, Bldg No-102A, Dr. Balnath Commercial Complex, Bhamburda, Bhubaneswar,
Odisha - 751007

DATE: 25 December 2023

VAISHANAVI UBALE

Ambika Nagar malkapur road,

Akola, Maharashtra

Pin code -444004.

SUBJECT: OFFER LETTER FOR POST OF ASS.CHEMIST.

Dear Miss. Vaishanavi Ubale

We are excited about the skills and experience you bring to our team and believe that your contribution will be instrumental in our continued success. This offer is contingent upon the successful completion of a background check and any other pre-employment requirements.

Please review the attached documents, including our company policies and the terms of the employment contract. If you have any questions or concerns, feel free to contact Shri Raj Kumar J. Singh at HR Contact Email id-infor.equinoxindustries@gmail.com or To formally accept this offer, please sign and return the attached acceptance letter copy. Upon receipt of your signed acceptance, we will provide further details regarding your onboarding process.

Gala No.1,2,3,4&5, Bldg No.1026, On Sakinaka Commercial Complex, Dhapode, Navi Mumbai,
Thane - 421302

We look forward to welcoming you to Equinox Industries and believe that your skills and expertise will contribute significantly to our organization's success.

Thank you for considering this offer, and we anticipate a mutually beneficial working relationship.

Compensation and Benefits:

Annual Salary: 1,68,000/- per annum, Monthly Rs. 14,000/- (Rs. One Lacs Sixty-eight thousand only Per Annum, Monthly Rs. Fourteen thousand only,) based on your performance your salary may be Increased.

Work Schedule: Morning 9.00 am to evening 7.00 pm

Sincerely,

For, Equinox Industries


Alok Shrivastav
Partner


Alok Tiwari
Partner





Congratulation

1 message

From: hr-recruiter@ibgfincon.com
To: yashwantzarbade2910@gmail.com

Wed, Oct 18, 2023 at 10:22

Dear Yashwant,

"Congratulation"

On your appointment with reference to your application for the role of Sales Executive at our company,

we are happy to extend you an offer from IBG Fincon and want to inform you that you have been selected to be a part of our organization should you wish to accept.

Regards,

Komal G (K13150)

HR Recruiter

Email id : hr-recruiter@ibgfincon.com Mob: +919881392225 Ph: +91 20-67491919



IBG FINCON PVT. LTD.

IBG House Sharv Plaza, Plot No 13,
Sr. No. 295, Hadapsar, Pune,
Maharashtra, India 411028

☎ : 1800 266 1294 @ : www.ibgfincon.com

Disclaimer: "The information contained herein (including any accompanying documents) is confidential and is intended solely for the addressee(s). If you have erroneously received this message, please immediately delete it and notify the sender. Also, if you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or taking any action in reliance on the contents of this message or any accompanying document is strictly prohibited and is unlawful. The organization is not responsible for any damage caused by a virus or alteration of the e-mail by a third party or otherwise. The contents of this message may not necessarily represent the views or policies of IBG FINCON Pvt Ltd."

To,
The Principle
Vidya Bharti Mahavidyalaya
Amravati

Subject :- Not Attending the College

Respected Madam,

I am Yashwant Prakash Zorbade
Student of B.Com (A&F) 3rd yr II Sem.
I am Unable to attend the College
Because I have got a placement in
IBG Fincon Pvt Ltd Company at Pune.
I should have join the Company from
Monday 28th October 2023.

So I have requested to you
kindly consider my application and grant
me the necessary permission to take
this leave of absence.

Thank you,

Yours faithfully,
Yashwant P. Zorbade
B.Com (A&F) 3rd yr II Sem
9607357577

HOD
Dr. S. B. Kady
Six,

Ms. Bhosale Madam
Keep record in
Placement file
& Note it
11/10/23



Ref No. IBG/Academy/HR/2023-24/001

Date: 11th Oct,2023

OFFER LETTER

To,
Gauri Mahendra Gulhane
Mahavir nagar, Sai Nagar
, AMRAVATI,
MAHARASHTRA-444607

Dear Gauri,

Congratulations!

With reference to your application and subsequent interview for the position of **Branch Operation Manager** at IBG Academy, we are pleased to confirm your selection to join the IBG Academy as part of certificate course of Soft Skill in **Branch Operation Manager** (hereinafter referred to as "Certificate Course"). On completion of the Certificate Course, which includes online / offline and on the job Practical training, you shall be awarded a certificate in Soft Skill in **Branch Operation Manager**.

On successful completion 15 days of online / offline Soft Skill training, you will undergo **180 days** of on the job Practical Training at IBG ACADEMY. On commencement of on the job Practical Training at IBG ACADEMY, you will be absorbed in the **Grade of Assistant Manager (M1) Trainee** posted at **Pune**. The date of joining of IBG Academy post successful completion of online / offline training will be informed to you at the IBG Academy during your online / offline training.

On successful completion of the 15 days on the Soft skill training, you shall be fitted at the **grade of (M1)** and shall be on probation for a period of 6 months from date of completion of on the job Practical Training of **180 days** after Soft Skill Training Period, or such extend period as may be decided by IBG Academy depending on your performance during the Training and probation period and subject to completion of degree. On successful completion of probation, period including that of extend period, if any, you shall be confirmed in the services of IBG ACADEMY by way of a written communication. Your role as an **Branch Operation Manager** would entail as per Job Role assigned by the Organization or other activities relevant to the Job role.

The following detailed terms and conditions shall govern Online/Offline Soft Skill training, period and your employment with IBG ACADEMY which includes probation period:

Certificate Course Details & Benefits

The Soft Skill training would span over a period of 15 days in IBG Academy followed by **180 days** of on the job Practical Training at IBG ACADEMY.

On successful completion of the Soft Skill training and on the job Practical Training, you will be awarded a certificate in **Soft Skill in Branch Operation Manager**.

1. The Certificate Course at IBG Academy is scheduled to commence from 01st day of your Joining, you are required to report at the academy on joining date.
2. You will be reimbursed the cost of train travel by sleeper class for the travel to city of the IBG Academy to



Plot No 13, Manjri Road, Opp. Annasaheb Magar College,
Hadapsar, Pune, Maharashtra, India 411028
Ph. : +91 20 6749 1999 website : www.ibgacademy.in

11-10-2023
Gulhane



join at the Certificate to join at the Certificate Course by the shortest route from your current place of stay, on submission of original ticket for the journey in case of offline Training and subject to approval by IBG ACADEMY.

3. The course fee of the **Soft Skill in Branch Operation Manager** certificate program is **Rs. 90,000/-** along with the applicable tax, out of which you are required to pay to the IBG academy **Rs. 1,180/-** as registration fees along with the applicable tax and remaining fees of **Rs. 88,820/-** (Eighty eight thousand eight hundred twenty rupees only) will be sponsored by the IBG ACADEMY at the time of joining the course. The fee is inclusive of expenses on faculty, training material etc.
4. IBG ACADEMY shall have the right to allot you any duties/role for which you may be considered competent on successful completion of the on the Soft Skill Training programmed and shall also have the right to post/transfer you to any of its own Center/office and/or to any of the Companies/Subsidiary Companies, depending upon the exigencies/ requirement.
5. During the Certificate Course and employment with IBG ACADEMY, you will be governed by the terms and condition framed by IBG Academy and IBG group company from time to time.
6. On a completion of the Course/Training can only certificate be generated, leaving the Course/Training in between will attract compensation ("Compensation" herein means Amount payable to IBG Academy for the Loss which Incurred due to Non-completion of the training and sponsoring the Course would be liable to pay **Rs. 60,000/-** (Sixty thousand rupees only) (Herein "sixty thousand rupees" payable as per the stipend amount/job training and sponsorship training course fees). And No Additional Compensation would be liable.
7. The Candidate hereby agrees to undergo the above named Training program Accordingly, the candidate hereby agrees and undertakes to the Organization that:
 - (a) In consideration of the Organization's agreeing to provide him/her with the required facilities for the above said training, including having access to the experiential knowledge at Practice Development Centre, Discussion Forums, Class Room training in several areas of **Branch Operation Manager** to him/her, the Trainee binds themselves to serve the Organization for a continuous period of not less than **(1) One (Year only)** from the date he/she joins the organization's Probation Period and he/she further binds themselves not to resign, leave/abandon either the training or the subsequent employment with the organization without first completing **(1) One (Year only)** of continuous service/employment with the organization exclusive of the initial training period of **180 days**.
 - (b) The Candidate further agrees and confirms that in the event of his/her failure to fulfill the requirements of clauses (a) above she shall be liable to pay "Training cost" for a sum of **Rs 88, 820/-** (Eighty eight thousand eight hundred twenty rupees only) to the organization, compounded monthly from the date he/she reports for training, besides being liable for such further legal action from the Organization as may be called for under the circumstances.
 - (c) The Candidate hereby undertakes and agrees to deposit the Original educational certificates into the custody of the IBG Academy by way of security, which shall not be returned to her before she complies with requirements of Clauses (a) above.
8. You're joining the Certificate Course, subsequent appointment IBG ACADEMY and your continuation in employment is subject to your being found medically fit by the Company appointed doctor and reference checks.



9. Your appointment and your continuation in employment are subject to your successful completion of your Degree, Specialization and submission of your Practice certificate and mark sheet within 6 Days of joining.

10. Termination from the Certificate Course: You are liable to be terminated from the Certificate Course in the event of:

- a. Any breach on your part of the terms and condition of the Certificate Course or the employment with IBG ACADEMY that may be promulgated by IBG group company / IBG Academy from time to time.
- b. Any incorrect information or document furnished by you.
- c. Any act of commission and omission on your part which is prejudicial to the interest and reputation of the IBG ACADEMY /IBG group company.

11. Remuneration:

- a. During the on the job Practical Training period and of 15 days of Soft Skill Training, you will be paid an all-inclusive gross lump sum stipend **Rs. 6000/- (Six Thousand only)** per month. This is subject to necessary taxes and deductions.
- b. On successful completion of on the Job Practical Training and on commencement of the probation period, you will be absorbed in the grade of **Assistant Manager (M1)** on a total annual salary (on a cost-to-company basis) will be as per Annexure -1.
- c. You will be covered under **Personal Accidental Insurance Schemes** of IBG ACADEMY from **195 days** of the commencement of Soft Skill Training.

13. Benefits:

- (a) Accidental Insurance Coverage for you up to Rs. 7,00,000/- (Rupees Seven lac only) per annum as per the guidelines issued by Employees Deposit Linked Insurance Scheme as per guideline. Which excludes Natural Death? Death or injury while under the influence of intoxicating liquor or drugs.
- (b) You will be eligible for retirement Benefits of IBG ACADEMY; namely provident fund and graduate in accordance with the statutory requirements and/or, as per company policy.
- (c) The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act/Rules and policies of the Company.
- (d) Maternity leave benefits as defined under The Code On Social Security, 2020 are offered to eligible women employee by the company Details of all types of leave including the maternity leave benefits offered to employee and eligible criteria for availing such benefits are notify by the Company under "Employee benefit policies" Available on the Company's intranet which will be accessible upon joining the Company.

Other Terms and condition of services:

1. Professional ethics & Confidentially: While you are in the services with **IBG ACADEMY** including on the job Practical Training period, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the



interest of IBG ACADEMY. You will not disclose details like your compensation structure (CTC), performance rating, variable pay amount increment, etc and will not disclose to any person or utilize any of Company's secret or other related information (which you may possess by reason of your association with the company) with any external agencies, press etc. outside IBG ACADEMY. Any act in breach of this term would entail initiation of appropriate action as deemed fit by IBG ACADEMY and its Whistle Blower Policy.

2. IT Security Practice & Procedure: While you are in the services with IBG ACADEMY including on the job Practical Training period, you will adhere to the IT security Practice & Procedure as prescribed by IBG ACADEMY. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices on your part shall result in strict disciplinary action.

3. Notice period:

In case you decide to leave IBG ACADEMY'S services during **Training Period**, you will be required Thirty days' notice. IBG ACADEMY in its sole discretion can decided to waive off/ reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the IBG ACADEMY the remaining gross salary for the training period or **Sixty Thousand Rupees** whichever is higher as per company's policy in addition compensation on failure to serve notice period.

In case you decide to leave IBG ACADEMY'S services during **probation period**, you will be required forty-five days' notice. IBG ACADEMY in its sole discretion can decided to waive off/ reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the IBG ACADEMY the gross salary for the notice period so reduce/waived off.

In case you decide to Leave IBG ACADEMY services **after confirmation**, you will be required to give ninety days' notice. IBG ACADEMY in its sole discretion can decided to waive off/reduce the notice period depending upon the exigencies. in such case; you would be required to pay to IBG ACADEMY the gross salary for the notice period so reduce/waived off.

4. TRI-PARTY AGREEMENT:

After confirmation: your services would be liable to be terminated by IBG ACADEMY, by giving thirty days' notice or on payment of ninety days gross salary in lieu of the notice period. In such case, you would be required to pay to the IBG ACADEMY the remaining gross salary or Rs. 60,000/- Rupees whichever is higher as per company's policy in addition compensation on failure to serve notice period.

5. Transfer: IBG ACADEMY shall have the right to transfer you to any of its Center/office or Group companies in India and abroad.

6. Joining competitor: in the event termination of your services by IBG ACADEMY or your resignation from the services of IBG ACADEMY, you shall not join any similar or substantial Services for a period of Thirty Six (36) months from the date of resignation/termination.

Please note that during the course of your services with IBG ACADEMY or in the event of cessation of your services in future, due to any reason whatsoever, yet shall for a period of Thirty Six (36) months from the date of such cessation, directly or in directly, either on your own accord or on behalf or in conjunction with any other person. Firm or company refrain/desist from canvassing or soliciting or attempting to or including any employee(s)/business associate (s) to leave their current employment with IBG ACADEMY



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/group companies/Business partner to join the services of your new employer/firm/company or any other competitor IBG ACADEMY /Group Companies /business partner. Any act in contravention of the above provision shall entail initial of appropriate action as deemed fit by IBG ACADEMY.

7. Please note that during the course of your services with IBG ACADEMY you cannot be member of any anti-social/nation outfit or of any outfit which declared as banned by the Government Any act in breach this term would entail initial of appropriate action as deemed fit by IBG ACADEMY or group company.

8. Please note that while joining the services of IBG ACADEMY and during the course of your services with IBG ACADEMY, you would be required to notify IBG ACADEMY immediately with details of civil or criminal case/s instituted against you in any court of law or any complaint/how cause notice/prosecution with/by any police station or by any statutory authority, as you will notify any outcome of such complaint like filing of charge sheet/arrest/conviction/acquittal/discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by IBG ACADEMY or group company.

9. IBG ACADEMY expects resolution of issue/s relating to your employment if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence-directly or indirectly-upon ant authority to further your interest in respect of matters pertaining to your services with IBG ACADEMY would amount to breach of employment contract leading to initiation of appropriate action.

10. Please note that during the course of your services with IBG ACADEMY, you will not take part in any demonstration/against IBG ACADEMY and its official/s for or on behalf of any external bodies/political outfit-either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of IBG ACADEMY leading to initiation of appropriate action.

11. Termination of Employment: In addition to what has already been mentioned in the foregoing, your services with IBG ACADEMY are liable to be terminated:

- a. without assigning any reason and without giving any notice during probation period including on the job Practical Training period. After confirmation by giving 90 days' notice or notice pay in lieu there for
- b. At any time during your services with IBG ACADEMY including you're on the job Practical Training in the event of:
 - i. Any breach of the condition mentioned in this letter on your part
 - ii. Any incorrect information furnished by you like:
 - Mismatch in your previous employment data even for a day
 - Mismatch in your previous pay slip
 - Fake qualification certificate etc.
 - Suppression of any material information by you.
 - iii. Any breach of rules and regulation of IBG ACADEMY as applicable/May be made applicable to you from time to time

General:

12. You will be bound by the Rules and regulation of IBG ACADEMY and group company.



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13. You will keep us informed of any change in your residential address.

If you are agreeable to the above-mentioned terms and condition, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. IN case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

You're sincerely,
HR Manager,
For IBG ACADEMY PVT LTD
Date: 11.10.2023
Location: Pune

I have read all the term and condition of the offer and would like to confirm my acceptance.

Signature of Applicant

Name: **Gauri Gulhane**

Joining Formalities

The process to join the Company is by way of completing the joining formalities.

You are required to complete the joining formalities within 3 days from the date of receiving confirmation about your medical fitness. Please note that completion of Offline joining formalities is a mandatory process.

Following document (Xerox copied) are required to be submitted:

1. Self attested copies of educational certificate and mark sheet (Xth/XIIth/graduation/post-graduation) Work experience document
 - a. Resignation accepted letter from current organization
 - b. Relieving letter from two previous employer or companies worked in last five years whichever is higher
 - c. Two Professional References
2. Passport size photograph (against red background)
3. Address proof (against voter id/ration card)
4. Adhere card
5. Medical report (if you have completed medical test from other than SRL diagnostic center, please medical report)
6. PAN Card
7. Police Verification
8. Bank Passbook/ cancelled cheque

You are required to carry all original documents for verification on the day of joining.



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Gulhane



Annexure 1 -Remuneration:

Name: Gauri Mahendra Gulhane
Position: Branch Operation Manager
Department: Retail Branch

The CTC structure is formulated to motivate the trainee to boost their morale and career. As detailed CTC Calculations will be applicable after training period are as below, Trainees are eligible to earn CTC based on success in meeting established Parameters during the training period.

For Trainee:

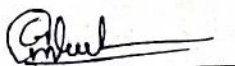
Parameter	Target achievement	Rating	CTC
Good/Excellent	91% - 110%	T1	Rs. 204,000/- PA
Above Average	76%-90%	T2	Rs. 180,000/- PA
Average	56%-75%	T3	Rs. 156,000/- PA
Below Average	41%-55%	T4	Stipend as per Offer Letter (Training period extension for next 3 month)
Non Performer	40% & Below	T5	Separation

Date: 11.10.2023

Terms And Conditions:

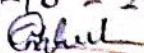
1. Trainee must exhibit satisfactory performance in assigned duties as demonstrated by receiving a rating of Meets Expectations or higher on the Trainees individual Monthly evaluation conducted during the Plan Month.
2. Assignment /Target will be allocated 01st day of every month.
3. If the trainee comes under non performer parameter then he/she shall be separated with training cost mentioned in the offer letter.
4. Company has right to restructure this policy as per business need.

I have read and fully understand the contents of this document. I agree to the terms and conditions stated above.


Gauri Gulhane



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11-10-2023




Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234580319/Nagpur/BPS/BTN
Date: 18/07/2024

Ms. Roshni Amarsingh Rathod
Belpura Near Hanuman Temple
Amravati
Amravati
Amravati-444606
Maharashtra
Tel# 91-8087750535

Dear Ms. Roshni Amarsingh Rathod,

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. **10,660/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this 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 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.

Your appointment is subject to completion of your course within stipulated time and scoring minimum aggregate marks as per TCS Selection Guidelines, as most specifically stated in the Offer of Employment.



OTHER BENEFITS

1. Health Insurance Scheme

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

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

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

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

2. Professional Memberships:

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

3. Social Security - Employees' State Insurance:

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

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

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

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

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

5. Night Shift Stipend:

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

6. Process Specific Stipend:

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

TERMS OF TRAINEESHIP

1. Traineeship Pre-requisites

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



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

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

2. Traineeship Period:

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

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

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

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

3. Hours of Training:

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

4. Leave:

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

5. Transport:

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

6. Alternative Occupation / Traineeship:

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

7. Confidentiality, Data and Intellectual Property Protection:

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

8. 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 submit a Medical Certificate of Fitness (in the format prescribed by **TCSL**), issued by a registered medical practitioner having a minimum qualification of MBBS, to the Induction coordinator.

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. Personal Data Processing:

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

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



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

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

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

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

16. Terms and conditions:

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

17. 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.

18. Compliance to all clauses:

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

Withdrawal of Offer

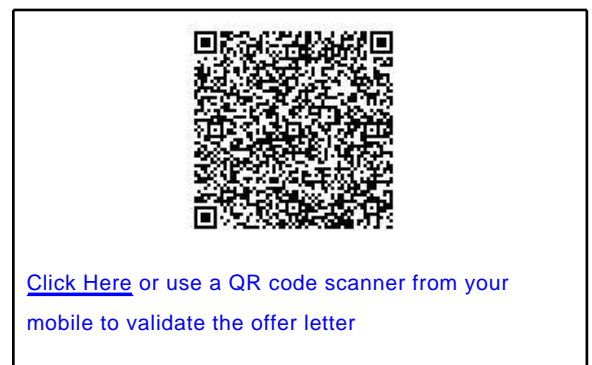
If you fail to accept the offer from **TCSL** within 7 days, it will be construed that you are not interested in the **Traineeship** and this offer will be automatically withdrawn. Post acceptance of **TCSL** offer letter if you fail to join on the date provided in the **TCSL** joining letter, the offer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

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited**.

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



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



ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20234580319/Nagpur/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:



Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

2. Associate's Obligations

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

3. Intellectual Property Rights

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



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

4. Prior knowledge

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

5. Use of third party material

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

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

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

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

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

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

6. Security policies and Guidelines.

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

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



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

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

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

7. 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.

8. 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.

9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of the Confidentiality, Data and IP Protection Terms by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat



thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

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

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

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

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

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

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

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

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

I hereby accept this Offer and intend to join service on _____ .

Name:

Address:

Signature:

Date:



Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234576731/Nagpur/BPS/BTN
Date: 31/07/2024

Ms. Shreya Prashant Chaudhari
Aishwarya Residency Rathi Nagar
Amravati
Amravati
Amravati-444601
Maharashtra
Tel# -

Dear Ms. Shreya Prashant Chaudhari,

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. **10,660/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this 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 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.

Your appointment is subject to completion of your course within stipulated time and scoring minimum aggregate marks as per TCS Selection Guidelines, as most specifically stated in the Offer of Employment.



OTHER BENEFITS

1. Health Insurance Scheme

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

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

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

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

2. Professional Memberships:

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

3. Social Security - Employees' State Insurance:

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

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

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

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

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

5. Night Shift Stipend:

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

6. Process Specific Stipend:

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

TERMS OF TRAINEESHIP

1. Traineeship Pre-requisites

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



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

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

2. **Traineeship Period:**

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

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

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

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

3. **Hours of Training:**

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

4. **Leave:**

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

5. **Transport:**

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

6. **Alternative Occupation / Traineeship:**

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

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

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

8. **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 submit a Medical Certificate of Fitness (in the format prescribed by **TCSL**), issued by a registered medical practitioner having a minimum qualification of MBBS, to the Induction coordinator.

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

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

15. Personal Data Processing:

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

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



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

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

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

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

16. Terms and conditions:

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

17. 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.

18. Compliance to all clauses:

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

Withdrawal of Offer

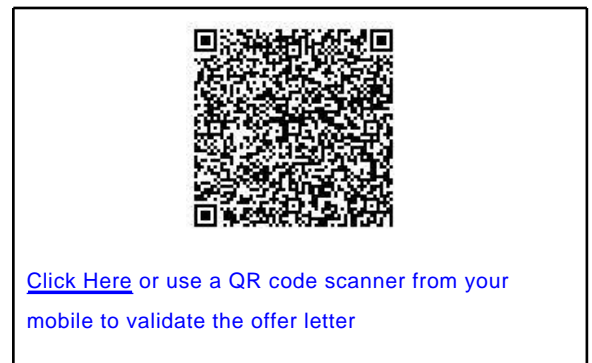
If you fail to accept the offer from **TCSL** within 7 days, it will be construed that you are not interested in the **Traineeship** and this offer will be automatically withdrawn. Post acceptance of **TCSL** offer letter if you fail to join on the date provided in the **TCSL** joining letter, the offer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

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited**.

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



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



ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20234576731/Nagpur/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:



Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

2. Associate's Obligations

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

3. Intellectual Property Rights

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



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

4. Prior knowledge

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

5. Use of third party material

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

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

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

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

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

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

6. Security policies and Guidelines.

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

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



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

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

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

7. 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.

8. 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.

9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of the Confidentiality, Data and IP Protection Terms by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat



thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

- (a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- (b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.
- (c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
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- (f) The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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

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

I hereby accept this Offer and intend to join service on _____ .

Name:

Address:

Signature:

Date:



Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234559682/Nagpur/BPS/BTN
Date: 30/07/2024

Ms. Gayatri Sanjay Pophale
7 A Malu Nagar Near Gopal Nagar Behind Of Ganesh Temple, Amravati
Badnera Road
Sai Nagar
Amravati-444607
Maharashtra
Tel# 91-9561611632

Dear Ms. Gayatri Sanjay Pophale,

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. **10,660/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this 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 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.

Your appointment is subject to completion of your course within stipulated time and scoring minimum aggregate marks as per TCS Selection Guidelines, as most specifically stated in the Offer of Employment.



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

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

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

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

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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.

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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

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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.

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

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

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

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

3. Hours of Training:

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

4. Leave:

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

5. Transport:

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

6. Alternative Occupation / Traineeship:

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

7. Confidentiality, Data and Intellectual Property Protection:

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

8. 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 submit a Medical Certificate of Fitness (in the format prescribed by **TCSL**), issued by a registered medical practitioner having a minimum qualification of MBBS, to the Induction coordinator.

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. Personal Data Processing:

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

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



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

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

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

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

16. Terms and conditions:

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

17. 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.

18. Compliance to all clauses:

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

Withdrawal of Offer

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

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited**.

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



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



ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20234559682/Nagpur/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:



Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

2. Associate's Obligations

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

3. Intellectual Property Rights

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



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

4. Prior knowledge

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

5. Use of third party material

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

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

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

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

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

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

6. Security policies and Guidelines.

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

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



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

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

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

7. 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.

8. 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.

9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of the Confidentiality, Data and IP Protection Terms by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat



thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

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

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

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

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

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

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

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

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

I hereby accept this Offer and intend to join service on _____ .

Name:

Address:

Signature:

Date:



Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234576709/Nagpur/BPS/BTN
Date: 24/07/2024

Ms. Kirti Balkrushna Jaulkar
At. Sawanga Bk. Near Rly Station, Chandur Rly

Chandur Rly
Amravati-444904
Maharashtra
Tel# 91-8999625144

Dear Ms. Kirti Balkrushna Jaulkar,

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. **10,660/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this 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 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.

Your appointment is subject to completion of your course within stipulated time and scoring minimum aggregate marks as per TCS Selection Guidelines, as most specifically stated in the Offer of Employment.



OTHER BENEFITS

1. Health Insurance Scheme

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

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

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

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

2. Professional Memberships:

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

3. Social Security - Employees' State Insurance:

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

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

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

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

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

5. Night Shift Stipend:

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

6. Process Specific Stipend:

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

TERMS OF TRAINEESHIP

1. Traineeship Pre-requisites

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



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

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

2. Traineeship Period:

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

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

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

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

3. Hours of Training:

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

4. Leave:

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

5. Transport:

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

6. Alternative Occupation / Traineeship:

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

7. Confidentiality, Data and Intellectual Property Protection:

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

8. 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 submit a Medical Certificate of Fitness (in the format prescribed by **TCSL**), issued by a registered medical practitioner having a minimum qualification of MBBS, to the Induction coordinator.

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

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

15. Personal Data Processing:

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

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



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

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

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

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

16. Terms and conditions:

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

17. 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.

18. Compliance to all clauses:

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

Withdrawal of Offer

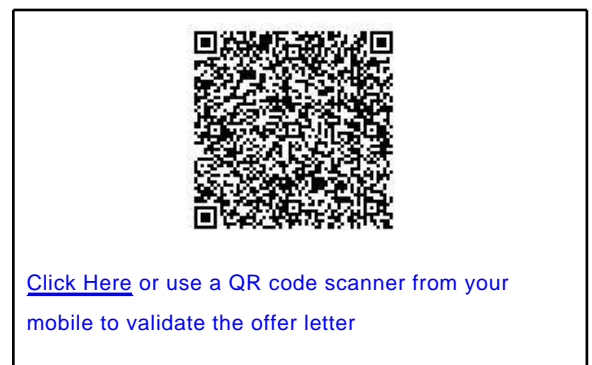
If you fail to accept the offer from **TCSL** within 7 days, it will be construed that you are not interested in the **Traineeship** and this offer will be automatically withdrawn. Post acceptance of **TCSL** offer letter if you fail to join on the date provided in the **TCSL** joining letter, the offer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

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited**.

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



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



ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20234576709/Nagpur/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:



Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

2. Associate's Obligations

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

3. Intellectual Property Rights

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



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

4. Prior knowledge

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

5. Use of third party material

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

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

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

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

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

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

6. Security policies and Guidelines.

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

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



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

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

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

7. 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.

8. 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.

9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of the Confidentiality, Data and IP Protection Terms by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat



thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

- (a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- (b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.
- (c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
- (d) This Confidentiality, Data and IP Protection Terms along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.
- (e) This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized representatives of both parties.
- (f) The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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

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

I hereby accept this Offer and intend to join service on _____ .

Name:

Address:

Signature:

Date:



Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234564407/Nagpur/BPS/BTN
Date: 24/07/2024

Ms. Samiksha Mohan Shendarkar
Vatthi Pura
Vatthi Pura
Vatthi Pura
Amaravati-444601
Maharashtra
Tel# -8888044511

Dear Ms. Samiksha Mohan Shendarkar,

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. **10,660/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this 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 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.

Your appointment is subject to completion of your course within stipulated time and scoring minimum aggregate marks as per TCS Selection Guidelines, as most specifically stated in the Offer of Employment.



OTHER BENEFITS

1. Health Insurance Scheme

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

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

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

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

2. Professional Memberships:

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

3. Social Security - Employees' State Insurance:

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

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

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

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

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

5. Night Shift Stipend:

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

6. Process Specific Stipend:

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

TERMS OF TRAINEESHIP

1. Traineeship Pre-requisites

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



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

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

2. **Traineeship Period:**

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

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

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

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

3. **Hours of Training:**

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

4. **Leave:**

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

5. **Transport:**

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

6. **Alternative Occupation / Traineeship:**

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

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

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

8. **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 submit a Medical Certificate of Fitness (in the format prescribed by **TCSL**), issued by a registered medical practitioner having a minimum qualification of MBBS, to the Induction coordinator.

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

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

15. Personal Data Processing:

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

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



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

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

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

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

16. Terms and conditions:

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

17. 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.

18. Compliance to all clauses:

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

Withdrawal of Offer

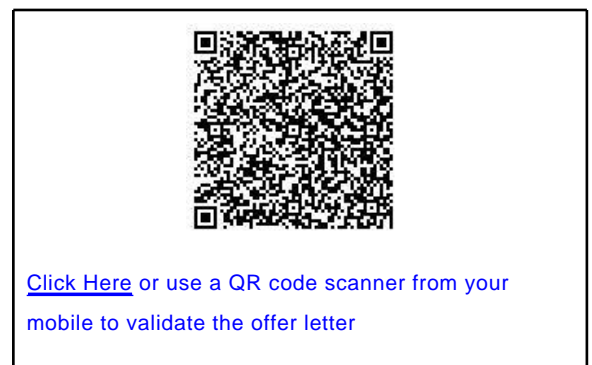
If you fail to accept the offer from **TCSL** within 7 days, it will be construed that you are not interested in the **Traineeship** and this offer will be automatically withdrawn. Post acceptance of **TCSL** offer letter if you fail to join on the date provided in the **TCSL** joining letter, the offer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

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited**.

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



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



ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20234564407/Nagpur/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:



Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

2. Associate's Obligations

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

3. Intellectual Property Rights

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



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

4. Prior knowledge

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

5. Use of third party material

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

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

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

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

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

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

6. Security policies and Guidelines.

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

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



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

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

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

7. 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.

8. 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.

9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of the Confidentiality, Data and IP Protection Terms by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat



thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

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

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

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

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

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

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

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

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

I hereby accept this Offer and intend to join service on _____ .

Name:

Address:

Signature:

Date:



Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20245261358/Nagpur/BPS/BTN
Date: 11/07/2024

Ms. Shreya Sunil Kapsekar
Bhim Nagar Walgaon Near Nalnda Buddha Vihar At Post Walgaon
Walgaon
Walgaon
Amravati-444801
Maharashtra
Tel# -

Dear Ms. Shreya Sunil Kapsekar,

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. **10,660/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this 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 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.

Your appointment is subject to completion of your course within stipulated time and scoring minimum aggregate marks as per TCS Selection Guidelines, as most specifically stated in the Offer of Employment.



OTHER BENEFITS

1. Health Insurance Scheme

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

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

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

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

2. Professional Memberships:

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

3. Social Security - Employees' State Insurance:

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

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

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

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

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

5. Night Shift Stipend:

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

6. Process Specific Stipend:

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

TERMS OF TRAINEESHIP

1. Traineeship Pre-requisites

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



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

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

2. **Traineeship Period:**

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

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

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

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

3. **Hours of Training:**

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

4. **Leave:**

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

5. **Transport:**

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

6. **Alternative Occupation / Traineeship:**

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

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

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

8. **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 submit a Medical Certificate of Fitness (in the format prescribed by **TCSL**), issued by a registered medical practitioner having a minimum qualification of MBBS, to the Induction coordinator.

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

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

15. Personal Data Processing:

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

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



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

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

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

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

16. Terms and conditions:

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

17. 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.

18. Compliance to all clauses:

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

Withdrawal of Offer

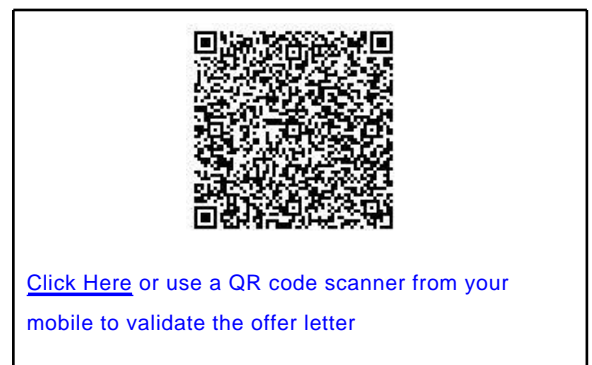
If you fail to accept the offer from **TCSL** within 7 days, it will be construed that you are not interested in the **Traineeship** and this offer will be automatically withdrawn. Post acceptance of **TCSL** offer letter if you fail to join on the date provided in the **TCSL** joining letter, the offer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

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited**.

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



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



ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20245261358/Nagpur/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:



Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

2. Associate's Obligations

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

3. Intellectual Property Rights

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



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

4. Prior knowledge

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

5. Use of third party material

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

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

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

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

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

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

6. Security policies and Guidelines.

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

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



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

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

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

7. 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.

8. 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.

9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of the Confidentiality, Data and IP Protection Terms by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat



thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

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

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

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

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

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

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

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

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

I hereby accept this Offer and intend to join service on _____ .

Name:

Address:

Signature:

Date:



23-AUG-2024

Letter Of Appointment

To,
Mr. Suchak Sawaibahadure
At.Post. Surali, Tq.Chandur Bazar, Dist. Amravati
Near Bbus Stand
7620218482

Dear Mr. Suchak,

This has reference to our Offer of Traineeship in TATA Consultancy Services Limited vide TCSL/2226997/NAGP/Business Process Outsourcing Services/BTN dated 05-Aug-2024 and your completing joining formalities as per TCSLs policy.

On the terms and conditions detailed in our Offer of Traineeship accepted by you, we are happy to appoint you as BPO Trainee in grade BPOS with effect from 23-AUG-2024.

Your Trainee ID is 2809000.

I take this opportunity to extend you a warm welcome to the TCSL Family !

Yours sincerely,
For TATA Consultancy Services Limited

GIRISH V NANDIMATH
Global Head – Talent Acquisition

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

TCS House Raveline Street Fort Mumbai 400 001 Maharashtra India

Tel 91 22 6778 9999 Fax 91 22 6778 9000 website www.tcs.com

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