



6th May 2022,

To,

Mr. Aashish Gupta,
Andheri West Mumbai.

Offer Letter

Dear **Mr. Aashish Gupta,**

With reference to our discussions & your interview with us, we are pleased to offer you an exciting career in our organization as **"Associate - Engineering Team"**.

1. **Remuneration:** You will be paid fixed Monthly Gross of **Rs.18,600/-** (Rupees Eighteen Thousand Six Hundred Only) & Your Annual Cost to Company (CTC) will be **Rs.2,68,185/-** (Rupees Two Lacs Sixty-Eight Thousand One Hundred and Eighty-Five Only) including all the components of the salary. Detailed salary breakup in annexure attached.
2. **Recovery:** The company reserves its right to recover the Costs incurred on you for attending the Training Programmes provided you leave the before company completion of 2 years of your training period.
3. **Joining Date:** Your date of joining as agreed between us shall be on or before **13th June 2022**.
4. **Reference Check:** The Company reserves the right to conduct a professional reference check on your previous employment(s), if any.
5. **Appointment Letter:** You will be issued an Appointment Letter at the time of joining post submission of all the required documents mentioned below.

On the date of joining, you are required to submit:

1. Passport size photographs – (3)
2. Education Certificates (Highest Qualification)
3. Copy of PAN Card, Address Proof, Aadhar Card (Original for Verification)
4. Relieving Letter or resignation acceptance from previous employers
5. Last 3 months payslip from your previous employer

We look forward to welcoming you to our growing family. This offer is valid for a period of 24 hours from date of issue. Kindly sign and return a copy of this offer letter as a token of your acceptance.

Yours Sincerely,

For Rupeeseed Technology Ventures Pvt. Ltd.

Sandeep Manoharan
Director

NB:

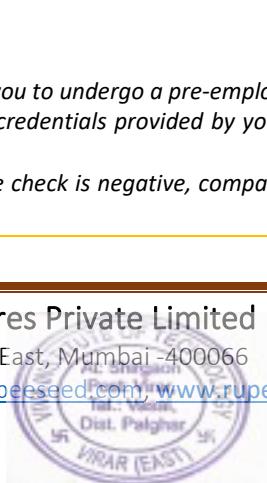
1. The company reserves the right to ask you to undergo a pre-employment medical examination, if so needed.
2. It is understood that all documents & credentials provided by you is true and genuine, based on which this offer has been made to you.
3. In the event, the result of the reference check is negative, company reserves the right to withdraw the offer extended to you.

Rupeeseed Technology Ventures Private Limited

308, A Wing, Western Edge II, Borivali East, Mumbai -400066

Tel: +91 22 49075555 E-mail: info@rupeeseed.com www.rupeeseed.com

CIN: U72200KL2012PTC030274





ANNEXURE

Name: Mr. Aashish Gupta

DOJ: 13th June 2022

Designation: Associate - Engineering Team

The break-up of your CTC is given below:

Component	PER MONTH (RS)	PER ANNUM (RS)
Basic	10,230	1,22,760
House Rent Allowance	5,115	61,380
Professional Development Allowance	3,255	39,060
GROSS SALARY	18,600	2,23,200
Retention Bonus	1,000	12,000
CO. Provident Fund (EMPLOYER)	1,228	14,731
CO. ESIC (EMPLOYER)	605	7,254
Benefits (Non Cash):		
Medical Insurance		5,000
Employee Engagement Program		6,000
TOTAL CTC	21,432	2,68,185
Net Take	18,126	2,17,511

Please note:

- *Retention bonus will be part of monthly salary, should you decide to leave the organization before the completion of one year tenure, the bonus amount will be Clawed Back before your last working date.
- Income Tax and / or any other government levies will be deducted wherever applicable.

Benefits:

- Gratuity Benefit will be provided as per the provisions Payment of Gratuity Act, 1972.
- You and your family (Spouse and up to two children) would be covered under the Group Medical Insurance Scheme, with a sum insured of Rs. 2,00,000 (Rupees Two Lacs Only.) You have the option to include parents with the subsidized premium borne by the employee.
- Employee engagement program (Non cash benefit) is allocated scheme can be used for departmental engagement activity.

Yours Sincerely,

For Rupeeseed Technology Ventures Pvt. Ltd.

Sandeep Manoharan
Director

Rupeeseed Technology Ventures Private Limited

308, A Wing, Western Edge II, Borivali East, Mumbai - 400066

Tel: +91 22 49075555 E-mail: info@rupeeseed.com www.rupeeseed.com

CIN: U72200KL2012PTC030274



Corpusvision Technologies Pvt. Ltd.

Address: Flat-C/804, Plot-17A.18.19.20, Sec-22 H Navi Mumbai, MH 410209

Contact: +91-70455 31003 | 90296 62162

Email: hello@corpusvision.com | Website: www.corpusvision.com



Offer Letter

Date: 22nd June 2022

Dear **Mr. Akash Tripathi,**

With reference to the discussions you had with us, we are pleased to offer you as '**Flutter Developer**' for our company on the following terms and conditions:

1. You will be paid a consolidated amount of **Rs. 30,000/- (Rupees Thirty Thousand only) per Month.**
2. The above consolidated amount will consist of the following:
 - a) Rs. 25,000/- per month as Basic pay, and
 - b) Rs. 5,000/- per month as performance bonus
3. This appointment is for a period of 12 month from effective date of your joining and may be renewed on a mutual basis. This arrangement is with effect from **1st July 2022** and will be valid for a period of 12 months.
Note: Based on your performance in first month we will take final call and your salary from August'22 onwards will be revised to INR 6.5Lakhs per Annum.
4. In this capacity, you will be located at Mumbai and will report to Mr. Vineet Singh Kashyap or any other person nominated by the company. However, your services could be transferred to any other Departments/Divisions of the Company. Notwithstanding your appointment in this company, your services could be reassigned to any other company of the Corpusvision Group or Associate Companies.
5. You will be eligible for 5 days leave pro-rated per calendar year. However, leave will be allowed subject to exigencies of work.
6. This appointment can be terminated by giving 45 days notice on either side or payment in lieu of shortfall in this notice period.



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7. You shall observe all rules and regulations of the company.
8. During the tenure of the assignment with the company, you will not engage yourself in any other assignments or gainful employment without consent of the management.
9. You are required to maintain the highest order of secrecy with regards to the work or confidential information of the Company and/ or its subsidiaries or Associate Companies and in case of any breach of trust, your appointment may be terminated by the Company without any notice.
10. The Company lays emphasis on all statutory compliances and you should ensure compliance with various statutes in your area of operations.

Kindly sign a copy of this letter in acceptance of the above mentioned terms and conditions and return the same for our records.

Regards,
Team Corpusvision

For CORPUSVISION TECHNOLOGIES PVT. LTD.

DIRECTOR

Vineet Singh Kashyap
(Director)

Akash Tripathi





Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1682734

Letter of Intent ("LOI")

Dear Harshikesh Nikam,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.





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(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1682744

Letter of Intent ("LOI")

Dear Hrutikesh Sawant,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.



Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1682744**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1682744**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1682744**

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

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ANNEXURE 1

Hrutikesh Sawant
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950





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www.capgemini.com/in-en

Superset ID: 1767192

Letter of Intent ("LOI")

Dear Trupti Khadye,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.



Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1767192**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1767192**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1767192**

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

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ANNEXURE 1

Trupti Khadye
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950





Offer: Computer Consultancy
Ref: TCSL/DT20218191229/Mumbai
Date: 10/02/2022

Mr. Khandagale Dhaval Tanaji
1108/A Heritage Parody No.3 Sai NagarMg Cross Rd No.1,
Near Tata Motors,
Mumbai Suburban-400067,
Maharashtra.
Tel# 91-8693013151

Dear Khandagale Dhaval Tanaji,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

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

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- 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. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

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1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

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

Professional Memberships

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

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TCSL/DT20218191229

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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 as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. 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. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

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

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

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

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Sri Lankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

*There is no criminal offence registered/pending against you

*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)

*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)

*Passport

*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

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time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

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

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

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

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

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

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



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Khandagale Dhaval Tanaji
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES SEZ, Plot # 41, Gandhinagar - 382007	Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100, Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue: Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309, UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati - 781006, Assam	Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
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	KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium, 2nd Floor, Wanderers Building, Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus , Kariyavattom P.O. Trivandrum - 695581, India	



Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



2. Associate's Obligations

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

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Working in SBWS Framework:

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

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

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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



10. Equitable Rights

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

11. General

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

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

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

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



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

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

To,
Mr. Govind Ratnakar Naik.

Dear Sir,

This has reference to your meeting with us on 1st September 2022. We are pleased to inform you that you have been selected in our organization as "AI/ML Engineer" on terms and conditions explained to you.

You will join us on **5th September 2022**. Your training period will be three months. During training period your services can be terminated by either party without assigning any reason or without any notice or notice pay.

On satisfactory completion of training, if your performance is found to be satisfactory, you will be appointed on probation period of 9 months and fresh detailed appointment letter will be issued to you.

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

Thanking You.


For HiMedia Laboratories Pvt. Ltd.


Authorized Signatory

Offer Accepted.

I will join on 5 Sep 2022.

Name: Govind Ratnakar Naik

Signature: 



6th May 2022,

To,

Ms. Janvi Patel,
Kandivali Mumbai.

Offer Letter

Dear Ms. Janvi Patel,

With reference to our discussions & your interview with us, we are pleased to offer you an exciting career in our organization as **"Associate - Engineering Team"**.

1. **Remuneration:** You will be paid fixed Monthly Gross of **Rs.18,600/-** (Rupees Eighteen Thousand Six Hundred Only) & Your Annual Cost to Company (CTC) will be **Rs.2,68,185/-** (Rupees Two Lacs Sixty-Eight Thousand One Hundred and Eighty-Five Only) including all the components of the salary. Detailed salary breakup in annexure attached.
2. **Recovery:** The company reserves its right to recover the Costs incurred on you for attending the Training Programmes provided you leave the before company completion of 2 years of your training period.
3. **Joining Date:** Your date of joining as agreed between us shall be on or before **6th June 2022**.
4. **Reference Check:** The Company reserves the right to conduct a professional reference check on your previous employment(s), if any.
5. **Appointment Letter:** You will be issued an Appointment Letter at the time of joining post submission of all the required documents mentioned below.

On the date of joining, you are required to submit:

1. Passport size photographs – (3)
2. Education Certificates (Highest Qualification)
3. Copy of PAN Card, Address Proof, Aadhar Card (Original for Verification)
4. Relieving Letter or resignation acceptance from previous employers
5. Last 3 months payslip from your previous employer

We look forward to welcoming you to our growing family. This offer is valid for a period of 24 hours from date of issue. Kindly sign and return a copy of this offer letter as a token of your acceptance.

Yours Sincerely,

For Rupeeseed Technology Ventures Pvt. Ltd.

Sandeep Manoharan
Director

NB:

1. The company reserves the right to ask you to undergo a pre-employment medical examination, if so needed.
2. It is understood that all documents & credentials provided by you is true and genuine, based on which this offer has been made to you.
3. In the event, the result of the reference check is negative, company reserves the right to withdraw the offer extended to you.

Rupeeseed Technology Ventures Private Limited

308, A Wing, Western Edge II, Borivali East, Mumbai -400066

Tel: +91 22 49075555 E-mail: info@rupeeseed.com, www.rupeeseed.com

CIN: U72200KL2012PTC030274





ANNEXURE

Name: Ms. Janvi Patel

DOJ: 6th May 2022

Designation: Associate - Engineering Team

The break-up of your CTC is given below:

Component	PER MONTH (RS)	PER ANNUM (RS)
Basic	10,230	1,22,760
House Rent Allowance	5,115	61,380
Professional Development Allowance	3,255	39,060
GROSS SALARY	18,600	2,23,200
Retention Bonus	1,000	12,000
CO. Provident Fund (EMPLOYER)	1,228	14,731
CO. ESIC (EMPLOYER)	605	7,254
Benefits (Non cash):		
Medical Insurance		5,000
Employee Engagement Program		6,000
TOTAL CTC	21,432	2,68,185
Net Take Home	18,126	2,17,511

Please note:

- *Retention bonus will be part of monthly salary, should you decide to leave the organization before the completion of one year tenure, the bonus amount will be Clawed Back before your last working date.
- Income Tax and / or any other government levies will be deducted wherever applicable.

Benefits:

- Gratuity Benefit will be provided as per the provisions Payment of Gratuity Act, 1972.
- You and your family (Spouse and up to two children) would be covered under the Group Medical Insurance Scheme, with a sum insured of Rs. 2,00,000 (Rupees Two Lacs Only.) You have the option to include parents with the subsidized premium borne by the employee.
- Employee engagement program (Non cash benefit) is allocated scheme can be used for departmental engagement activity.

Yours Sincerely,

For Rupeeseed Technology Ventures Pvt. Ltd.

Sandeep Manoharan
Director

Rupeeseed Technology Ventures Private Limited

308, A Wing, Western Edge II, Borivali East, Mumbai - 400066

Tel: +91 22 49075555 E-mail: info@rupeeseed.com, www.rupeeseed.com

CIN: U72200KL2012PTC030274



Capgemini Technology Services India Limited
(Formerly known as iGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 2339331

Letter of Intent ("LOI")

Dear Mitali Jadhav,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.



Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 2339331**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 2339331**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 2339331**

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Puneet Kumra

Head - Fresher Hiring

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ANNEXURE 1

Mitali Jadhav
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

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Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1903PLC145950





Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 2300169

Letter of Intent ("LOI")

Dear Sanket Shemankar,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.



Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 2300169**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 2300169**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 2300169**

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

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ANNEXURE 1

Sanket Shemankar
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950



NUCSOFT Ltd.

301/302, Wing A, Sagar Tech Plaza,
Andheri Kurla Road, Sakinaka,
Andheri (E), Mumbai - 400 072, India.
Tel. : +91 - 22 - 6692 0560

Date: January 19, 2022,

Ref: HR/0122/006

To,

Ms. Tanvi Aswani
Jai Bhavani (C.H.S.),
333/8 Sec No.03,
Charkop Kandivali (W),
Mumbai:- 400067

SUB: Selection as Software Engineer

Dear Tanvi,

This is with reference to the discussion you had with us on **January 03, 2022**. We are pleased to offer you an opportunity to work as **Software Engineer** in our organization located at **Mumbai**. Your annual compensation will be **Rs. 2,60,009/- (Rupees Two Lakh Sixty Thousand And Nine Only)**. Detailed break up of your compensation would be given at the time of joining.

You will be required to complete the joining formalities on the first day of reporting to duties.

While reporting to duties on first day please bring the following documents:

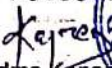
1. Birth Certificate original as well as photocopy.
2. Academic and Professional Qualification Certificates - Originals as well as photocopies.
3. Experience Certificates (If applicable) - Originals as well as photocopies.
4. Two reference letters (not from your relatives).
5. Four recent passport size and four stamp size photographs with red colour background.
6. A fitness certificate from a medical practitioner stating your blood group.
7. Passport - Original as well as photocopy or acknowledgement copy of passport application.
8. PAN card & Aadhar card details.
9. Address Proofs: - permanent as well as rented (if any).
10. A surety for signing of the service contract which is for duration of **24 months**.

If you wish to discontinue your services with the organization, you will need to serve the appropriate Notice Period which will be governed by the terms of your appointment. However, relieving you at your request by giving salary in lieu of the notice period will be at the sole discretion of management.

You are advised to read this letter carefully and sign the acknowledgement copy if the terms and conditions are acceptable to you.

This offer is conditional to your joining Nucsoft Ltd. latest by **June 6, 2022**.

Yours faithfully,
For NUCSOFT Ltd.,


Padma Kapse
(Director)



I accept the above terms and conditions as the acknowledgement of the same.

Restricted Document

Ms. RIDDHI RAKESH KADAM

Offer letter

Dear Riddhi,

With reference to your application and the subsequent interview you had with us, we confirm our intent to offer you in **Ugam Solutions Pvt. Ltd.** at our **Thane** office on the following terms:

Salary: Your step model offer is given below

Starting Salary	400,000
Retention on completion of 1 year	100,000
Salary - 2nd Year	500,000
Total 2year salary	1,000,000

*On Completion of 2 years

The detailed break-up of your first year's compensation is specified in Annexure I.

Joining date: As discussed and agreed, you will join not later than **02-Jun-2022**.

Training Period: If required, you will be provided job-skill training related to your function. All such training(s) will be evaluated on a periodic basis and the feedback/result will be shared as appropriate. In the event your evaluation results are not satisfactory; the company reserves the right to terminate your services with immediate effect.

Validity of the offer: This offer is valid till receipt of satisfactory responses/feedback during reference and background checks made with your previous employer(s) and is subject to

1. Your acceptance of this offer within one week of receiving it and
2. Your joining on or before **02-Jun-2022**. However, the Company may extend your last date of joining.

A detailed Appointment Letter will be issued to you separately.

Submission of Documents: As part of your joining formalities, you are required to submit the following documents on your date of joining:

1. Copy of SSC, HSC, Graduation and Post-Graduation marksheets & degree certificates
2. Copy of relieving letter/experience certificate/accepted copy of resignation letter from your previous employer, if applicable
3. Copy of last three months' salary slips from your previous employer, if applicable
4. Copy of your PAN Card and Aadhar Card (mandatory)
5. Copy of Residence proof (Aadhar card, Driving License, Leave & License Agreement, Ration Card or Passport)
6. Four passport size photographs in white background



Please sign a copy of this letter as a token of your acceptance. We look forward to having you as a member of the growing family of Ugamites.

Thanking you.

Yours faithfully,



Vaishali Mehta

Vice President - Human Capital Management

(Declaration)

I, **RIDDHI RAKESH KADAM**, understand the importance of submitting the listed documents, and will submit the same to the Human Capital Management team of Ugam Solutions SEZ Pvt. Ltd., not later than 45 days post my date of joining. I also understand that in case of non-submission of the listed documents within 45 days of my date of joining, the organization has all the rights to terminate this offer with no dues condition.

Signature: 

(For Official use only)

Comments by Authorized Human Capital Management representative

Name and Signature



Ugam Solutions SEZ Pvt. Ltd.		
Name	RIDDHI RAKESH KADAM	
Designation	Associate Analyst	
With effect from	02-Jun-2022	
Annexure I: Salary Structure (in ₹)		
Salary Heads	Per Month	Per Annum
Fixed Components (FC)	26,523	318,273
Basic Salary	16,167	194,000
HRA	8,083	97,000
Special Allowance	2,273	27,273
Bonus (B) +	3,233	38,800
Gross Salary (G)	29,756	357,073
Retirals & Medclaim (RM)	1,800	42,927
Co. Contribution to PF	1,800	21,600
Gratuity ++	-	9,327
Mediclaime Premium +++	-	12,000
Total Compensation (G + RM)	31,556	400,000
Take Home Before Tax (G - PF)	27,956	335,473
+++ <u>Insurances</u>		
1. Group Medclaim of ₹ 300000/- for Employee + 5 Dependents		
2. Group Personal Accidental death coverage of ₹ 20 Lakhs or 2 times your Total Compensation, whichever is higher		
3. Group Term Life insurance coverage of ₹ 8 Lakhs or 1.5 times your Total Compensation, whichever is higher		
+ Includes any bonus payable as per the 'Payment of Bonus Act'		
++ Payable as per the 'Payment of Gratuity Act''		
Additional Night Shift & Food Allowance of ₹ 250/- for every night shift worked		
₹ 12/- will be deducted in June & December towards Labour Welfare Fund contribution		





Algonauts Technologies Pvt Ltd

20, 2nd Floor, SP-TBI, Next to Bhavans College Main Gate, Munshi Nagar, Andheri(W), Mumbai 400053

+91 98923 75442

coreteam@algonauts.in

www.algonauts.in

Date : 18-07-2022

Dear Mr. Vinayak Garudi,

We are excited to be offering you a position as a Software Engineer. Your joining salary is Rs 4,20,000 p.a.

Your position will be made full-time after Six months based on your performance and your salary will also be revised to be Rs. 5,00,000. yearly and Rs.30,000 performance bonus payable after 18th Jan 2022 subject to satisfactory performance.

Your annual package would be revised based on your progress and performance after 12 months from the DOJ.

You will abide by the policies devised by the management team at Algonauts Technologies Private Limited from time to time.

Best Regards,

Sharad Sankaran
Director, Algonauts Technologies



Date: 08th Jun 2022



Dear Mr. Reethik Thota,

OFFER OF EMPLOYMENT

Thank you for exploring career opportunities with **Website Developers India Pvt. Ltd.** You have successfully completed our selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Flutter Developer**.

Your Joining date will be **08th June 2022**, and you will be trained for the first month, with no salary policy. Following the second month your salary policy shall start, i.e from the 08th July 2022.

This Offer is subject to the following terms and conditions:

1. Probation Period:

You are required to serve a probationary period of Six months after which your service will be confirmed subject to satisfactory performance, both the parties will mutually agree if the employment should be made permanent or not.

2. Location:

Your Initial Posting will be at: H.O.Mumbai. However, your services are transferable to any other place or office of the company or to any subsidiary or associate company; whether now existing or still to be formed.

3. Working Hours

You will be working for 5 days a week [Monday to Friday]. However, the regular working hours will be 10:00 AM to 7:00 PM or 11:00 AM to 8:00 PM. All employees will be required to work 8 hours a day. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time.

4. Compensation Structure:

Your gross annual salary on the basis of Cost to the Company will be **Rs. 3,00,000/-** per annum, all inclusive.

5. Leaves and Holidays:

- You will be given a total of 12 paid leaves/year. One paid leave will be added every month.

From the desk of **Ritesh Pandey**
Founder, CEO

Website Developers India Pvt Ltd

614, Palm Spring Centre, New Link Road, Malad(W), Mumbai - 400064, India.

www.wdipl.com

+91 22 6910 4444

Info@wdipl.com

- You are entitled to have 12 public holidays as well as 2 selective public holidays (Floating).

6. Alternative Occupation/Employment:

Either during the period of your probation or during the period of your employment as a confirmed employee of **Website Developers India Pvt. Ltd.**, 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 **Website Developers India Pvt. Ltd.**

7. Confidentiality Agreement:

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of **Website Developers India Pvt. Ltd** and its clients.

8. Submission of Documents:

At the time of joining, photocopy of the following documents should be submitted:

- 2 Copies of Pan Card
- 2 Copies Of Aadhar card
- 1 Copy of latest Education proof
- 1 Copy of last three month's Salary Slips and original
- 1 Copy of Experience letter & original
- 1 Copy of Relieving letter & original
- Three passport size Photo copy

9. Validity:

Please read this offer of employment carefully before you agree to its terms by accepting it. The offer sets forth certain important benefits, terms and conditions related to your employment with **Website Developers India Pvt. Ltd.** Please send your acceptance to this offer per return mail within three days of time.

- 10.** You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per **Website Developers India Pvt. Ltd.**

We look forward to having you in our team.

Sincerely,



Pooja Patade
HR Manager

Website Developers India Pvt. Ltd.





APPOINTMENT LETTER

May 2, 2022

Dear Hrutikesh Sawant,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:



- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.



PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Hrutikesh Sawant, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Hrutikesh Sawant

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.



Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:



You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.



Accept



Decline



Signature [Hrutikesh Sawant 2/5/2022 11:09 AM](#)

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

**Wipro
Limited**

T :+91 (80) 2844 0011

Doddakannelli **F** :+91 (80) 2844 0054

Sarjapur
Road

E :info@wipro.com

Bengaluru
560 035

W :wipro.com

India

C :L32102KA1945PLC020800

24492823





Infosys Freshers Re... Jun 17

to Infosys ▾



Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

Congratulations! You have cleared the interview round to receive a final job offer for the Systems Engineer role. The compensation for this role is INR 3.6 lakhs per annum with one year of probation period from the date of allocation to the business unit.

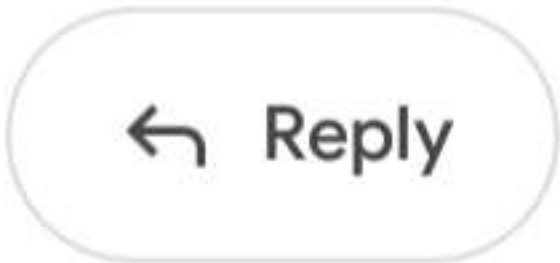
Please note, this is a conditional job offer subject to your eligibility during the recruitment process and your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com. Infosys recruitment process related emails sent to any other Infosys email address might not be responded to.

We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition
Infosys



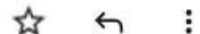
Offer of Employment : Tech Product Associate

Inbox x



Talent Management <hr@corpcare.co.in>

30 Jun 2022, 13:40



to me, Suraj, Hussain ▾

Dear Nikhil,

Congratulations!

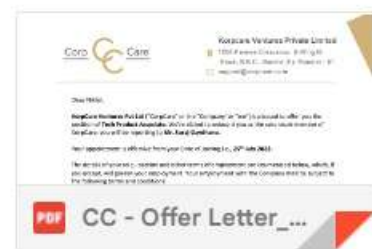
We are delighted and excited to welcome you to **CorpCare**. At **CorpCare**, we believe that our team is our biggest strength, and we take pride in hiring ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning-packed, and truly meaningful experience with **CorpCare**.

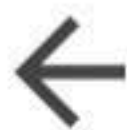
Your appointment will be governed by the terms and conditions presented in the enclosed offer letter.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Do share a resignation email from your current organization and acceptance of this offer.

Recruitment Team,

CorpCare





You have a job offer for Systems Engineer role at Infosys

Inbox



Infosys Freshers Rec... 10:05 am
to Infosys ▾



Dear Student,

Thank you for participating in the Infosys recruitment process. Congratulations! You have cleared the interview round of the process.

We are delighted to offer you the position of Systems Engineer at Infosys.

The compensation for this role is INR 3.6 lakhs per annum with one year of probation period from the date of allocation to the business unit. Additional benefits include health insurance of INR 4 lakhs per annum and a life cover of INR 30 lakhs.

You will soon hear from us about the next steps of the process.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com.

We look forward to welcoming you into the Infosys family.

Best regards,

Talent Acquisition
Infosys





APPOINTMENT LETTER

May 2, 2022

Dear Hrutikesh Sawant,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:



- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.



PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Hrutikesh Sawant, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Hrutikesh Sawant

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.



Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:



You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☒ Accept

☐ Decline

☒ Signature **Hrutikesh Sawant** 2/5/2022 11:09 AM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

24492823



DHL Global Forwarding Freight Shared Services (India) LLP

Chennai One, IG3 Infra – IT SEZ,
North Block – 9th Floor,
Pallavaram – Thoraipakkam 200 FT Road,
Thoraipakkam, Chennai – 600 097,
Tamil Nadu, India
Tel: +91 44 4620 1500



July 18, 2022

Ref:

GSC/MAA/OFFER/2022/0652

ADITI K. VERMA

Chennai
Tamil Nadu-India

Sub: Offer

Dear **ADITI K. VERMA**,

This has reference to the meeting you had with us in connection with employment in our organization. We are glad to inform you that you are selected for the post, details of which are given below:

Role Title	: Analyst
Department	: GSC
Location	: Chennai
Division	: DGF-GSC

We would appreciate if you could join us on or before 20 July 2022. This contract will become invalid if you do not join the services of the company within 7 days from the date of your acceptance.

DP-DHL uses the **Role Classification System (RCS)** for the evaluation and grading of all roles.

We would like to emphasize that an RCS Grade is neither linked to your person nor to your performance but merely based on the assessment of the role you are currently assigned. This means that the RCS Grade of your current role might change whenever the content of the role is subject to change (e.g. in the context of organizational change). In any such situation you will be informed in writing of any change.

For the role you are assigned to, the following grade has been determined:

RCS Grade N

1.0 Work Timings

All employees are governed by the timings and the hours of work applicable to the establishment. This would include working in rotational shifts.

2.0 Leave

You will be entitled to leave as per the Company rule.

3.0 Probation Period

Your employment with Company will be on probation for a period of **(six) 6 months** from your date of joining. This period may be either extended or reduced at the sole discretion of the





Company. Your employment will automatically be confirmed upon your successful completion of the probationary period, unless otherwise communicated to you.

4.0 Salary

- 4.1 The break-up of compensation is given in the Annexure.
- 4.2 You will be granted an annual increment based on your performance and contribution according to the policies.
- 4.3 Any employee who has joined after 30th September will not be eligible for Bonus in that particular year and no make-up payment will be made in the following year.

5.0 Gratuity

You will be entitled to Gratuity as per the provisions of the payment of Gratuity Act 1972 on completion of 5 years of continuous service with DHL.

On separation, subject to the conditions mentioned above, you will be entitled to receive a gratuity @ 15 days of basic salary for every year of service completed with DHL.

Gratuity amount is exempted from tax up to a maximum limit of Rs. 20,00,000 only once in an individual's career even though this might span multiple Organizations.

6.0 General

- 6.1 You are required to adhere to the disciplinary requirements of the Company.
- 6.2 It is an express condition that the Company's personnel are whole-time employees and accordingly, you shall fully devote your time to the Company's business. You shall not, without express permission, undertake any other business, work, or public office, on payment or otherwise. In the event of breach of this condition on your part, you will be liable for termination of your services with immediate effect.
- 6.3 You will be bound by the rules and regulations as declared by the Management hereafter, from time to time, in relation to conduct, discipline, medical fitness, leave, holidays and all matters relating to terms and conditions of service.
- 6.4 You shall not give out to anyone in any manner whatsoever particulars, or any details of any of the matters pertaining to the Company or its working, or any other confidential information. In the event of breach of this condition on your part, you will be liable for termination of your services with immediate effect.
- 6.5 In the event you are absent for continuous period of 8 days from your duty without information or permission of leave or you overstay your sanctioned leave, the Management will treat you as having voluntarily abandoned the services of the Company without notice.
- 6.6 You must return to Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to the Company or which refer to any confidential information and which are in your possession or under your control.
- 6.7 You shall keep the company informed in writing, of any change in your name and address.





7.0 Notice Period and Termination of Employment

The notice period / notice pay of **three months** will be applicable on either side, in case of resignation / termination of services after confirmation.

As an employee of the Company, you will be required to give either (a) 90 calendar days' notice or (b) three months salary in lieu thereof, in case you decide to leave the services. Please note that acceptance of payment in lieu of notice period and the issue of the relieving order is at the Company's discretion. Similarly, the Company can terminate your services by giving 90 calendar days' notice or salary in lieu thereof, at the Company's sole discretion.

However, for breach of this appointment, misconduct, misbehavior, fraud, neglect of duty, or any other misconduct under the Organization's policies which is detrimental to the business or interests of the Organization, the Company may terminate your services with immediate notice and no monetary liability is lieu of notice.

Further the Company reserves the right to terminate the service for your failure to pass the Company training norms on internal training on soft skill and process.

8.0 Retirement

- 8.1 You will retire from the services of the Company on the last day of the month in which you attain the age of 58 years.
- 8.2 For determination of age, the details in the documents furnished by you and verified by the Company at the time of joining will be considered.

9.0 Transfer and Travel

Your services are transferable to any other office of the Company in India or abroad & the decision with regard to this is solely on the management.

You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.

10.0 Role Titles & Reporting Structures

Role Titles and Reporting Relationships are governed by prevailing policies, organization designs and business requirements. The Management reserves the right to change, alter or modify the same if deemed necessary with changes in organizational objectives and /or business requirements which may be called for in future.

11.0 Background Checks

As a part of joining formalities, the Company will conduct background checks. Your appointment will be made on the basis of your particulars such as CV, qualification certificates, experience letters, salary details etc. as given in your application for employment and in case any information as given by you is found false or incorrect your appointment will be deemed void and the employee will be liable for termination without any notice or salary in lieu of notice.





12.0 Employee Handbook

Your employment with the Company shall also be governed by the terms of the Employee Handbook as amended from time-to-time at the Company's sole discretion. You agree to familiarize with and adhere to the most recent version of the Employee Handbook. You shall follow in letter and in spirit the policies and practices detailed in Employee Handbook. If there is any policy or provision in the Employee Handbook that you do not understand, then you agree to seek clarification of the same from Company's Human Resources. You understand and agree that nothing contained in the Employee Handbook shall be construed as creating a promise of future benefits or a binding contract with Company for benefits or for any other purpose.

You are requested to inform the company on any change in your joining date.

Please sign the copy of this contract letter in token of your acceptance of the terms & conditions of service stated herein and return it to us.

The Company reserves the right to vary, amend, substitute the benefits contained herein.

We welcome you to our organization, and look forward to having a mutually beneficial long -term association.

Thanking you,

Yours faithfully,

For **DHL Global Forwarding Freight Shared Services (India) LLP.**

Srividya Harish Venkateswaran
Center HR-Head
Global Service Center-Chennai
July 18, 2022





ANNEXURE – I

ADITI K. VERMA

Analyst

EARNING HEAD	Per Month	Per Annum
Basic Salary	17,500	210,000
House Rent Allowance (50% of basic)	8,750	105,000
Transport Allowance	1,600	19,200
Leave Travel Allowance	729	8,750
Annual Wage Supplement	1,458	17,500
Telecommunication allowance	1,000	12,000
Special Allowance	14,793	177,513
Total Payment	45,830	549,963
Total Guaranteed Payments per annum		549,963
Target Bonus (100% achievement of targets)	2,370	28,438
Bonus		28,438
Provident Fund	1,800	21,600
Total Retirals		21,600
Target CTC		600,001

Annual Base Salary (Basic + HRA + LTA + AWS) :	341,250
Target Bonus (100% of Bonus):	28,438
Target Compensation (Annual Base Salary + Target Bonus):	369,688
Maximum Bonus	37,917
Maximum Compensation (Annual Base Salary + Maximum Bonus):	379,167
Cost to Company (Target Bonus Level):	600,001

For DHL Global Forwarding Freight Shared Services (India) LLP.

Srividya Harish Venkateswaran
Center HR-Head
Global Service Center-Chennai
July 18, 2022



**QAD INDIA PVT. LTD.**

301, 3rd Floor, Techniplex - I, Techniplex Complex,
Off Veer Savarkar Flyover, Goregaon (West),
Mumbai - 400 062, India.
Tel.: +91 22 4098 9999
Fax: +91 22 4098 9990
http: //www.qad.com
CIN: U72200MH2005PTC154302

August 11, 2022

Offer Letter

Aman Sharad Maurya
Mumbai

Dear Aman,

We are extremely pleased to make you an offer as **Graduate Trainee, Enterprise Management** in the **Service Delivery** with **QAD India Pvt Ltd.** commencing on or before **September 05, 2022**. A formal letter of appointment will be provided on joining.

The offer is subject to:

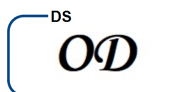
- a) Reporting on or before **September 05, 2022**.
- b) Positive background verification.

Your annual total compensation package comprises the following different components:

Particulars of Salary		Annual Amount in INR
Base pay	Basic	1,80,000
	House Rent Allowance (HRA)	90,000
	Variable Allowance	71,650
	Conveyance Allowance (Maximum)	19,200
	Education Allowance (Maximum)	2,400
	Telephone/Mobile Expenses Reimbursement (Maximum)	12,000
	LTA Reimbursement (Maximum)	50,000
Retirals	Provident Fund (12% of Basic)	21,600
	*Gratuity (4.81% of Basic)	8,658
Total Remuneration		4,55,508

* Gratuity Benefit as legislated at the time of your termination or resignation.

You will be on Probation for a period of 6 months from joining. Your Probation period will extend by the number of days you are on Unpaid Leaves during this period. During your probation period, either party can terminate the contract by serving 15 days prior written notice or pay salary in lieu of notice and the Company reserves the right of payment in lieu of notice.






As a full-time QAD employee, you will be covered under the Personal Accident Insurance, Medical Insurance after your confirmation.

Please submit the list of documents (Appendix attached) as per the pre and post joining requirements.

We are confident that the professional challenge and work environment will be of great attraction and we hope to have a mutually beneficial relationship. We look forward to having you join us and would appreciate you signing the copy of this letter and returning it to us as a token of your acceptance.

Best Regards,

For QAD India Pvt. Ltd.

DocuSigned by:

60D635F1097D424...

Oscar Dsouza
Talent Acquisition Principal, Team Lead (APAC)

I accept this offer letter dated August 11, 2022

Aman Maurya

Name: _____

Signature: _____

Date: _____





Information required to be submitted before joining

Acceptance of offer to be submitted on the date of receipt of offer.

To be submitted at least 2 weeks prior to joining

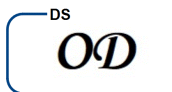
1. References of a minimum of 2 Senior officials (persons you have worked with in the past or working with presently) with their name, designation, email id and contact numbers.
2. References of a minimum of 1 HR representative / official for each organisation you have been associated (persons presently working with the organisation) with their name, designation, email id and contact numbers.
3. A scanned image of your latest photograph
4. Your hobbies and interests
5. Coloured scanned copies of the following attached in separate folders for each category and send via email -
 - a. All educational & professional certificates
 - b. Experience certificates
 - c. IDs like PAN Card, Passport & Aadhar Card.

List of Documents (in Original) to be carried on the Day of Joining

1. One Passport sized photograph.
2. All Educational Mark sheets. (Matriculation onwards).
3. All Educational Certificates. (Matriculation onwards).
4. Professional Qualification Certificates.
5. Relieving letter from present/last employer.
6. Work experience letters of all past employers.
7. Appointment letters given by your current and past employers.
8. Increment Letter and salary slips of last 3 months
9. "Salary Statement" of earnings and tax deductions of all salary earnings from April 1 till date. Similar to Form 16
10. Passport
11. Aadhaar Card
12. PAN card.

***All the above mentioned documents should be in Originals for verification purpose and will be returned on the same day. Please do not carry any photocopies.*

Reporting time is 09:00 AM on the date of joining.





AUTHORIZATION LETTER FOR BACKGROUND VERIFICATION

Legal Name: (First) (Middle) (Last) Aman Sharad Maurya

Date of Birth: 26/04/2001

Father's Full Name: (First) (Middle) (Last) Sharad Kumar Maurya

PAN Card Number: FOPPM9456E

Current Address Since: (Mo/Yr) (Street) (City) (Zip/State) 06/2020

Flat No. 705, E wing, Shree Shakun Green CHS.LTD., Global City, BULDG No. 06, Virar west District- Palghar, Pin- 401303

Telephone Number for Current Address: +918369177529

Previous Address Since: (Mo/Yr) (Street) (City) (Zip/State) 04/2001

Room No. 02 , Shree Ram Nagar, Ramraj Yadav Chawl, Kurar Village, Malad East, Mumbai - 400097

Telephone Number for Previous Address: +918369177529

Permanent Address From: (Mo/Yr) (Street) (City) (Zip/State) 04/2001

Room No. 02 , Shree Ram Nagar, Ramraj Yadav Chawl, Kurar Village, Malad East, Mumbai - 400097

Telephone Number for Permanent Address: +918369177529

The information contained in this application is correct to the best of my knowledge.

I hereby authorize QAD India Pvt. Ltd. and its designated agents and representatives to conduct a comprehensive review of my background to be generated for employment purposes.

I understand that the scope of the investigative report may include, Education Check, Employment Check, Criminal Check and Reference Check.

I further authorize any individual, company, firm, corporation, or public agency to divulge any and all information, verbal or written, pertaining to me, to or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicants personal information, including, but not limited to, addresses and dates of birth.

Name: Aman Maurya

Signature:



Date:

Date: 23/11/2022

To,
Mr Hrutik Anil Gharat
712, National Highway No.8
Khaniwade, Hanuman Nagar,
Vasai, Thane
Pin - 401303

Letter of Appointment

Dear Mr Hrutik,

With reference to your application and subsequent interview with us, we have pleasure in appointing you as **Engineer** in **Calibration** department at our **Vasai** office effective from **01/09/2022** on the following terms and conditions:

1. **PLACE OF WORK:** You will be placed at **Vasai** and can be transferred to any other location/department within India or to any present or future affiliate or associate company in India on 30 days' notice. Thereafter you will be governed by the rules and regulation of the transferred place/entity. As a part of your employment, you may have to undertake National and/or International travel.
2. **PROBATION:** You will be on probation for a period of six months from the day of joining duty, on satisfactory completion of which your appointment will be confirmed in the services of the Company. If however, the management is not satisfied with your work or conduct, your services are liable to be terminated with a notice of 30 days or payment in lieu of notice thereof without assigning any reason whatsoever at any time during or on completion of the probationary period or extended period of probation.

You will be entitled to a Gross monthly salary of **INR 13,600/-** as per attached Annexure Gross (inclusive of local food and travelling allowance),
Rs. 1000/- will be deducted from your monthly salary as retention deposit for 24 months and same will returned to you only after completion of 2 years of service in Autocal Solutions Pvt. Ltd.

3. **REPORTING:** You will be reporting to the Head of Department or a person nominated by him/her.
4. **PROVIDENT FUND:** You will be eligible for Provident Fund at the applicable rate (which currently 12% of Basic + Conveyance+ other allowances).
5. **GRATUITY:** You will be eligible for Gratuity as per company rules
6. **LEAVE:** You will be eligible for leave as per Company rules, as set out in the leave policy and as amended from time to time. All leave must be prior approved and will be approved depending on the requirement of work. In case of leave not approved in advance due to sickness, a medical certificate along with the leave application requires to be submitted. Please note that in the event of your remaining absent or overstaying your leave without sanction for seven days continuously, your services are subject to termination without notice or intimation.

7. RESIGNATION AND DISCHARGE

Employees who wish to resign from the services of the Company shall give the Company same notice as the Company is required to give them, for relieving them from the services of the Company by way of discharge, which is as under:

- In case of temporary, Casual, probationary employees having gross salary less than 20,000/-, need to serve 30 Days' notice;
- In case of temporary, Casual, probationary employees having gross salary more than 20,000/-, need to serve 60 Days' notice;
- In case of permanent employees completed 3yrs service and monthly gross salary less than 20,000/-, need to serve 45 Days' notice;
- In case of permanent employees completed 3yrs service and monthly gross salary more than 20,000/-, need to serve 75 Days' notice;
- In case of permanent employees completed 5yrs service, need to serve three 90 Days' notice.

Provided that when an employee gives notice of resignation, the Management is entitled to accept it with immediate effect or from any date before expiry of the notice period without paying the employee his/her salary for the unexpired notice period.

DISCHARGE

The company may at any time discharge an employee from service or terminate his/her service if his or her service is not found satisfactory without assigning any reason by giving the same notice or by the payment of salary in lieu of such notice as provided herein above. No such notice is necessary if the service of any employee is dispensed with for proved misconduct as provided herein before.

- a. You covenant and agree that, during term of your employment with the company and twenty four (24) months after termination thereof, regardless of the reason for the employment termination, you will not, directly or indirectly, anywhere in the Territory, on behalf of any competitive business perform the same or substantially the same job duties.
- b. You also covenant and agree that during term of your employment with the company and twenty four (24) months after termination thereof, regardless of the reason for the employment termination, you will not, directly or indirectly, solicit or attempt to solicit any business from any of the company's customers, customers prospect, or vendor with whom you had material contact during your employment with the company
- c. You also covenant and agree that during term of your employment with the company and twenty four(24) months after termination thereof, regardless of the reason for the employment termination, you will not, directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit , solicit, or induce, or attempt to recruit ,solicit ,induce , any non- clerical employee of the company with whom you had personal contact or supervised while performing your Job Duties to terminate their employment relationship with the company.
- d. **RETIREMENT:** Your Date of Birth as entered in the Company records is **02/02/2000**. The retirement age according to the Company rules is 60 years. Any extension in retirement age will be given at the discretion of the management.

e. OTHER RULES AND REGULATIONS:

- You will be governed by the rules and regulations as applicable, enforced & amended.
- You will not engage yourself in any business or enterprise or work for any other company, gratuitously or for profit, without the previous specific written consent of the Company. You will not have any interest, financial or otherwise, directly or indirectly, in any firm, company or body with whom the Company has, or contemplates having business relations without disclosing the fact in writing to the Company immediately when it comes to your knowledge that such business relations are being contemplated or made.
- We understand that the address given by you in the application is your present and permanent address and is entered as such in our records. Any changes in address should be immediately intimated to the Company.
- If at any given time the management finds that the information supplied by you at the time of interview or thereafter is false and/ or if the management finds that you have violated any law your appointment will stand terminated without any notice.
- You will, prior to accepting this appointment, intimate to the Company any external education and training courses being undertaken by you. You can only continue such education or training if it is in conformity with the Company policy.
- You will, prior to accepting this appointment, disclose to the Company any prior medical history or illness which could affect your work in the Company. During the course of your employment, you shall submit to such medical examination as required and failure to do so shall be considered gross misconduct.
- In accepting this appointment and performing your obligations and services under it, you warrant that you will not be in breach of obligations under any other previous employment or appointment; in the event of such a breach, you and not the Company, will be wholly and solely responsible and liable for any damages.
- Your increments/ promotion and demotions will depend at the sole discretion of the management depending upon your efficiency, intelligence, and regular attendance, sense of discipline, loyalty and good behaviour and also subject to the prosperity of the organization.
- Office working hour starts from 09:30 A.M., after 09:30 A.M. up till 10:00 A.M. coming will be considered as Late Mark. 3 Late Marks are considered by HR dept. but on 4th Late Mark 1 Half day will be deducted. Any staff coming after 10:00 A.M. directly Half day will be deducted from their current month salary.
- If proper handover and notice period not served as per company rules, you won't be eligible for Full and Final Settlement and notice period will get deducted.

- 8. CONFIDENTIALITY:** You will maintain full confidentiality and keep all information whether disclosed to you or otherwise received by you or to which you have access to, and relating to the Company, its customers, pricing policy, databases, discount policy, marketing strategies, commission plans, business modules, business plans, corporate strategy, agreements, or understandings with its employees or any third party and customers list, fully secure and secret.

- Calibration
- Validation
- Education
- Testing

9. **TRAINING:** At the time of your joining the organization and/ or at any time during your employment, you may be required to participate in training programs. The organization may invest a substantial amount of time, effort, money & resources in imparting, either directly or indirectly, this training to you. Should you be required to participate in any such training program(s) you may be asked to provide an undertaking to the organization in a prescribed format that post completion of the training, if you choose to willingly resign from the organization, or are terminated by the organization for cause, within a stipulated time-frame, you will be liable to reimburse to the organization the amounts specified in the undertaking. Your refusal and/ or failure to provide such an undertaking shall be sufficient cause for the organization to terminate your services forthwith without notice.
10. In event of any misconduct or breach of terms of employment on the part of employee during the probation or on/after confirmation or after termination service, the company reserves the right the termination this contract immediately without any notice or can take legal action against you.

The forgoing constitutes the entire agreement as regards the terms and conditions of your services with the company and they shall be subject to such modifications and amendments as may be introduce from time to time as per company's rule and regulations.

Please return the duplicate copy of the letter of appointment duly signed as a token of your having accepted the appointment.

We welcome you to the Autocal family and wish you a rewarding career with us.

With best wishes,

For Autocal Solutions Pvt. Ltd.

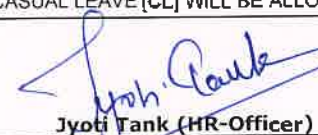


Jyoti Tank
HR Officer

I have read the above terms and conditions and the same are acceptable to me.

Mr Hrutik Anil Gharat

**AUTOCAL SOLUTIONS PVT.LTD.****SALARY STRUCTURE**

Format No.: HR/F-04
Issue No. & Date: 01, 11/09/2021
Revision No. & Date: 00, -
Page No.: 1 of 1

EMPLOYEE CODE	2820	
DATE OF JOINING	01/09/2022	
EMPLOYEE NAME	Mr. Hrutik Anil Gharat	
DESIGNATION	Engineer	
DEPARTMENT	Calibration	
GENDER(M/F)	M	
LOCATION	Vasai	
GROSS SALARY	13,600	
PARTICULARS	AMOUNT	
BASIC WAGES + SPECIAL ALLOWANCE	9,500	
HOUSE RENT ALLOWANCE (HRA)	950	
HARMONIOUS INDUSTRIAL RELATION ALLOWANCE (HIRA)	1,600	
OTHER ALLOWANCE	1,550	
FIXED CITY ALLOWANCE	-	
SITE/FOOD ALLOWANCE	-	
MEDICAL ALLOWANCE	-	
GROSS SALARY	13,600	
EMPLOYEE'S CONTRIBUTION [DEDUCTIONS]		
EMPLOYEE'S PROVIDENT FUND [12%]	1,518	
EMPLOYEE'S ESIC [0.75% ON GROSS]	102	
PROFESSIONAL TAX [As Per PT Slab]	200	
TAX DEDUCTED AT SOURCE (TDS)	-	
Retention	1,000	
TOTAL OF EMPLOYEE'S DEDUCTION MONTHLY	2,820	
NET SALARY [Take Home]	10,780	
EMPLOYER'S CONTRIBUTION		
EMPLOYER'S PROVIDENT FUND [12% PF+1% Admin Charges]	1,533	
EMPLOYER'S ESIC [3.25% ON GROSS]	442	
GRATUITY (4.81% on basic After 5 years as per Gratuity Act.)	-	
*BONUS [8.33% on 7000 As per Bonus Act]	583	
**LEAVES (PL,CL)	869	
TOTAL OF EMPLOYER'S CONTRIBUTION MONTHLY	3,427	
CTC MONTHLY	17,027	
CTC ANNUALLY	2,04,324	
<p>*Bonus - As per Bonus Act 1965, Basic wages less than or equal to Rs.7000/- Contribution- 8.33 % of 7000/-, Basic wages more than 21000/- not applicable for Bonus.</p> <p>*Leaves - The Leaves will apply after confirmation of service in writing. Year for the purpose of leave will be Calendar year [01-Jan to 31-Dec]. Encashment of balance PL will be on Basic wages.</p> <p>*Note : 1) Changes in any government statutory and further increments will be adjusted towards CTC.</p>		
PRIVILEGE LEAVE [PL+SPL] CAN BE ACCUMULATED FOR 30 DAYS		
CASUAL LEAVE [CL] WILL BE ALLOWED FOR MIN 1/2 DAY MAX 2 DAY [NOT JOINTLY]		
 Jyoti Tank (HR-Officer) Prepared By	 Pankaj Bhose (Director) Approved By	Receiver Signature





Welcome to ResearchWire
Knowledge Solutions Pvt Ltd - On
boarding details ➔ Inbox



Sayak Sengupta 17 Jun



to me, Shoeb ▾

Dear Shubham

Trust you are doing well.

We are pleased to offer you the employment at ResearchWire Knowledge Solutions Pvt Ltd. We feel that your skills and knowledge will be valuable assets to our company.

As per our telephonic discussion, Your Joining date will be 4th July 2022 and reporting time would be 9.30 AM. Considering rapid rise in Covid cases across the India management has decided to onboard all new joiners virtually therefore, It will be virtual joining.

It will be "Work From Home" till the situation gets normal, Once the situation will be normal, We would like to welcome all our new joiners in our "Navi Mumbai" based office and it will be "Work from Office".

We look forward to welcoming you virtually on mentioned date and time and getting the acknowledgement on it.

Regards,

Sayak Sengupta

Sr HR Associate Recruitment

ResearchWire Knowledge Solutions Pvt Ltd

Email id: sayak.sengupta@researchwire.in

LinkedIn: [linkedin.com/in/sayak-sengupta-0b248477](https://www.linkedin.com/in/sayak-sengupta-0b248477)

Company: www.researchwire.in

Skype Id: live:.cid.d70795d6b241c805

Mobile: 8017262460



**QAD INDIA PVT. LTD.**

301, 3rd Floor, Techniplex - I, Techniplex Complex,
Off Veer Savarkar Flyover, Goregaon (West),
Mumbai - 400 062, India.
Tel.: +91 22 4098 9999
Fax: +91 22 4098 9990
http://www.qad.com
CIN: U72200MH2005PTC154302

August 11, 2022

Offer Letter

Tanvi Bhagwan Aswani
Mumbai

Dear Tanvi,

We are extremely pleased to make you an offer as **Graduate Trainee, Enterprise Management** in the **Service Delivery** with **QAD India Pvt Ltd.** commencing on or before **September 05, 2022**. A formal letter of appointment will be provided on joining.

The offer is subject to:

- Reporting on or before **September 05, 2022**.
- Positive background verification.

Your annual total compensation package comprises the following different components:

Particulars of Salary		Annual Amount in INR
Base pay	Basic	1,80,000
	House Rent Allowance (HRA)	90,000
	Variable Allowance	71,650
	Conveyance Allowance (Maximum)	19,200
	Education Allowance (Maximum)	2,400
	Telephone/Mobile Expenses Reimbursement (Maximum)	12,000
	LTA Reimbursement (Maximum)	50,000
Retirals	Provident Fund (12% of Basic)	21,600
	*Gratuity (4.81% of Basic)	8,658
Total Remuneration		4,55,508

* Gratuity Benefit as legislated at the time of your termination or resignation.

You will be on Probation for a period of 6 months from joining. Your Probation period will extend by the number of days you are on Unpaid Leaves during this period. During your probation period, either party can terminate the contract by serving 15 days prior written notice or pay salary in lieu of notice and the Company reserves the right of payment in lieu of notice.



- Calibration
- Validation
- Education
- Testing

Date :13/06/2022

To,
Mr. Meet Mahesh Kawali
At-Vedhi, Post-Viradhan, Budruk,
Saphale West-401102.

Mob-8805810689

OFFER OF EMPLOYMENT

Dear **Meet**,

Congratulations!

With reference to your application for employment and the subsequent interviews you had with us, we are pleased to offer you an employment in our organization as **Engineer** in **Calibration** department. You will be located at **Vasai**.

Rs. 1000/- will be deducted from your monthly salary as retention deposit for 24 months and same will be returned to you only after completion of 2 years of service in Autocal Solutions Pvt. Ltd.

As **Engineer** your starting remuneration will be Rs. **13,300/- (Thirteen Thousand Three Hundred)** Gross (Inclusive local food allowance).

A formal letter of appointment and service rules, detailing the applicable terms and conditions of your employment will be issued to you on your joining.

Pursuant to this letter on or before commencement of your employment, please submit all the documents mentioned in given checklist to the company in original with a set of Photo copies. The original shall be returned to you after verification.

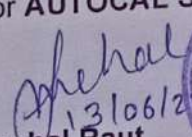
You are requested to report at **09:20 A.m.** at Vasai on or before **15/06/2022** and complete your joining formalities. In case, you fail to report and join on duty on or before **15/06/2022**, this offer of employment stands cancelled.

Please note that 1 month prior notice will be required from your side while leaving the organization.

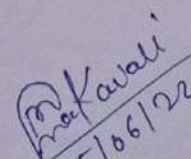
We look forward to providing you with a highly rewarding and enjoyable career opportunity with our organization.

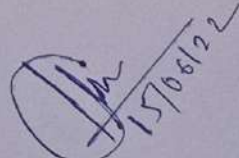
Yours faithfully,

For **AUTOCAL SOLUTIONS PVT. LTD.**


Snehal Raut
HR Executive




15/06/22


CEO / M.D. / Director

Reg. Off.: Unit No. 4, 5, 10 & 11 Ruby Ind. Estate PCS LTD, Navghar, Vasai Rd. (East) (WR) Dist. Palghar - 401 210
T: +91-250-2393247, 2392288-89, 2393502-05, Fax: 91-250-2393420 E-mail : ppk@autocal.net

Website : www.autocal.net • Blog : http://autocal.blogspot.com • CIN : U72200MH.2008PTC178116
Format No. : HR/F/03



Confidential and Proprietary of Addsoft Technologies Private Limited

Ref: ADD/LET/HR/22-23/202221411002

Date: 14.11.2022

STRICTLY PRIVATE & CONFIDENTIAL

Mr. Mihir Nimeshkumar Mistry

55/8, Premilla Bhuvan, Love Lane, Hathi Baugh,
Mazgaon, Mumbai, Maharashtra -400010

Sub: Offer-Cum-Joining Letter for the Post of Hardware & Software Support Engineer.

Dear Mr. Mihir,

Congratulations!!

We are pleased to offer you an Employment with **M/s Addsoft Technologies Pvt. Ltd.** based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer are as under:

1. You will be designated as **Hardware & Software Support Engineer**. And will report for joining at company's registered office at: Office No. 411, 4th floor, Omega Business Park, Wagle Estate, Road No.33, Opp.ESIC Hospital, Thane(W)-400604 Maharashtra, India. Your date of commencement of Employment will be from your date of joining i.e., on or before **1st November 2022**.
2. Your appointment is subject to your being medically fit always.
3. **Compensation and Benefits:** You will be entitled to a gross compensation of **Rs. 1, 93,338/- per annum**. Income Tax or any other statutory deductions will be done at source. The perquisites applicable to your grade are subject to alteration and amendment, and you will be entitled to the same as per the rules of the company.
4. You will be placed on probation for a period of 3 months.
5. **Posting & Transfer:** Your place of work, in the first instance, is as indicated above. However, you may be transferred temporarily or permanently for duty anywhere in India, depending upon the needs of the organization. Your service may be transferred to any office of the Company or its associate organizations in India or abroad depending upon the exigencies of work. You will be governed by the transfer rules prevailing in the company at the given point of time.

CIN: U72200OR2005PTC008408

Company E-mail ID: addsoft@addsofttech.com

Regd. Office : Plot No: 647/2219, Nuapatna, Telengapentha, Cuttack-751004, Odisha. Phone: 0671-2356501, 2356502
Delhi Office : A85 (Second Floor), Okhla phase-2, New Delhi - 110020, Phone: 011-41325589
Bangalore Office : 103, 2nd Main Road, Kathriguppe, Banashankari 3rd Stage, Bangalore 560085, Phone: 080-41666122



Date: 10th August 2022



Dear Ms. Mokshada Kesarkar,

OFFER OF EMPLOYMENT

Thank you for exploring career opportunities with **Website Developers India Pvt. Ltd.** You have successfully completed our selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Jr. Graphic Designer**.

Your joining date will be **08th August 2022**, and you will be trained for the first month, with no salary policy. Following the second month your salary policy shall start, i.e from the **08th September 2022**.

This Offer is subject to the following terms and conditions:

1. Probation Period:

You are required to serve a probationary period of Six months after which your service will be confirmed subject to satisfactory performance. both the parties will mutually agree if the employment should be made permanent or not.

2. Location:

Your Initial Posting will be at: H.O.Mumbai. However, your services are transferable to any other place or office of the company or to any subsidiary or associate company; whether now existing or still to be formed.

3. Working Hours

You will be working for 5 days a week [Monday to Friday]. However, the regular working hours will be 10:00 AM to 7:00 PM or 11:00 AM to 8:00 PM. All employees will be required to work 8 hours a day. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time.

4. Compensation Structure:

Your gross annual salary on the basis of Cost to the Company will be **Rs.1,56,000/-** per annum, all inclusive.

5. Leaves and Holidays:

- You will be given a total of 12 paid leaves/year. One paid leave will be added every month.

From the desk of **Ritesh Pandey**
Founder, CEO

Website Developers India Pvt Ltd

614, Palm Spring Centre, New Link Road, Malad(W), Mumbai - 400064, India.

www.wdipl.com



Info@wdipl.com



ELITE THERMO CONSULTANTS

Solution and Service Provider of Industrial Process Control & Automation

Ref/LGC/HR/JL/PoojaP/01012023

Date: 1 January 2023

Ms Pooja Awadhkishor Prasad
Room No - 4, Habib Adam Chawl, S V Road,
Bapa Sitaram Mandir, Dahisar-East, Mumbai 400068
Email: poojaprasad1904@gmail.com
Contact No.: + 91 7506672276

Joining Letter

Dear Pooja Prasad,

This is with reference to your interview held on 29 September 2022 with us. We are pleased to appoint you as a "Trainee" in the Production Department.

Your joining date will be 01 January 2023 at 9.00 am.

For the **first six working months**, you will be on a probation period and will be paid **Rs. 13,200/- per month** (less Professional Tax) as a stipend, subject to the deductions as per the company's policy, and after that, you may be absorbed as a permanent employee based on your overall performance on the mutually agreed pay scale on the annual CTC basis. Your final CTC will be at the sole discretion of the management.

Please note that you are advised not to take many leaves during the probation period, and you should complete your training period sincerely within the stipulated time frame. Your probation period may be extended if the minimum required training days/months are not completed. During the probation period, you will not be entitled to any statutory compliances and benefits.

Your performance will be evaluated on a weekly/monthly basis.

Notice Period: In case you desire to leave on your own accord during the probation period, you have to serve at least one month of the notice period in writing. Your dues will be settled after proper handover and final approval from HOD and Management.

We wish you all the best and hope that you will successfully undergo and complete your training/probation session, with dedication, devotion, sincerity, and will continue to remain associated with us.

Please sign the duplicate copy of this letter and return to us the same as a token of your acceptance of our offer along with other documents as required by the HR department.

Note: Your employment with us is subject to General Rules/Regulations and Policy of the Company, apart from what is mentioned in this letter.

Looking forward to your fruitful association with us.

For Elite Thermo Consultants

Authorized Signature



Ms Pooja Awadhkishor Prasad

Partners In Measurement and Control

403, Diamond Industrial Estate, Ketki Pada Road, Dahisar East, Mumbai 400068, Maharashtra, India.

Tel: +91-22-42555346 || Email: hr@libratherm.com, libratherm@libratherm.com



Ref No: I&C/Mtc/Proj-DCN/22

Date: 02.07.2022

TO WHOM SO EVER IT MAY CONCERN

This is to certify that the following Engineer is working with ITI Ltd, Bangalore a central Govt. PSU.

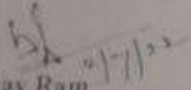
1. Mr. Siddhesh Sitaram Tambe, ID No: SC - 283

He has been assigned to work at RMC Mumbai under Entity - 61 for day to day maintenance activities of DCN Equipment at RMC Mumbai as well other entities under Mumbai Node.

He is authorized to carry out JRI/ATP as well as software upgradation required for any DCN equipments.

He may be allowed to carry out the above activities and hand over a copy of JRI/ATP, software upgradation, site visit report etc. for our record.

Further he is also authorized to carry any faulty equipment/cards from RMC Mumbai to ITI Bangalore and take back same to Mumbai which are not possible to repair at RMC/Entity Level.


Vijay Ram
DGM(I&C)





Hi Saumya,

Congratulations! Greetings from LOBO Staffing Solutions!!!

You are Shortlisted in Tata Communication Ltd.

Please share following documents on urgent basis, which are required to release your offer letter and also confirm your Date of Joining on same email.

1. Aadhaar Card(E Aadhaar will be preferable & not with password protected)
2. PAN Card
3. Last Salary Slip
4. Bank Account Details (Cancelled cheque)
5. Education details (Include all passing certificates & Marksheet) total 6 documents
6. Covid Vaccination Certificate
7. Marital Status
8. latest 3 months payslips
9. UAN No

_____ & ESIC
No _____

10. Date of Joining -

11. Last co. Resignation

acceptance mail and Reliving Letter or



Documents for Joining

Inbox



HR Team 4:53 pm

to me, niharika.thakkar, Abhis...



Dear Madhav,

Greetings for the day!!!

Congratulations on your selection from **Masstech Business Solutions!!!**

Please note that you are required to report to office form **30th Dec 2022.**

Job Timings - 9.00 am to 6.00 pm (Monday - Saturday).

Please find the below list of documents for joining that you would need to submit in original scanned form at your earliest.

1. Passport size photograph 1 nos
2. Photocopy of the all qualification's certificate with marksheet.
3. Proof of present residence. (Aadhar card)
4. Photo Identity Proof. (Pan card)
5. One cancelled cheque to which the salary will be remitted.
6. Blood Group Report or valid document that states your blood group.





Documents for Joining

Inbox



HR Team 4:53 pm

to me, niharika.thakkar, Abhis...



Dear Madhav,

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Congratulations on your selection from **Masstech Business Solutions!!!**

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2. Photocopy of the all qualification's certificate with marksheet.
3. Proof of present residence. (Aadhar card)
4. Photo Identity Proof. (Pan card)
5. One cancelled cheque to which the salary will be remitted.
6. Blood Group Report or valid document that states your blood group.





List of Document Required.



Inbox



Sanjana Singh Yesterday

to me ▾



Dear Vijay,

Greetings from Simple Logic IT Pvt Ltd!

Thank you for going through the interview process!

For the offer process, request you to share the following documents on priority.

1. Aadhar Card
2. PAN Card
3. Passport/Driving License or Voter ID Card
4. SSC marksheet
5. HSC marksheet / Diploma marksheets of all sem
6. Degree marksheet of all sem
7. Final year passing certificate
8. PF updated Passbook (In case of registered under PF)
9. Passport size photograph in jpeg format

Kind Regards,

Sanjana Singh
Talent Acquisition

SIMPLE LOGIC IT Pvt. Ltd.

401-402, SAI Enclave, C Wing, Plot No 252 A, Vikhroli East, Mumbai – 400083.

Ph: 8655997542 E: sanjana.singh@simplelogic.in

About us: www.simplelogic.in



99+



**QSPIDERS(U-TEST YANTRA SW SOL.(I)P LTD**

GSTIN : 29AACCT8084C1Z5

CIN : U72200KA2007PTC044701

Payment Receipt Transaction Reference: pay_Jykr1t5PWdEF7u

This is a payment receipt for your transaction on Thane-QSpiders/ JSpiders

AMOUNT PAID ₹ 30,900.00

ISSUED TO

tanvipawar446@gmail.com
+919867367704

PAID ON

28 Jul 2022

DESCRIPTION	UNIT PRICE	QTY	AMOUNT
Amount	₹ 30,900.00	1	₹ 30,900.00
Total			₹ 30,900.00
Amount Paid			₹ 30,900.00



21st Feb'2023**Sub.: Employment Offer Letter**

Hi

In pursuance of your application followed by your interview, we are pleased to offer you the position of 'Data Executive' with our **Duff & Phelps Global LLP. at Mumbai** on the mutually agreed terms and conditions. Your contract is for a period of **3 months**.

The Salary structure is attached herewith as **Annexure-A**.

Please submit the following documents once you join:

- Educational Certificates
- Experience Certificate, if applicable
- Salary slips of last three months, if applicable
- Signed copy of updated Resume
- Resignation acceptance letter from previous employer, if applicable
- Cancelled cheque of savings bank account (in case employee wants to retain the existing A/c)
- 4 Passport size photographs
- Copy of PAN Card
- Proof of Address (Voter ID, Passport, Aadhar Card, Driving License etc.)
- Copy of Aadhar Card for verification

Your Date of Joining is 23rd Feb'23 & Please reply with your acceptance within 48 hours of the receipt of the offer.

This letter of offer is issued to you on the presumption that the particulars furnished by you in your application are correct.

Please reply with your acceptance of the offer within 48 hours of the receipt of offer.

In case you fail to reply, this offer shall stand withdrawn after 48 hours. Please note that in case of any discrepancy found in background verification, Kelly and our Client has the right to terminate the offer / contract with immediate effect.

In case of any queries, feel free to contact the undersigned.

Best Wishes,

For PersolKelly India Pvt. Ltd



(.....)

Authorized Signatory

Disclaimer: Employment is not guaranteed for a specific length of time. The offer can be withdrawn without notice after communication of acceptance.

PERSOLKELLY India Pvt. Ltd. (Formerly known as Kelly Services India Pvt. Ltd.)

Registered Office:
Sriram Samanthu Chambers, #3287,
12th Main, HAL 2nd Stage,
Indiranagar, Bengaluru - 560038
T +91 80 6708 18
persolkelly.co.in
CIN: U74910KA2001PTCO29517





Welcome To Robu.in!!



Inbox



Sampada Dharmadhikari 9 Mar

to me, Sumeet, Priyanka



Dear Harshad ,

Welcome to **Robu.in!!!** It gives me great pleasure to inform you about your appointment as **Embedded Engineer & Technical Consultant** at **Robu.in**, We look forward to have you on-board on the said joining date of **20th March 2023, Monday** (as Mentioned in the Appointment Letter), reporting time **9.30 AM**.

We are located at:

Sumant Building, Dynamic Logistics Trade Park, Survey No. 78/1, Dighi, Bhosari - Alandi Road, Pune – 411015.

[Location on google map](#)



99+



OFFER LETTER

30th December 2022

Miss Trupti Ankush Khadye

Mob: - +91-8530426011

Dear Trupti,
Congratulations! We are excited to welcome you to be part of FatakPay Digital Pvt. Ltd (*FatakPay or FDPL*).

Please find below the brief on the employment. Upon your acceptance a detailed appointment letter will be issued.

Position	Data Analyst
Reporting	This Position would be reporting to the COO of FDPL Mr. Ajit Kumar.
Total CTC	INR 4.0 Lacs P.A.
Fulltime position & Role	Full time
Date of Joining	30 th December 2022
Location	Andheri, Mumbai

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

For FatakPay Digital Pvt. Ltd



Amit Lodha
Chief Executive Officer

Date : 8th October, 2022

Name : Tejashree Chandrakant Jadhav

Dear Tejashree Chandrakant Jadhav,

Engati Technologies Pvt Ltd ("Engati" or "Company") is pleased to offer you a **"Business Development Associate"** probation position with the Company for a period starting from **10th October, 2022 to 10th April, 2023**. During your probationary, you will be working on the assignment at our Mumbai office and paid a stipend of **INR 24,000/-** per month subjected to taxes.

This is a probationary offer, which does not imply any commitment by Engati for regular employment. Successful candidates however, based on performance, may be offered full time employment at the end of the probationary period at the sole discretion of the Company.

In case you decide to separate from Engati before completing your probationary period, you would be required to give One (1) month of notice to the company. The Company may, at its option and discretion, waive all the prescribed notice period or a part thereof in case of a voluntary separation. Company reserves the right of terminating this agreement with immediate effect if your performance is not found satisfactory.

Information pertaining to Engati operations and intellectual property is confidential and upon reporting, you will be required to sign a non-disclosure agreement. You are also expected to adhere to all applicable rules and regulation and business conduct guidelines of Engati and act in accordance with the values and principles of the Company.

To confirm your acceptance of this assignment, you are required to:

- Respond via email to swapna@quinbay.com to communicate acceptance of the offer and to confirm your joining date.
- Any change of joining date must be sent to swapna@quinbay.com at least 7 days prior to your original joining date. The new joining date must be no later than 5 days from the date of joining listed above.
- Report for on-boarding at **10 a.m. at #612, Bhaveshwar Arcade Annexe, Opposite Shreyas Cineme, Nityanand Nagar, Ghatkopar West, Mumbai 400086**



On your reporting date, please bring the following mandatory documents and also share the same over email:

- Copy of this letter duly signed and dated by you.
- Your updated resume
- 10th, 12th & Education degree certificate and all year mark sheets for latest graduation or post-graduation. Photocopies should include both front and back sides of the certificate.
- Offer letter and Experience/Relieving letter of last 2 companies (If applicable)
- 3 months pay-slip from immediate company (If applicable)
- 2 photographs (passport sized, colour photos with a white background).
- Proof of identity: Aadhaar and PAN are mandatory. If you do not have either, please apply for one immediately and carry the acknowledgement on the day of joining. Also good to have passport.
- Bank Account opening (for stipend payments) get original photo ID proofs and permanent address proof.

Sincerely,

For **Engati** Technologies Pvt Ltd



Deepak Nachnani
Director



Tejashree Chandrakant Jadhav
BD Associate (Probationary)



Ref.: GET 2022/ECE/L&T Defence-LT2022179174186454

23rd December 2022

Mr. Raj Maruti Bhoir
Late Shri. Vishnu Waman Thakur Charitable Trust Viva Institute Of Tech
Email ID: rajbhoir254@gmail.com
Contact No. 7709235386

APPOINTMENT AS GRADUATE ENGINEER TRAINEE - 2022

With reference to the interview, you had with us, we have great pleasure in appointing you as a **Graduate Engineer Trainee (GET)** on the following terms and conditions:

1. Medical Fitness and Academic Requirement:

The offer is inter alia subject to your

- Being found medically fit by the Company's authorized Doctor.
- Being qualified according to all the Eligibility criteria as communicated during the selection process.
- Completion of all the academic requirements for B.E. / B. Tech. course.

2. Period of Training:

The Period of training will be for **One year** from the date of commencement of training.

Your training commences from **04th January 2023** at **Mumbai**. The company will not reimburse any expenses incurred by you for travel to and arrival.

You will be assigned to work in **L&T Defence**.

During twelve months training period, you will diligently and faithfully carry out all directions and instructions issued to you by the Company, its officers, and representatives. The course and manner of your training will be decided solely by the Company at its discretion, and you may be required to work, as part of your training, in any one of the Departments / Offices / Projects of the Company and/or its Associates / Subsidiary Companies.

Please note that any request for extension in joining time / Change of Department or Division or Location will not be entertained.

After accepting our offer, if you do not report on the date of joining, this letter of appointment stands automatically withdrawn. However, the Company reserves its right to change the date of joining at any time.

The Company may, at its discretion, extend the period of training by such other period/s as it may deem fit based on the evaluation of your learning at any time during the said period. You may also note that the training period will not be reckoned as 'Service'.



3. Stipend & Allowances:

During the course of your training, the Company will pay you Stipend and Allowances as per details in Annexure - I. These allowances may vary depending on the location of your posting.

4. Absorption:

On successful completion of the said 12 months training period to the satisfaction of the Company of which the Company shall be the sole judge and depending on the vacancies existing in the Company at that time you will be considered for appointment in the Company's regular cadre.

5. Provident Fund:

You will be eligible to join the "LARSEN & TOUBRO OFFICERS AND SUPERVISORY STAFF PROVIDENT FUND" or any provident fund scheme as applicable to the Subsidiary and Associate company in which you are placed, under which at present the employee shall subscribe a sum equal to 12% of the monthly stipend and the Company contributes an equivalent amount.

6. Gratuity:

Your tenure of training of twelve months will not be reckoned as "Service" for the purpose of Gratuity.

7. Tax Liability:

Income Tax Liability, if any, will be borne by you.

8. Medical Benefits:

You will be eligible for medical benefits in accordance with the applicable Company's Scheme for your cadre.

9. Leave:

The eligibility for leave and the quantum thereof will be as per the "Leave rules" applicable to the unit / location to which you are assigned subject to the same being sanctioned.

10. Working Hours & Paid Holidays:

You will observe the working hours and holidays normally observed by the Department / Location you are assigned to.

11. Conduct:

During the course of your training, you will carry out all directions and instructions issued to you by the Company, its officers and representatives. You will have to carry out your duties and obligations diligently and faithfully. The course and manner of your training will be decided solely by the Company at its discretion, and you may be required to work, as part of your training, in any other Location / including project sites / Department, Function, or Offices of the Company and / or its Associate / Subsidiary Companies. In such case you will be governed by the terms and conditions of service applicable to the new assignment. You shall not at any time engage in or be concerned with or be interested, directly or indirectly, in any business, work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and / or its business. .



Any intellectual property created by you during the course of your training as GET employment with the Company shall become the property of the Company and you shall forthwith execute such documents including assignment agreements as provided under applicable law for transfer of title to the Company to enable the Company to register the same as Company owned intellectual property and you shall not raise nor have any claim in respect thereof.

12. Termination of Appointment:

- a. Either party can terminate the contract of training hereunder by giving one month's notice in writing to the other, or an amount equivalent to stipend and allowances in lieu thereof. In event of your giving a notice of termination shorter than the above period, the Company shall have its own discretion to adjust any leave due to you or will recover from you such amount from your dues towards the shortfall in notice period. In any event you will be required to complete the handing over process as may be reasonably required by the Company.
- b. The Company shall have the right to terminate this Appointment forthwith without any notice in the event of any of the following:
 - i) Breach of any of the conditions of this Appointment;
 - ii) Any misconduct on your part;
 - iii) Failure to carry out any of your duties and obligations;
 - iv) Unauthorized absence from or abstaining from attendance during training period;
 - v) If in the sole discretion of the Company, your continued association is / will be detrimental to the interests of the Company.

Provided further that, in the event of termination under Clause 12(b), the trainee shall not be entitled to payment of any stipend, benefits or allowances except the statutory dues under applicable law.

13. Confidentiality:

- a. You are required to treat, as 'strictly confidential' the affairs of the Company and its customers, of which you may be cognizant. The confidentiality has to be maintained particularly about drawings, quotations, specifications and other manufacturing information, which you may have access to.
- b. You will treat the terms of this Appointment as confidential.

14. Code of Conduct:

You shall abide by the internal regulations specified in the company's 'Code of Conduct' inter alia Confidentiality policy, Gift policy, Insider Trading and Policy on Sexual Harassment and any amendments thereof and / or other policies which may become applicable from time to time. Any violation / breach thereof shall call for consequence management, which may include as disciplinary action for those found guilty of such misdemeanours, termination of Services with immediate effect without any compensation. The Company expects all employees to comply with these regulations in letter and spirit. Company further expects that you will abide by the law of land in your dealings with the Company, its stakeholders & society.

Please note that it is the duty of every employee to familiarize themselves with the dos and don'ts of all policies concerning conduct, discipline and behaviours. In case of any concerns or clarification the HR department may be approached. However, ignorance of the rule will not be accepted as a defence in any case. Please refer **Annexure II**.



15. Disputes & Arbitration:

Any dispute or difference or claim arising in connection with this Appointment shall be resolved by reference to arbitration through a mutually agreed sole Arbitrator. The arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996 and any amendments made thereto. The language of arbitration shall be English. Each of L&T or the Trainee / Employee shall be respectively entitled to approach the Court of competent jurisdiction for such interim reliefs as the Company or the Trainee / Employee may in its discretion deem fit. The venue of arbitration shall be at Mumbai and the Courts at Mumbai shall have exclusive jurisdiction. The award of the arbitrator shall be final and binding on the parties. The governing law shall be the laws of India.

16. Non-disclosure of confidential information and trade secret:

You shall not, except as authorised, reveal / disclose / disseminate to any person or entity including competitors or persons involved directly or indirectly in allied trade, any of the trade secrets, secret or confidential information, information contained in any manuals and / or dealings or any information concerning the businesses, finances, external and internal transactions of the company and / or its affiliates / associates / group companies including but not limited to all data, all company contracts, processes, policies, strategies involving marketing, advertising, operations, contractual obligations, business expansion ("confidential information") which may come to your knowledge and / or imparted to you by the company during your employment. You shall hold strict confidence of such confidential information. This restriction shall survive after termination of employment / retirement / resignation / severance of employment for any reason whatsoever without limit in point of time. You shall not during the term of your employment or at any time thereafter, use or permit to be used, any information, notes or memorandum, contracts or processes relating to the business and / or the transactions of the company and / or its affiliates / associates / group companies which may come to your knowledge and / or possession by virtue of his employment with the company for any purpose other than for the benefit of the company. You will be responsible for the safe custody of all the documents, manuals, processes, contacts, kits and other properties belonging to the company that may be entrusted to and / or placed in your possession by virtue of and / or during the course of your employment with the company.

17. Non-competition restriction:

You shall not engage directly or indirectly in any professional services or employment nor advise, manage, render or perform services to or for any person or entity during the term of your employment with the company. You agree that the company's services are highly specialised. You further agree that the identity and particular needs of the company's customers are not generally known in the industry.

Documents and other information regarding company's services, pricing and cost as well as information pertaining to the company's customers including but not limited to identity, location, service requirements and charges to the customer are highly confidential and secret and hence, you shall not for a period of one year from the termination / retirement / resignation / severance of your contract of employment for any reason whatsoever, directly or indirectly engage yourself in any capacity in any professional service or employment which is engaged in a business competitive to that of the company within the geographical location wherein the company does its businesses. You are, however free to engage yourself in any profession or employment provided your such future engagement is not competitive and such engagement is in full compliance of all the terms of your employment specially the terms related to Non-disclosure of confidential information and trade secret & Non-Solicitation and Non-Poaching to that of the company.



18. Non-Solicitation and Non-Poaching:

You shall not at any time during the term of your employment with the company or thereafter, under any circumstances, directly or indirectly solicit or attempt to solicit the company's and / or any of its subsidiaries' and / or affiliates' and / or group companies' personnel to leave the employment of the company and / or any of its subsidiaries and / or affiliates or apply for employment with any third party or encourage such personnel of the company.

19. Accommodation:

The Company may provide (depending on availability) shared-bachelor accommodation from date of joining for a maximum period of 11 months or till date of your completion of training whichever is earlier.

20. Joining:

Your training commences from **04th January 2023** at **Mumbai**.

On the date of your reporting for duty, please bring with you the following documents in original and a set of photocopies:

- A. S.S.L.C (10th Std) Certificate and Mark sheet
- B. H.S.C (12th Std) Certificate and Mark sheet
- C. Certificate & Mark sheets of Degree (Under Graduation) of all the semesters / years - [Attested copies of degree certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining]
- D. Course Completion Certificate (if your final semester / final year result is not declared)
- E. Good Conduct certificate issued by the College
- F. Photocopies of achievements in extra-curricular activities claimed (College / District / State / National / International levels)

In addition to the above please also bring following:

- G. Two recent Passport size photographs [photo should be mandatorily taken in business formal in white background (for Men - Blazer and tie & Women - formal office wear)]
- H. A Self-certified copy of your **PAN Card**
- I. A Self-certified copy of your **Aadhaar Card**
- J. Name of your Bank, IFSC Code, bank Account Number where your stipend & allowances have to be credited
- K. Certificate for COVID 19 Vaccination

- 21. All communications / notices should be addressed to **Larsen & Toubro Limited, The Manager HR, Defence-HR, B- Wing, 2nd Floor, Defence Engineering Tower, Powai Campus, Gate No.1, Saki Vihar Road, Mumbai – 400 072.****



Mr.Raj Maruti Bhoir

22. Acceptance Letter:

Please give your acceptance online as a token of agreement to the terms and conditions thereof, within 3 days from the date of this offer. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as Graduate Engineer Trainee shall lapse automatically.

You will keep us informed of your local / contact address & Email ID whenever there is any change.

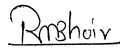
We welcome you to our company and look forward to a long and fruitful association with you.

Yours faithfully,
for LARSEN & TOUBRO LIMITED,



(JAGANNATH OLETI)
VICE PRESIDENT & HEAD-HUMAN RESOURCES
DEFENCE IC

I have read, understood and accept the terms and conditions herein and affix my signature hereunder in confirmation of acceptance of my appointment.



(Signature)

date : Dec 23, 2022

In case of any clarification, kindly contact

Name: Ms. Priya Arun Gawde

Contact details: 022-67055746

Mail ID: priya.gawde@larsentoubro.com



ANNEXURE - I
Stipend, Allowances applicable to Graduate Engineer Trainees (2022 batch)

Stipend : ₹15,500/- Per Month

FlexiPay 1 : With Shared Company Accommodation : ₹15,500/- Per Month
Without Company Accommodation : ₹20,500/- Per Month

FlexiPay 2 : ₹4,710/- Per Month

LTA : ₹21,000/- Per Annum

(GETs will be eligible for LTA for the training period, after the completion of eleven months of training period).

On successful completion of your training and confirmation in our services you will be paid a one-time lump Sum amount of ₹60,000/-.

You may also avail subsidised company transport and canteen facilities if provided at the place of posting.

Provident Fund shall be applicable only on the Stipend amount.

A consolidated statement indicating the computed Cost to Company (CTC) is attached as **Annexure - I A**

LEAVE RULES FOR GRADUATE ENGINEER TRAINEES

General guidelines:

1. No leave of any kind will be allowed during the notice period.
2. Trainees can prefix and / or suffix leave to weekly offs / holidays subject to conditions mentioned in each of leave.
3. Holidays / weekly offs falling in between PL will be treated as PL and will be debited as such.

Sick Leave (SL):

There will be no quantum of Sick Leave and it will be granted solely at the discretion of Management. Sick Leave shall be granted only based on a medical certificate and shall not be granted for less than 2 days at a time.

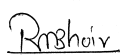
Privilege Leave (PL):

GETs will be granted 23 days Privilege Leave (PL) for the entire training period which they can avail of after 11 months of unbroken training.

Unconsumed Privilege Leave will be encashed at the end of the training period. However, a maximum of 7 days PL will be allowed to be carried over to the next year.

Casual Leave (CL):

The eligibility for Casual Leave will be as per the Leave Rules applicable to Trainees at the Unit / Location to which you are assigned.


(Signature)



ANNEXURE – I A

GET Compensation Structure				
Components	Without Company Accommodation		With Shared Company Accommodation	
	(in INR per month)	(in INR per annum)	(in INR per month)	(in INR per annum)
Monthly Components (A)				
Stipend	15,500	1,86,000	15,500	1,86,000
Flexi Pay 1	20,500	2,46,000	15,500	1,86,000
Flexi Pay 2	4,710	56,520	4,710	56,520
Sub Total (A)	40,710	4,88,520	35,710	4,28,520
Statutory Components (B)				
PF (Employer Contribution)	1,860	22,320	1,860	22,320
Sub Total (B)	1,860	22,320	1,860	22,320
Annual Components (C)				
LTA	1,750	21,000	1,750	21,000
Deferred Retention Pay	5,000	60,000	5,000	60,000
Sub Total (C)	6,750	81,000	6,750	81,000
Medical Insurance and other Benefits	898	10,776	898	10,776
Sub Total (D)	898	10,776	898	10,776
Total CTC	₹ 50,218	₹ 6,02,616	₹ 45,218	₹ 5,42,616

Note:

- LTA: You will be eligible for Leave Travel Assistance (LTA) ₹ 21,000/- after the completion of eleven months of your training period.
- Deferred Retention Pay: On successful completion of your training and confirmation in our services, you will be paid a one-time lump Sum amount of ₹ 60,000/-.
- Leave Encashment: Unconsumed Privilege Leave will be encashed at the end of the training period. However, a maximum of 7 days PL will be allowed to be carried over to the next year.
- You may also avail subsidised company transportation, canteen facilities if provided at the place of posting.
- In the Company's Medical Insurance Scheme, the trainees will be covered for a maximum sum of ₹ 2.00 lakhs of Hospitalization expenses during the training. A nominal sum of ₹ 200/- per month will be recovered from you as a contribution towards this scheme.
- Tax: Income Tax Liability, if any, will be borne by you.





LARSEN & TOUBRO LIMITED

CODE OF CONDUCT

FOR

**S & E AND COVENANTED
OFFICERS**

2020



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I. PREAMBLE

- L&T is a professionally managed Indian multinational, committed to total customer satisfaction & enhancing stakeholders' value.
- The Company's philosophy on corporate governance is built on a rich legacy of fair & transparent governance & disclosure practices. This includes respect for human values, individual dignity, & adherence to honest, ethical & professional conduct. "L&T-ites" are guided by the vision statement & values mentioned therein for the success & reputation of L&T.

II. APPLICABILITY

This Code of Conduct is applicable to all Supervisory, Executive, Covenanted and equivalent grades of Larsen & Toubro Limited and its group of Companies.

The Board Members, Executive Directors and Senior Managerial Personnel (Senior Officers) will continue to be governed by the Code of Conduct signed by them.

III. CODE OF CONDUCT

i). ***Honesty, Integrity, Ethics***

All L&T-ites shall act in conformity with professional standards of personal integrity, honesty & ethical conduct, especially when on Company's business, at Company sponsored events, or when representing the Company.

Ethical conduct is one that is free from fraud & deception and includes actual or potential conflicts of interest between personal advantages as against organization's needs and/or values.

ii). ***Respect for Individuals***

Our success can be achieved only when we treat everyone, both within and outside our Company, with respect. Respect in the workplace, along with individual excellence and collaborative teamwork, is how we will accomplish our goals.



L&T-ites shall treat their colleagues & business associates with dignity & respect, irrespective of caste, creed, gender, religion/region, nationality, appearance or any disability.

Superiors shall encourage their subordinates/colleagues to express their professional views in meetings / discussions, candidly and without fear. Feedback on performance will be provided as far as possible in private. They shall treat them with equity & fairness.

L&T-ites shall not use abusive or offensive language, tone or gesture with their colleagues or business associates. Superiors shall not insult/demean their subordinates.

L&T-ites shall commit to create an environment which is free of any type of sexual harassment & abide by the Policy for Protection of Women's Rights at the Workplace. Every employee shall strive to protect women employees' from any act of sexual harassment.

The Provisions of the relevant law, rules and norms regarding the Sexual Harassment of Women at Workplace have become contextually very relevant in today's time. It is very important for every male employee to exercise diligence in drawing the line with respect to professional interactions with female employees. Maintaining decorum and ensuring that the employee is not exposed to complaints is important, for which it is the responsibility of each male employee to be fully aware of the provisions of the relevant law and repercussions of violations. It is the responsibility of the employee concerned to familiarize himself with the relevant law as applicable.

The details of the relevant law as applicable in India are in the link below

Please click [here](#) for the policy

iii). Customer Need and Stakeholder Value

L&T-ites are passionate about meeting customers' needs and delivering to stakeholders. L&T-ites shall:

- ✓ Demonstrate a passion for understanding and meeting the needs of customers and stakeholders
- ✓ Shall be fair, professional and transparent in its dealings with the customers and stakeholders.
- ✓ Take active responsibility for the quality of service we provide to customers and stakeholders



- ✓ Are open to change and readily implement better ways of doing things
- ✓ Have high performance expectations and a mindset of excellence
- ✓ be innovative in identifying new opportunities and approaches for our customers, stakeholders and ourselves
- ✓ respect customers' right to privacy in relation to their personal data
- ✓ Comply with all data privacy laws that prescribe how to responsibly collect, store, use, share, transfer and dispose of personal information, and strive to comply with those laws everywhere the Company operates.

iv). Fair Competition and Anti-trust

Company believes fair and open competition benefits customers, stakeholders, and society as a whole. Company supports the development and operation of competitive open markets and the liberalisation of trade and investment in each country and market in which we operate.

L&T-ites shall not enter into any activity constituting anti-competitive behaviour such as abuse of market dominance, collusion, participation in cartels or inappropriate exchange of information with competitors. L&T-ites shall collect competitive information only in the normal course of business and obtain the same through legally permitted sources and means.

v). Sharing of Official Information

L&T-ites shall not divulge or communicate in any manner sensitive/confidential information to third parties, except when authorized to do so for business reasons. Company's Policy Guideline on Designated Spokespersons authorized for communicating to the media in this regard, shall be strictly followed.

L&T-ites shall not speak ill about the organization to any external agency which would tarnish the image of the organization.

Similarly, L&T-ites shall desist from indulging in rumour mongering/loose talks, about the organization that is detrimental to the Company's interest.

Please click [here](#) for the policy



vi). *Maintaining Confidentiality*

In addition to the above, the employees shall maintain the integrity of internal communications. Care shall be taken to mitigate various risks emanating out of communication such as misrepresentation of facts/ events, leakage of price sensitive information, unfavourable reports on developments in the Company and inconsistent communication at the times of crisis. The contents of all the internal & external communications shall conform to the guidelines of Communication Risk Management Policy issued jointly by the Corporate Brand Management & Communication Department and Corporate Risk Management.

Please click [here](#) for the policy

The employees and personnel of L&T Group may in the course of their employment and engagement, become aware of and possess information of L&T Group or third parties disclosed to the L&T Group that is not generally known. This may include information which if disclosed could jeopardize the interests of the L&T Group.

As an HR process the Company conducts Development Centre (DC) regularly to assess leadership potential. The participants in these centres will be expected to maintain utmost confidentiality with respect to the content, material received in the DC's and conduct themselves with the highest sense of professional ethics.

Hence as per the Confidentiality policy, all the employees have been entrusted with the duty to keep such information strictly confidential and use it only for proper purposes in accordance with the law. This would apply during the course of employment as well as post separation.

Please click [here](#) for the policy

vii). *Dealing in Securities While in Possession of Unpublished Price Sensitive Information (UPSI)*

Every employee will be considered as an 'INSIDER' under the provisions of the SEBI (Prohibition of Insider Trading) Regulations, 2015 as amended in 2018. As an Insider, it is the duty of the employee not to deal in or advocate trade in securities (eg. equity shares / preference shares / derivatives) of the Company when in possession



of any UPSI and till such time the information comes in the public domain.

The onus will be on the employee to demonstrate that he / she was not in possession of UPSI at the time of dealing in securities.

Please click [here](#) for the circular on prevention of insider trading along with the L&T Securities Dealing Code and the SEBI (PIT - Prohibition Of Insider Trading) Regulations.

viii). Professional Engagement & Public Advocacy

L&T-ites are encouraged to associate themselves with activities of professional bodies/fora to enrich their knowledge and also help in building organization's image.

The government is an important stakeholder in our business and we therefore engage with it through multiple business forums and trade organisations. We shall engage with the government and regulators in a constructive manner in order to promote good governance. Our senior executives are active members of industry bodies that participate in the development of public policy that addresses issues affecting industry, business, products and customers. However, such engagement should not result in dereliction of duty or in discrediting the organization's image/reputation or abuse of organization's resources.

ix). Use of Company Assets & Brand Logo

L&T-ites shall not exploit the organizational resources for one's own personal gain/pecuniary advantage. In discharge of official duties, one shall strive for effective and judicious use of resources entrusted to them. Resources include both tangible assets like equipment and facilities etc. or intangible assets like designs, information, software or network with suppliers/customers, etc.

L&T-ites are entrusted with the duty of using the brand logo without modifying the same. All the employees shall abide by the guidelines for Brand applications/usages including on visiting cards. Deviations from the specific logo templates will not be permitted.

Please click here for the policy on [Brand Marks](#) and [Use of Brand Marks by External Parties](#)



x). Intellectual Property

Company's intellectual property is an invaluable asset that must be protected at all times. L&T-ites shall respect and protect all confidential information and intellectual property of the Company.

L&T-ites shall safeguard the confidentiality of all third party intellectual property and data. L&T-ites shall not misuse such intellectual property and data that comes into their possession and shall not share it with anyone, except in accordance with applicable company policies or law.

L&T-ites shall promptly report the loss, theft or destruction of any intellectual property and data of the Company or that of any third party.

xi). Social Media Code of Conduct

L&T encourages social media interaction (during the employees' personal time) in an individual capacity and we trust our employees to act responsibly adhering to the policies of the company with respect to messages pertaining to the business and/or brand.

L&T-ites are expected to use social media in the best interests of the Company wherever there is any reference to the Company's name, brand or reputation. Social media interaction includes all digital social platforms and online interaction including interaction on platforms such as LinkedIn/ Facebook / Twitter / YouTube / Snapchat / Blogs or Review platforms / Whatsapp.

1. Responsibility:

- a) Every employee is responsible for what they post. They have to be aware that social media interactions for or on behalf of the Company (intended or unintended) can have legal repercussions that make the Company liable.
- b) They should not use the L&T logo or trademarks as their display pictures / images
- c) They should not share information about clients, partners, L&T leadership, L&T Businesses and their performance. They should not be involved in Plagiarism or infringement of any copy right, in the context of any reference made about L&T, its business, products or services.
- d) They should avoid anonymous postings

2. What can be posted on social media:

- a) Confidentiality of information should be kept in mind. One may share awards/accomplishments pertaining to the



company after they become public information. Personal views and perspectives shared in the form of blogs, articles, stories, narrations any form of postings should have a disclaimer that these views are views of the individual and not of the company

- b) One should not share information on or comment on current or former employees, clients, competitors, vendors or suppliers.
- c) One should not share any content that is protected by a third party's copyright. When sharing content created by someone else, due credit should be given to the creator.
- d) One should not film or photograph internal events and post them to social media unless one has the authorisation from their department head.

3. Tone:

- a) One should be Respectful. L&T does not condone any abuse and trolling on social media.
- b) One should use first person (don't use 'we' or 'us') when sharing opinions. It should be made clear that what is shared or said, is representative of one's personal views and opinions only and are not necessarily the views and opinions of L&T.
- c) One should be proactive and take responsibility in accepting and clarifying controversies (if any) around one's post on social media.

4. L&T reserves the right to monitor, edit, forbid, stop or / and filter comments or discussions about the group or companies, employees, clients and the industry, including products and competitors, posted by any employee on the Internet / in Social Media.

If any content violates the L&T Code of Conduct or the Social Media Policy, or the company's Communication Policy, the Group reserves the right to seek clarification, and if required, ask the employee to delete that content.

The Group Social Media Policy is covered under sections 5.11.49 through 5.11.51 of the Brand Manual.

Please click [here](#) for the policy.



xii). Use of Information Technology

L&T-ites shall judiciously use the Information Technology facilities provided to them. They shall conform to the policy on Information Technology.

The increasing usage of E-mails forms a major portion of the network usage. In order to make the best utilization of the resources and to prevent undesirable fallouts resulting from the use of E-mails, users should comply with the Corporate E-mail usage Guidelines. Please see Corporate E-mail usage policy framed for the proper utilization of the facility.

Please click [here](#) for the policy

xiii). Working Environment & Dress Code Policy

L&T-ites shall not engage in any activity that is likely to result in disturbing peace & harmony in the workplace or engage in activities that are likely to create tension, bitterness or confusion in the minds of colleagues.

Superiors shall endeavour to create a climate in ensuring the above.

All L&T-ites are expected to follow the dress code policy in order to project a professional image through attire and bearing.

Please click [here](#) for the policy

xiv). Environment, Health & Safety (EHS)

Safety is the core component of a Company's responsibility; it is also the foundation of its long-term viability. Company is committed to the safety and health of employees. Company believes that all injuries and occupational illnesses are preventable. Company has a commitment to zero injuries in the workplace.

L&T-ites shall endeavour to create a safe working environment by following the policies and procedures as laid down in the Corporate Environment, Health & Safety Management Systems framework.

Towards this, all the employees shall:

- a) Incorporate EHS considerations in all business decisions
- b) Ensure compliance to statutory and other requirements



- c) Prevent adverse environmental impacts and occupational health and safety risks
- d) Conserve natural resources, minimize waste generation and environmental emissions
- e) Impact structured training for employees and stakeholders for effective EHS performance
- f) Encourage communication, consultation and collaboration with all the stakeholders

L&T-ites shall strive to keep ones' own place and surrounding workplace clean and hygienic.

Please click [here](#) for the policy

xv). *Respect for Human Rights*

The Company respects human rights everywhere it works and while doing business with others. The Company does not employ children at the workplaces. The Company also does not use forced labour in any form.

xvi). *Sustainability*

L&T-ites are committed to fulfilling our economic, environmental and social responsibilities while conducting business. All the L&T-ites shall strive to conserve natural resources, and achieve sustainable growth, through a culture of trust and care.

Please click [here](#) for the policy

xvii). *Corporate HR policy*

People are the most valuable resources that contribute towards realizing the dynamic vision of the Company. Hence in consonance with the HR functions, we shall be relentlessly committing ourselves to:

- a) Acquiring, developing and retaining a pool of high-calibre talent
- b) Enabling and empowering our employees to be creative and innovative
- c) Establishing systems and practices for maintaining transparency, fairness and equality
- d) Creating a culture of continuous learning, competitiveness and excellence through change management
- e) Respecting ethics, values and good governance
- f) Provide equal opportunity for growth & development

Please click [here](#) for the policy



xviii). Risk Management Framework Including Tax Risk Management Policy

The employees must comply with all the laws applicable to the Company, adhere to the Risk Management framework and abide by the Internal Control Guidelines including the Tax Risk Management Policy.

Please click here for the policy on:

[Enterprise Risk Management](#)

[Internal Controls](#)

[Risk Management Policy](#)

xix). Prohibited Items

Use, sale, purchase or possession of alcohol/narcotic drugs/arms/weapons by L&T-ites at workplace or when on duty, is prohibited. Smoking is allowed only at designated places.

xx). Anti-Bribery

L&T-ites should never offer, directly or indirectly, any form of gift, entertainment or anything of value to any government official or commercial partners including customers or their representatives to

- a) Obtain or retain business
- b) Influence business decisions; or
- c) Secure an unfair advantage.

This includes bribes, kickbacks and facilitation payments.

L&T-ites should not accept, directly or indirectly, any form of gift, entertainment or anything of conspicuously high value from existing and potential business partners, vendors or their representatives

This includes bribes, kickbacks and facilitation payments.

Gifts/Honorarium of nominal value accepted or offered on the occasion of festivals, talks for academic sessions, contribution to academic boards etc. will be permitted, as mentioned in 'Gift Policy' below.



xxi). Gift Policy

A gift is anything of value and would encompass any gratuitous monetary or non-monetary benefit. It includes tangible items such as cash, precious metals, stones, jewelry, art and any of their equivalents, but also intangible items such as discounts, services, loans, favours, special privileges, advantages, benefits and rights that are not available to the general public. A “**gift**” also includes meals, entertainment, hospitality, vacations, trips, use of vacation homes, tickets to sporting or music events, outings, vendor familiarization trips and use of recreational facilities.

L&T-ites are prohibited from offering gifts, hospitality and entertainment or anything else of value, which might influence the decisions of counterparties or Officials in connection with the business of the Company.

L&T-ites are also prohibited from accepting any gifts, hospitality and entertainment, or anything else of value, which might influence their own decisions.

Only Gifts/Honorarium of nominal value accepted or offered on the occasion of festivals, talks, etc. will be permitted under this Policy. Such gifts should comply with local laws and customs (including cultural and religious festivals) and should not be prohibited under applicable law and should not include cash or cash equivalents, gold or other precious metals, gems or stones. L&T - ites may also initiate or become part of occasional business meals or celebratory events and entertainment, etc. in such manner that this policy remains unstained.

xxii). Information Security

The Information Security Policy sets out the expectations on every employee to safeguard confidential information of the Company and our third parties with the assurance of security, availability, integrity and confidentiality. This policy provides employees with the mandatory directive of safeguarding L&T and its stakeholder’s information.

Please click [here](#) for the policy.



xxiii) And Finally

All L&T-ites besides being good employees, shall endeavor to contribute towards:

- Development of the Community and Society.
- Supporting National & Humanitarian Causes.

IV. MECHANISM FOR IMPLEMENTATION AND MONITORING

Approvals / Disclosures under the points mentioned above should be as per the respective policies.

Violations of the Code of Conduct should be reported as per the [Reporting Matrix](#) which is annexed and forms an integral part of the Code of Conduct.

As a practice, any violations should be reported to the 1st Level Reporting Authority who shall investigate the same and take necessary action. However, if the violation is by the 1st Level Reporting Authority itself, then it should be reported to the 2nd Level Reporting Authority.

In case the Reporting Authority comes to the conclusion that the violation is of a grave nature, the same shall be reported to the Whistleblower Investigation Committee for further action within a reasonable time frame.

The concerned Reporting Authority will give a summary of the violations reported of the Code of Conduct and the action taken thereon on a monthly basis to the IC HR Head who in turn shall provide the same to Corporate HR.

V. ECOM DISCLOSURE

Corporate HR Head will provide a summary of the violations reported of the Code of Conduct and the action taken thereon on a quarterly basis

VI. REVIEW & AMENDMENT

The Code shall be reviewed as and when required to ensure that it meets the objectives of the relevant legislation and remains effective. The ECOM has the right to change/amend the Code as may be expedient taking into account the law for the time being in force.

VII. NON-COMPLIANCE:

Non-compliance of the provisions of this Code shall be treated as dereliction and an act of misconduct.



MATRIX - AUTHORITIES FOR BREACH REPORTING & CLARIFICATIONS /SEEKING PERMISSIONS				
SI No	Breach reporting	Reporting Structure		Remarks
		1st Level	2nd Level	
1	Work Place Conduct (Abusive or offensive language)	DH	CHR	#
2	Reporting of Bribe/ Fraud	WBIC		@
3	Breach of Confidentiality/Intellectual Property - sharing trade secrets and confidential information	WBIC		@
4	Dealing in securities while in possession of UPSI	Company Secretary	ECOM Member	
5	Misuse of Company's Assets	IC HR	CHR	#
6	Breach of information security	DH/IC HR	CHR	#
7	Use of prohibited Items like drugs, weapons, etc.	WBIC		@
8	Sexual Harassment	ICC		
SI No	Clarification /Permissions	Authority		
1	Dealing in securities	CS Team		
2	Professional Engagement and Public Advocacy	DH		
3	Company Assets & Brand Logo	CBMC		
4	Social Media Code of Conduct	CBMC/Legal		
5	Information Technology	DH/Corporate IT		
6	Work Environment Dress Code Policy	CHR		
7	Environment, Health & Safety	DH		
DH	Department Head			
WBIC	Whistle Blower Investigation Committee			
ICC	Internal Complaints Committee			
CMBC	Corporate Brand Management & Communications			
CHR	Corporate Human Resources			
#	If not attended to, can be escalated to WBIC			
@	The Complainant has the option to write directly to the Chairperson of the Audit Committee at acc@larsentoubro.com.			

Rashmi

(Signature)



Non-Disclosure Agreement (NDA)

This non-disclosure agreement (NDA) will be honoured by the **Nextus Technologies Pvt. Ltd.**, and an adult, Indian Inhabitants, **Pravin Choudhary** for the period of **12 Months** from **signed date (12/07/2022)**. This will be binding for all future business between these parties, but the following establishes that the agreement is between: **Nextus Technologies Pvt. Ltd.** and **Pravin Choudhary**.

1.0 Background

Signing parties recognize and acknowledge that they will have access to a variety of business intelligence, proprietary information and property related to each other's business, as well as each other's clients and client's details. **Signing parties** agree that this NDA protects each party's business interests and that the terms this contract are fair and reasonable.

2.0 Non-Disclosure

Signing parties recognize the importance of proprietary and confidential information to each other's business. **Signing parties** further acknowledge that they will have access to such information and shall maintain and protect the confidentiality of such information as far as legally possible. This information shall remain the exclusive property of each respective party.

No right, title or interest shall be conveyed to either party by release of such information to each other. **Each party** therefore agrees that it will not, during or after the term of this contract use, disclose or disseminate any of each other's confidential or proprietary information. This also includes proprietary and confidential information of each party's clients. For purposes of this agreement, "**proprietary and confidential information**" includes, without limitation:

1. Any and all information pertaining to either party's current or former strategic partners, employees, contractors or other agents, including names, addresses, telephone numbers, compensation history, resumes, and job skill and/or work experience information.
2. Any and all information pertaining to either party's current or former clients, including, but not limited to, client lists and/or profiles, contact persons, addresses and phone numbers, the history of doing business with either party, and/or ongoing or recurring needs.
3. Any and all of either party's documents, data, materials, social media credentials, records, financial statements, databases, works-in-progress, pricing strategies.
4. Additionally, **signing parties** may designate certain items not included above as Confidential Information by stamping or otherwise marking it with the term "CONFIDENTIAL".

Each party agrees that all information disclosed to the other, other than public information or that obtained independently, is deemed confidential under the terms of this NDA, and that the burden of proof otherwise lies with the receiver. Proprietary and confidential information will, remain the exclusive property of the respective party or the party's client, where applicable.

Nextus Technologies Pvt. Ltd.

CIN: U72900MH2021PTC354681

Address: C-121, EBD, Neptune Mall, LBS Road, Bhandup (West), Mumbai - 400078

Contact: +91-90296 62162 | Email: connect@nextus.io | Website: www.nextus.io



Each party further agrees that all property and tangible media, confidential or not, containing confidential and/or proprietary information, together with all copies, summaries and abstracts of such documents, shall be accounted for and returned to the other upon demand.

Neither party shall directly or indirectly disclose or display or make known to outside parties the nature and subject matter of the discussions between the parties and its clients. Any materials provided by either party, or its clients, shall remain in strict secrecy, including all information and materials pertaining to the party's discussions.

3.0 Enforcement

Signing parties specifically agrees to indemnify and save harmless the source party from costs, losses or expenses as a result of any breach.

4.0 Governing Law and Interpretation

This non-disclosure agreement (NDA) shall be governed by the laws of India as applicable herein. All disputes shall be subject to the Mumbai courts and the parties hereby irrevocably submit to the exclusive jurisdiction of such courts to finally adjudicate and determine any suit, action, or proceeding in connection with this NDA.

NDA Signatures and Witnesses

The undersigned parties agree to the terms of this **non-disclosure agreement (NDA)**.

Pravin Choudhary

Name

Signature

12/07/2022

Date signed

Vineet Singh Kashyap

Name (Nextus Technologies Pvt. Ltd.)

Signature (Nextus Technologies Pvt. Ltd.)

10.07.2022

Date signed (Nextus Technologies Pvt. Ltd.)



Employment Agreement

The Employment Agreement (**Agreement**) is made on this day of **13 Jul 2022**

BETWEEN

1. **V5 Global Services Private Limited**, a company incorporated under the Companies Act, 1956 with its registered office at B1, H5 Second Floor, Deutsche BMW showroom, Mohan cooperative industrial area, Near Haldiram Pin Code – 110044 Phone: 011-40655600, 700 website: www.v5global.com. CIN-U72300DL2005PTC140952 (hereinafter referred to as the "**Company**") which expression shall, be deemed to mean and include its successors, affiliates and permitted assigns); and
2. **Mr Hitesh Suresh Dingore**, an Indian national, son/daughter of **Suresh Mahadev Dingore**, currently residing at **Dingore Niwas, Malwani Church Murumkhan Nagar Chickuwadi Road, St. Anthony's High School, Mumbai 400095**, contact number **8652758646** (hereinafter referred to as the "Employee").

(The Employee and the Company are hereinafter individually referred to as a **Party** and collectively as the **Parties**.)

WHEREAS

- A. The Company is engaged in the business of various Marketing and Manpower outsourcing services.
- B. The Company requires the services of an efficient, qualified, capable and experienced person to act as **Resident Engineer** for a project titled **Regular** which the Company is undertaking for **Airtel - B2B (Project Company)**.
- C. The Employee has represented to the Company that He/She has the necessary qualifications, experience, and capability for the Position (as hereinafter defined) and has expressed his/her willingness to accept the appointment and act as Resident Engineer of the Project.
- D. The Company has agreed to appoint the Employee as **Resident Engineer** for the Project and the Employee has agreed to accept the appointment as **Resident Engineer** for the Project, on the terms and conditions hereinafter contained and in the Company Policy (as hereinafter defined), (**Employment**).
- E. The Parties are desirous of recording in writing the terms and conditions of the Employment.

NOW THEREFORE in consideration of the premises and mutual agreements and covenants contained in this Agreement and other good and valuable consideration (the receipt and adequacy of which are hereby mutually acknowledged), each of the Parties with the intent to be legally bound hereby covenant and agree as follows.

1. DEFINITIONS AND INTERPRETATION

In this Agreement, capitalised terms shall have the respective meaning given to them in the Preamble and Clause 1.1

1.1 Definitions

The following definitions constitute part and parcel of this Agreement:

(a) Affiliate; (b) Confidential Information; and (c) Intellectual Property. These definitions are available at the official website of the Company bearing the following link: isp.v5global.co.in. All employees are advised to read these definitions since they constitute an integral part of this Agreement.

2. APPOINTMENT, REMUNERATION AND RESPONSIBILITIES

- 2.1 The Company hereby appoints the Employee as **Resident Engineer** for the Project **Regular** and in consideration for rendering the services and performing the obligation as described herein, the Employee shall be entitled to the remuneration package as specified in Annexure 1.

Except for benefits and entitlements which the Company is required to provide to the Employee pursuant to Applicable Law, the benefits and entitlements that are being provided to the Employee by the Company on a



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voluntary basis are in accordance with the Company Policy and hence are liable to be withdrawn or changed from time to time at the convenience and discretion of the Company.

- 2.2 The Company may at its discretion, subject to Applicable Law, modify the remuneration package, rights, benefits and entitlements granted to the Employee pursuant to this Agreement, as it may from time to time determine.
- 2.3 The Employee shall perform such duties and carry out such functions as directed by the Company. Without prejudice to the above, the Employee shall perform such other functions as may be assigned/entrusted to him/her by the Company or any other person/entity authorized by the Company.
- 2.4 This Employment is being offered to the Employee upon the understanding and is conditional upon (i) the credentials, testimonials and particulars submitted by the Employee with or in the application for employment being true, correct and accurate; and (ii) satisfactory verification of the background of the Employee by the Company in a manner as it deem fits. If at any time it should emerge that the particulars furnished by the Employee are false/incorrect or if any material or relevant information has been suppressed or concealed or the result of the background investigation and verification of documents/information is not satisfactory in the sole opinion of the Company, then notwithstanding the acceptance of the Employment by the Employee, the Employment will be considered ineffective and irregular and would be liable to be terminated by the Company forthwith without notice and without payment of any compensation, whatsoever. This termination will not affect the rights and remedies that the Company may have under any laws, rules and regulations for the time being in force.

3. EFFECTIVE DATE

This Agreement shall come into force and effect on the date of execution hereof **12 Jul 2022** and shall remain in force unless terminated in accordance with terms contained herein. The Employee shall commence his Employment from **12 Jul 2022**.

4. CONDITIONS OF EMPLOYMENT

- 4.1 The Employee during his/her Employment shall, perform and discharge faithfully and to the best of his/her ability the duties and function assigned to him/her pursuant to the Agreement. Subject to Applicable Law, the Employee shall devote his/her full time, attention and energies towards the functioning of the Company and in discharge of his/her duties and responsibilities mentioned herein. The Employee shall work such number of hours as may be necessary for the Employee to perform his/her duties and functions effectively and otherwise in accordance with the Company Policy in that behalf and the Employee shall not be entitled to receive any additional remuneration for work done outside his/her normal hours of work.
- 4.2 Weekly working hours are 48 Hours.
- 4.3 The Employee shall be entitled to Leaves in accordance with Company Policy.
- 4.4 The Employee further agrees that during the course of his/her Employment with the Company and at all times thereafter, he/she will not engage in any conduct that is intended to or has the result of inflicting harm upon the reputation of the Company or any of its Affiliates, Clients, Project Company or any of its officers, directors, shareholders or employees.
- 4.5 The Employee's location/place of work shall be **Mumbai**, India, but he/she may be required to travel to or work at any place within or outside India as directed by the Company, from time to time. The Company reserves the right to transfer the services of the Employee to any other location of the Company or assign his/her employment to one of its Affiliates on the same terms and conditions as this Agreement.
- 4.6 The Employee, during the course of his employment with the Company, may be provided with certain equipment/gadgets (such as laptops, mobile phones etc.) to be utilized solely for the purpose of his/her employment (**Company Belongings**). The Employee acknowledges that the Company Belongings are the absolute property of the Company and further undertakes to keep the Company Belongings in mint condition as long as they remain in his/her possession.

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- 4.7 The Employee may be required to execute a separate agreement with respect to the Company Belongings provided to him/her, the terms and conditions of which shall constitute a part of the **Employee's** employment conditions and be considered a part of the current Agreement.
- 4.8 The Employee shall hand over the Company Belongings back to the Company, upon happening of the following events, whichever is earlier: (i) whenever demanded by the Company; or (ii) at the time of cessation of his/her employment (for any reason whatsoever) with the Company.
- 4.9 A sum of Rs.750 / Rs.1500, as applicable, would be deducted from the first month's salary, towards security deposit against the induction, training, joining formalities and Company's Assets etc. in case this sum is deducted from first month salary, shall be refunded back to the Employee in totaling to Rs.900/Rs.1800, upon successful completion of 1 (one) year of continuous employment with the Company. In case of any non-deduction of this amount from the first month salary of the employee for whatsoever reason, the same will be recovered from the full and final settlement amount payable to the employee in case the employee leaves the organisation without completing one year of continuous service.
- 5.0 In addition to the above, in case, employee terminates this agreement without required notice/information within 30 days from the date of joining, the Company shall be entitled to forfeit entire earned wages of employee, on account of the cost incurred on the employee's training/induction, documentation, antecedent verification, uniform etc.

5. CONFIDENTIALITY AND INTELLECTUAL PROPERTY RIGHTS

- 5.1 The Employee recognizes that he/she will be given and have access to Confidential Information of the Company, its Clients, its Affiliates and the Project Company. In consideration of the benefits accruing to the Employee under this Agreement, the Employee hereby agrees that he/she shall:
 - (a) not, without the prior written permission of the Company, directly or indirectly disclose or cause to be disclosed any Confidential Information to any third party;
 - (b) take all steps as may be reasonably necessary to protect the integrity of the Confidential Information and to ensure against any unauthorized disclosure thereof;
 - (c) promptly inform the Company of any potential or accidental disclosure of Confidential Information and shall take all steps, together with the Company, to retrieve and protect the said Confidential Information; and
 - (d) use the Confidential Information only in connection with the Employment for the Business.

The Employee shall continue to be bound by this clause 5.1 even after the expiry/termination of this Agreement.

6. EXPENSES

The Employee's business expenses including any business related travel, boarding and lodging related expenses, which are incurred in the course of his Employment with the Company shall be reimbursed by the Company pursuant to, and to the extent permitted by the Company Policy as in effect from time to time.

7. NON COMPETE AND NON SOLICITATION

During the Term of the Agreement, the Employee shall render his/her services to the Company wholly and on an exclusive basis and the Employee shall not be entitled to in any manner, directly or indirectly, to work for or provide services to any other person.

8. REPRESENTATIONS AND WARRANTIES AND COVENANTS

8.1 The Employee hereby represents and warrants as follows:

- (a) The Employee is not, directly or indirectly, employed by, work for or is engaged in providing services to any person, firm, partnership, association, corporation, or entity other than the Company, and neither is the Employee a party to any agreement (written or oral) with any other person or business entity, that in any way affects the Employee's employment by the Company, or conflicts with the Employee's obligations under this Agreement, or restricts the Employee from rendering any services hereunder;



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- (b) The Employee has executed and delivered this Agreement as his/her free and voluntary act, after having determined that the provisions contained herein are of benefit to him/her, and that the duties and obligations imposed on him/her hereunder are fair and reasonable and will not prevent him/her from earning a comparable livelihood following the termination of his/her employment with the Company;
- (c) The Employee has read and fully understands the terms and conditions set forth herein, has had time to reflect on and consider the benefits and consequences of entering into this Agreement, and has obtained independent legal advice in connection with the execution of this Agreement;
- (d) The Employee has not been arrested, or convicted of, or cautioned for, or charged but not yet tried with any offence or crime, even though subject of a pardon, amnesty, or other similar legal action and there is no lawsuit, arbitration, administrative or other proceeding or governmental investigation pending or threatened against him/her;
- (e) The Employee has been relieved by his previous employer and is not involved in any dispute with them concerning his/her past employment; and
- (f) The material, information and documents provided by him/her to the Company in connection with his/her Employment is true and correct in all respects and that no information, fact, or documents that would be relevant for the Company to evaluate his/her suitability for the Employment has been concealed from the Company.

8.2 The Employee shall do such acts and things, execute such documents and provide such reasonable assistance as may be required to consummate the transactions contemplated by this Agreement, and the Employee shall provide such further documents or instruments required by the Company or any other party as may be reasonably necessary or desirable to effect the purpose of this Agreement and to carry out its provisions.

9. TERMINATION

- 9.1 (a) The Employee shall be on probation for a period of 3 (three) month commences from the date of joining. During the probation period, the employee shall be provided essential training NHIP (Newly Hired Induction Program). Confirmation of employment shall be subjected to successfully appearing for NHIP and certification. In case Employee fails to clear the NHIP training, Probation period shall be extended for a further period of 3 months and/or the Company at its sole discretion, may terminate your services by giving 15 days written notice or wages lieu thereof. Post successful completion of probation, the Company shall have right to terminate this agreement by providing to the employee with 30 (thirty) days prior written notice.
- 9.1 (b) Employee may terminate his/her employment with the company at any time by giving requisite notice as per the terms of his/her employment agreement in writing, or equivalent wages in lieu thereof. In case Employee fails to deposit required notice pay in lieu of requisite notice to the company before settling employee's full and final payment, the same shall be adjusted by the management from employee's full and final dues payable to employee, and the balance amount will be paid to employee.
- 9.2 Notwithstanding the provisions of Clause 9.1 above, the Company shall be entitled to forthwith terminate this Agreement (without any compensation) by notice in writing to the Employee or his/her representative upon the occurrence of any of the events mentioned below:
 - (a) in case the Employee is charged of any crime or offence involving moral turpitude under Applicable Law in India;
 - (b) in case of negligence or incompetence by the Employee in the performance of his/her duties, in the Company's opinion;
 - (c) in case of any breach by the Employee of Clause 5;
 - (d) in case of any breach by the Employee of Clause 7;
 - (e) an act of proven dishonesty, misappropriation, breach of trust or fraud by the Employee;



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- (f) the Employee engaging in conduct which causes financial harm to or erodes the goodwill and reputation of the Company and/or its Affiliates and/or any of their respective officers or employees;
- (g) the Employee's breach of the provisions of this Agreement or the failure to render services to the Company in accordance with the terms of this Agreement;
- (h) the Employee being in a state of health which, in the opinion of the Company, adversely affects due discharge of his/her duties under this Agreement;
- (i) in case of any breach by the Employee of any agreement, representation, warranty, or covenant set forth in this Agreement or in the Company Policy;
- (j) in case of any adverse report coming to light from any enquiries, from references indicated by the Employee or from the Employee's previous employer(s), if any;
- (k) The activities/behavior/conduct of the Employee is considered immoral/unethical or detrimental to the interests of the Company;
- (l) if, at any time, it is found that the Employee has concealed/suppressed particulars of any declaration, statement or information or has furnished inaccurate particulars of information (of any nature whatsoever) to the Company;
- (m) in case of any other ground on which the Company is so entitled to dismiss the Employee under the Company Policy or under Applicable Law;
- (n) the commission of any act or omission by the Employee which is in violation of any Applicable Laws in India; or
- (o) in case the Project, in connection with which, the Employee had been employed by the Company, is terminated by the Project Company or the Company.
- (p) In case employee is absent for three consecutive days without any written approval from, the line manager/HR Department, he/she shall be treated absconding and the Company may cease his/her employment without further reference.

It is clarified that the Company, at the time of terminating the employment of the Employee on account of any of the provisions specified in Clause 9.2 above, shall not be obligated to provide any reasons thereof to the Employee.

10. CONSEQUENCES UPON TERMINATION

10.1 Upon termination of this Agreement for any reason whatsoever, the Employee shall, not later than the date of termination:

- (a) handover the charge of his/her duties to such person as may be nominated/authorized by the Company;
- (b) pay in full to the Company all amounts due by the Employee to the Company; and
- (c) surrender to any person nominated/authorized by the Company, the Confidential Information and other documents of the Company, originals and/or copies (whether in printed or electronic form), Company Belongings, and all other properties, assets (whether movable or immovable), monies and belongings of the Company, its Client, Affiliates or branch offices in the Employee's possession or control.
 - (i) It is clarified that in case of failure of the Employee to return the Company Belongings or failure to return the Company Belongings in good condition, the Company shall be entitled to recover the value of such Company Belongings or the cost for the damages caused to the Company Belongings, as the case may be, by settling off the same against any payments due to the Employee or by any other means mentioned in the separate agreement executed by the Employee with respect to the Company Belongings.

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- (ii) The Company shall be at liberty to take appropriate legal action in case of failure of the Employee to hand over the Confidential Information and other sensitive information of the Company, its clients, affiliates or branch offices, in his/her possession at the time of cessation of his/her employment with the Company.

10.2 The Employee agrees that he/she shall not claim any amounts whatsoever from the Company by way of severance pay, bonus or compensation under this Agreement in the event of termination of this Agreement, except as provided under applicable law.

10.3 On termination of this Agreement, the Company may deduct from any sums owed by it to the Employee (by way of salary or otherwise) any sums otherwise provided by the Company to the Employee which are due to the Company from the Employee. Further, the full and final settlement of the Employee, after making relevant deductions, if any (as explained above in this clause) will be payable to the Employee within a period of 60 (sixty) days from the date of submission of Full & Final form.

10.4 Notwithstanding anything to the contrary in this Agreement, in the event of termination of the employment of the Employee for any reason whatsoever, the Employee shall be bound by the surviving provisions of this Agreement.

11. COMPANY RULES, PROCEDURES AND POLICIES

The Employee shall be under an obligation to comply with the all Company policies, which are made from time to time (**Company Policy**). The Company shall endeavor to provide the Employee with information on the Company Policies. However, the Employee shall be obligated to inquire about the Company Policies and its status on a regular basis.

12. GOVERNING LAW AND DISPUTE RESOLUTION

12.1 This Agreement shall be governed by and construed in accordance with the laws of India and subject to the provisions of Clause 12.2, the courts at New Delhi shall have exclusive jurisdiction in respect of any matter under this Agreement.

12.2 Any dispute or difference arising under or in relation to this Agreement shall be referred to arbitration in accordance with the Arbitration and Conciliation Act, 1996, as in existence from time to time (**Arbitration Act**). The arbitration shall be conducted by a single arbitrator to be appointed solely by the Company within a period of thirty (30) days from the date of service of notice of a dispute by a Party upon the other Party. The arbitrator's decision shall be final and binding on the Parties. The place of arbitration shall be Delhi and the language of arbitration shall be English. Pending final resolution of any dispute, the Parties shall continue to perform their respective obligations under this Agreement. The arbitrator shall provide a reasoned award.

13. NOTICES

13.1 All notices under this Agreement shall be in writing and shall be served by sending the same by registered post or courier (i) in the case of the Company, to the office of the Company specified in this behalf; and (ii) in case of the Employee to his/her address in the Company's records.

Notwithstanding the abovementioned, all notices under this Agreement can also be sent to the Company any of the following email addresses: hr@v5global.com/ hrhelpline@v5global.com

13.2 The Employee will keep the Company informed of his/her latest postal address and contact number at all times and intimate in writing in case of change of address or contact number. Any communication sent to the Employee by the Company on the last known address will be deemed to have been duly served notwithstanding the fact that the Employee has changed his/her address.

14. INDEMNIFICATION

The Employee, at all times during the Term (and even after the termination of this Agreement) agrees to indemnify and hold harmless the Company, its directors, employees, Affiliates, against all losses, damages, claims, interests, costs, expenses, liabilities, proceedings and demands which the Company may suffer or incur or which may be made against the Company as a result of any breach of any provision of this Agreement by the Employee, including unauthorised disclosure or use of the Confidential Information by the Employee or any person related to the Employee that may have access to such Confidential Information through the Employee.



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15. MISCELLANEOUS PROVISIONS**15.1 Assignment**

The Company shall be free to assign all or part of its rights hereunder to any party without the consent of the Employee. However, the Employee shall not be entitled to assign or transfer any of his/her rights, benefits or obligations hereunder in any manner howsoever.

15.2 Statutory deductions

Any and all taxes including those taxes which arise from any payments, benefits, etc. received by the Employee from the Company during the Term shall be borne by the Employee and the Company assumes no responsibility for the Employee's personal tax affairs or the liability of such payments and benefits. The Company may deduct or withhold any amounts prior to effecting any payments or benefits to the Employee in terms of this Agreement, in accordance with any provisions of Applicable Law, including The Employees Provident Fund and Miscellaneous Provisions Act, 1952, and Employees State Insurance Act, 1948. Additionally, the Company may make statutory payments which the Employee may be entitled to under Applicable Law, including The Payment of Bonus Act, 1965 and the Payment of Gratuity Act, 1972.

15.3 The Employee shall be provided appointment letter, monthly salary slips and all other official letters/communiqué to his/her email address registered with the Company.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE EXECUTED THESE PRESENTS THE DAY AND YEAR FIRST INDICATED ABOVE.

For V5 Global Services Private Limited



Authorised Signatory

I have no objection in sharing my personal information and documents, including but not limited to Government Issued Id, Name, **Father's** Name, Gender, Date of Birth, Addresses, Mobile Number, Email Id, Education Record(S), Employment Record(s), Professional Reference details with OnGrid (Handy Online Solutions Private Limited), and I provide my consent to use this information for the purpose of background checks and verifications.

Signature of the Employee

Mr Hitesh Suresh Dingore



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**Annexure 1
Remuneration Package**

Your Fixed cost to Company is **Rs. 25213/-** per month (**Twenty-Five Thousand Two Hundred Thirteen** Only including, PF, ESI Contributions - Employer /Employee, Bonus, Gratuity and Insurance, if applicable)

GROSS SALARY		STATUTORY BENEFITS	
Basic + DA	Rs. 11632/-	PF Employer	Rs. 1800/-
HRA	Rs. 4653/-	PF Admin	Rs. 75/-
Bonus	Rs. 1054/-	EDLI Employer	Rs. 75/-
Other Allowances	Rs. 5924/-		
GROSS SALARY TOTAL	Rs. 23263/-	STATUTORY TOTAL	Rs. 1950/-
PF Employee	Rs. 1800/-	Monthly Variable	Rs. 0/-
Professional Tax	Rs. 200/-	Monthly Variable - CTC	Rs. 0/-
NET SALARY	Rs. 21263/-	COST TO COMPANY (Gross + Statutory Benefits)	Rs. 25213/-

Professional Tax, Labour welfare fund & other statutory contribution as envisage under the prevailing Acts & Rules of respective state govt. shall be applicable.

You will be entitled to Bonus as per the payment of Bonus Act, in case applicable in your case and mentioned as a part of your CTC.

** Performance based Incentive will be paid as per the scheme announced by company from time to time subject to fulfillment of certain prescribed conditions.

** Incentive will be payable only if you are on the rolls of the organization (V5 Global Services Private Limited) at the time of disbursement of incentive.

** Mobile and conveyance bills to be submitted.

** Mediclaim reimbursement bills to be submitted.

N.B.: The Employee is required to submit the following documents before commencing employment with the Company.

- 1) Acceptance of the offer letter.
- 2) All Mark sheets & Certificates
- 3) Two professional References with designation address and Telephone number.
- 4) 3 Passport size photographs.
- 5) Permanent Address proof like copy of electricity bill / voter id.
- 6) Acceptance of Resignation Letter
- 7) Health/ Fitness Certificate
- 8) Last salary slip
- 9) Copy of Pan Card

17th January 2023

To,

Sahil Sunil More

Borivali- Mumbai-400091

Contact No. : 8652325465

Email: moresahil887@gmail.com

OFFER LETTER

Dear Sahil,

Based on your interview with us, we are pleased to offer you the post of **"Field Service Engineer"** in our organization on the terms and conditions mutually agreed upon. Your **CTC** will be **Rs. 2,45,232/- Per Annum**. The break-up of the same will be as follows:

Basic	15000
HRA	0.00
T.A.	0.00
Medical	0.00
Bonus	1250
Others	879
Gross (A)	17129
PT	200
PF Deduction	1800
ESIC Deduction	129
Total Deduction	2129
Net Payable	15000
Employer PF	1950
Employer ESIC Deduction	557
Insurance	800
Nexpro Contr.(B)	3307
Nexpro CTC (A+B)	20436

Location: Mumbai (PM)

Notice period of resignation during probation as well as after confirmation is Three (3) months.

This offer letter is valid for 7 days, we request you to kindly confirm your data of Joining ASAP. Your formal appointment letter will be issued to you after joining.

Kind regards,

Yours faithfully,

For **Nexpro Systems Pvt. Ltd.**



Authorized Signatory



Offer Letter

To,

Date: 01/11/2022

Mr. Mohammed Tahir Qamruzzama Shaikh

Address : 01, Muslim Jamat bldg, Near Police station, Uttan road, bhayander west 401101

Congratulations ! You are now a part of the Nimap family !! We are delighted to extend to you our offer to join Nimap Infotech LLP (herein referred as 'Nimap') for the position of **Associate Software Developer** on the terms and conditions set forth in this offer letter.

You will join us as a full time employee on **10st October 2022** You agree to serve the company for a minimum of **2 years**. You will be eligible for your next annual increment in **September 2024**.

You will be on probation for the first 6 months of joining. The address of our premises is Office no 41, Todi estate A wing, Sunmill compound, Senapati Bapat Marg, Lower Parel west, Mumbai – 400 010.

As long as you join us as a full time employee and remain actively employed by the Company, you will be eligible for the compensation indicated in the attached **Annexure A** subject to the following **terms and conditions**:

It is essential that you join on the date as mentioned in the offer letter. In case of mediocre performance, Nimap reserves the right to terminate the employee within 30 days without any compensation. After accepting our offer, if you do not report for work on the stipulated date, this offer letter will stand withdrawn.

BENEFITS, INCREMENT AND PROMOTION





NIMAP INFOTECH
FOCUS TO REDEFINE

Nimap Infotech LLP

Regd. Add :- Flat No. B-204, 2nd Floor, Pawapuri Apt 85/87, 5eth Motisha Lane, Love Lane, Mazgaon, Mumbai - 400 010.

Admin Add:- Todi Industrial Estate, A Wing, Gala No. 41, 4th floor, Sunmill Compound, Lower Parel- West, Mumbai - 400013

Tel : +91 22 6639 5181

Mob : +91 9819312721

+91 9920977080

CIN No. - AAC-2388

Email - info@nimapinfotech.com

Website - www.nimapinfotech.com

Your growth in the Company and increase in salary will solely depend on your performance and contribution to the Company.

You will be eligible for your next annual increment in **September 2024**.

You will be responsible to plan for appropriate tax savings the satisfactory proof of which will be submitted to us well in time or else the applicable taxes like Professional Tax, Income Tax, etc. will be deducted from your monthly salary. A complete breakup of your salary structure is defined in Annexure A

TRANSFER

Nimap reserves the right to transfer your services at any of its offices, work-sites, associates or affiliate companies including at its client's location anywhere within or outside India, on the terms and conditions as applicable to you at the time of transfer.

CONDUCT

You shall not at any time engage in or be concerned with or become interested, directly or indirectly in any business (including that of Nimap's customers), work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and/or its business (The Company being the sole judge thereof). You shall be governed by all rules, regulations and policies of the Company.

WORKING HOURS

The default working hours in Nimap is from **9:30 AM to 6:30 PM** on all days except Sunday and two Saturdays of the month. However, if your supervisor requests alternate/additional working hours and alternate/additional weekly schedule including working in shifts, then that request will supersede these default working hours and weekly schedule.

ALTERNATE EMPLOYMENT

As a full-time employee of Nimap, you are not permitted to undertake any other business, assume any public office, honorary or remunerative, without the prior written permission of Nimap.

LEAVE

You will be eligible for a total of **8 sick / casual leaves per annum & 1 earned** per month after your probation period





NIMAP INFOTECH
FOCUS TO REDEFINE

Nimap Infotech LLP

Regd. Add :- Flat No. B-204, 2nd Floor, Pawapuri Apt 85/87, 5eth Motisha Lane, Love Lane, Mazgaon, Mumbai - 400 010.

Admin Add:- Todi Industrial Estate, A Wing, Gala No. 41, 4th floor, Sunmill Compound, Lower Parel- West, Mumbai - 400013

Tel : +91 22 6639 5181

Mob : +91 9819312721

+91 9920977080

CIN No. - AAC-2388

Email - info@nimapinfotech.com

Website - www.nimapinfotech.com

UNAUTHORIZED ABSENCE

Your unauthorized absence from the job for a continuous period of more than three (3) working days will be treated as absconding from duty, and in the event of your not reporting for job within 10 days from the date of absence, the same would be treated as "Your voluntary abandonment of the job" and it shall be deemed that you are no longer interested in working and have abandoned the job on your own accord. Nimap will then have a right to initiate legal proceedings against you.

TRADE SECRETS AND CONFIDENTIAL INFORMATION

During the term of your work, you may have access to and become familiar with various trade secrets and confidential information belonging to the Company, its affiliates and its customers. You shall acknowledge that such confidential information and trade secrets are owned and shall continue to be owned solely by the Company, its affiliates and its customers, as the case may be. You shall agree not to use, communicate, reveal or otherwise make available such information for any purpose whatsoever or to divulge such information to any person, partnership, corporation or entity other than those expressly designated by the Company unless such employee is compelled to disclose it by judicial process.

RESTRICTIVE COVENANT

The Company is in the business of providing various services including services in the computer software and information technology area. By signing this agreement, you acknowledge that: A. The Company's services are highly specialized.

B. The identity and particular needs of the Company's customers are highly confidential and must be kept that way.

C. The Company has a proprietary interest in its customer list and relationships.

D. Documents and other information regarding Company's services, pricing and costs, as well as information pertaining to Company's customers, including but not limited to identity, location, service requirements and charges to the customer are highly confidential and constitute trade secrets.

You shall also during the tenure of your employment with the Company not engage yourself either directly or otherwise or carry out either by yourself or through any other person or entity any work, take assignment or contract for development or maintenance of computer software, or any such package or products belonging to or owned or possessed by any individual or group of individuals or entity even outside your normal working hours with the Company. You will not directly or indirectly solicit, take up employment or transact any sort of business directly or indirectly with any person, company, firm, or corporation which is or was the customer of the





NIMAP INFOTECH
FOCUS TO REDEFINE

Nimap Infotech LLP

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Admin Add:- Todi Industrial Estate, A Wing, Gala No. 41, 4th floor, Sunmill Compound, Lower Parel- West, Mumbai - 400013

Tel : +91 22 6639 5181

Mob : +91 9819312721

+91 9920977080

CIN No. - AAC-2388

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Company on behalf of yourself or any other person, firm, company or corporation, for a period of one (1) year after this job appointment has been terminated for any reason, regardless of whether the termination is initiated by the Company or Yourself.

Your employment is subject to service conditions applicable as per the existing Company policy. Any change in such conditions would be automatically applicable and you would not be entitled to any additional benefit on account of any future changes in such policies.

TERMINATION AND NOTICE PERIOD

The Company shall have the right to terminate your employment, without any notice, in the event of any of the following:

1. Breach of any of the conditions of this agreement; and any other rules made applicable to you in respect of your employment with us.
2. Violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company.
3. Any misconduct on your part;
4. Failure to carry out any of your duties and obligations.
5. Undisciplined and/or immoral code of conduct
6. Any breach of trust or confidentiality of any sort from your side.

During the period of probation, Nimap Infotech LLP. alone has the right to terminate the contract of employment.

Nimap Infotech LLP. has the right to terminate the contract of employment by giving 90 days notice to that effect in writing or salary in lieu thereof. The right to terminate the contract of employment can also be exercised by you upon giving similar notice to that effect in writing.

If the employee's services are terminated by either sides within 30 days of joining, he/she won't be liable for his first month's salary.

The 'Non Disclosure' and 'Maintenance of Business Secrecy' as defined and narrated above shall survive even after the termination of this agreement.

DISPUTE

Any dispute between yourself and the company concerning or relating to or arising out of this contract shall be subject to the jurisdiction of and be determined by a court of competent jurisdiction in Greater Mumbai only.





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BONUS

Performance bonus will be paid monthly if the employee is on a client side billable project.

Performance & Loyalty bonus is paid after completion of **three years of service in the company** for the number of months the employee is on a client side billable project.

EMPLOYMENT VERIFICATION

The Company reserves the right to verify your documents and background through internal or external agencies. These may include your current / previous employment history, educational / professional credentials and other background checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "DOCUMENTATION REQUIRED". If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

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

In addition, you are required to mandatorily furnish a copy of your passport on the date of joining. In absence of the same, you will be required to undergo a criminal background check, the cost of which will be borne by you. This check will be initiated on the date of your joining.

DOCUMENTATION REQUIRED

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

- Duly acknowledged copy of this Letter of Offer
- Relieving certificate, last 3 Months pay slip /salary certificate (If Any)from your last employer, if you were employed prior to joining us.

Copies of the following:

- SSC/HSC or equivalent examination mark sheets
- Diploma / Degree for all the Semesters/Years or Passing Certificate
- Pan card & Aadhar Card

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

According to the standard practice of our Company, you will treat the above terms of this Letter





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of Offer as confidential.

We are enthusiastic and pleased that you are going to be a part of our organization. To accept this offer of employment, you will need to sign this offer letter and send or courier the offer of employment forms to indicated address within 5 business days from the date of this letter.

All additional pre-employment documentation provided to you must be completed and returned on your start date. We look forward to your joining the Company.

Sincerely,

For Nimap Infotech LLP



Priyank T Ranka
Authorized Partner, CEO

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

Mr. Mohammed Tahir Qamruzzama Shaikh

Date





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Annexure A

The following compensation items are subject to the terms and conditions of your offer letter, to which this Annexure A is attached. Payments are subject to applicable taxes. Please note that fixed pay and other amounts are expressed on an annualized basis.

Salary Structure 1st Year: CTC :- 264000		
Monthly Payment	Monthly	Annual
Basic	16,000	1,92,000
Performance Bonus	2,000	24,000
Performance & Loyalty Bonus	4,000	48,000
Total Gross - Cash Component (A)	22,000	2,64,000
Less Deductions (B)		
Bonus components	6,000	72,000
Profession Tax	200	2,500
Net Take Home = A-B	15,800	1,89,500
CTC(Cost To Company)	22,000	2,64,000

Salary Structure: CTC 2st Year: - 348000		
Monthly Payment	Monthly	Annual
Basic	25,000	3,00,000
Performance & Loyalty Bonus	4,000	48,000
Total Gross - Cash Component (A)	29,000	3,48,000
Less Deductions (B)		
Bonus components	4,000	48,000
Profession Tax	200	2,500
Net Take Home = A-B	24,800	2,97,050
CTC(Cost To Company)	29,000	3,48,000





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Salary Structure: CTC 3 rd Year: - 480000		
Monthly Payment	Monthly	Annual
Basic	35,000	4,20,000
Performance & Loyalty Bonus	5,000	60,000
Total Gross - Cash Component (A)	40,000	4,80,000
Less Deductions (B)		
Bonus components	5,000	60,000
Profession Tax	200	2,500
Net Take Home = A-B	34,800	4,17,000
CTC(Cost To Company)	40,000	4,80,000



