



Offer: Computer Consultancy
Ref: TCSL/DT20184534370/Mumbai
Date: 09/10/2018

Mr. Aditya Mukesh Pujari
Room No. 06, Hari Kundan Yadav Chawl Goandevi Road,
Poisar,
Mumbai-400101,
Maharashtra.
Tel# -

Dear Aditya Mukesh Pujari,

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 assigned a role in the **ECM (Enterprise Content Management)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. 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 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.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 issued a joining letter indicating the details of your joining date and initial place of posting. 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.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹10,200/- 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 ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹6,270/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

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



PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

Performance Pay will be effective upon successful completion of the Initial Learning 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.

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:

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,

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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 expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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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 in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination 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. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

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. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning 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 10 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 ILP 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. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

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

12. 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.

13. TATA Code of Conduct

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

14. Notice Period

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving



notice as mentioned herein above.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. 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.

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

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.

19. Submission of Documents

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

- 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.
- Standard X and XII mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a

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Postgraduate)

- Birth Certificate / Proof of Age
- Work permit and/or any other documentation as prescribed by Government of India
- Passport
- 6 photographs
- Medical Certificate
- An affidavit/notarised undertaking 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 release letter from your previous employer

The original documents will be returned to you after verification.

20. Initial Learning Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

If you remain unauthorizedly absent for a consecutive period of 10 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 ILP trainees without any further intimation/separate communication to you.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

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23. Compliance to all clauses

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



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

K Ganesan
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 TCSL Centres
Annexure 3: Confidentiality and IP Terms

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, 3rd Floor, Pashan Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2072 Fax: 91 22 6778 2090 Website: www.tcs.com

Registered Office Nirmal Building, 3rd Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



GROSS SALARY SHEET

Annexure 1

Name	Aditya Mukesh Pujari
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

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 Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** 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.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	6,270	75,240
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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Annexure 2

Regional Offices

Ahmedabad Lead -Talent Acquisition Tata Consultancy Services Infocity, Info Tower 1, 5 th Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601	Bangalore Lead -Talent Acquisition Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore – 560 066 Tel: 080 – 67247000 Fax: 080 - 28410114
Chennai Lead- Talent Acquisition Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555	Delhi Lead-Talent Acquisition Tata Consultancy Services 5 th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735
Hyderabad Lead-Talent Acquisition Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 - 66672000 Fax: 040 - 66672222	Kolkata Lead-Talent Acquisition TATA Consultancy Services ODC 1-K-1, Gitanjali Park, IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town, Kolkata - 700 156, West Bengal. Tel: 033 - 6653 0000 Fax : 033 - 6653 0003
Lucknow Lead -Talent Acquisition Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001	Mumbai Lead-Talent Acquisition Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane(West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190
Pune Lead-Talent Acquisition Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 – 66087777 Fax: 020 - 66087107	Thiruvananthapuram Lead - Talent Acquisition Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499



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 Retainer/Consultant 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 Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant'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 Retainer/Consultant 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 Retainer/Consultant.



2. Retainer/Consultant's Obligations

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant 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 Retainer/Consultant-ship, the Retainer/Consultant 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

The Retainer/Consultant 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 Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant 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 the Retainer/Consultant 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 the Retainer/Consultant 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, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.



4. Prior knowledge

The Retainer/Consultant 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. The Retainer/Consultant 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

The Retainer/Consultant 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

The Retainer/Consultant 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. Restriction on Retainer/Consultant's Rights

The Retainer/Consultant 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 engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and the Retainer/Consultant 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 Retainer/Consultant of the Confidential Information.



9. Equitable Rights

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

10. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or 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. The Retainer/Consultant 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 the Retainer/Consultant 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 the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

11. Non-Compete

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.

Candidate ID: 3074081 /434151,

Date of Joining: 03/12/2020,

Joining Location: Bangalore,

Designation: Analyst,

Dear Aditya Pujari,

To ensure that you experience a smooth onboarding, we would like to help you with a brief agenda for your day one at Capgemini.

1.	Welcome Address
2.	Verification of master data sheet, which contains your detailed information.
3.	Verification of joining documents*
4.	Receipt of employee handbook and visitor-cum-bus pass
5.	Submission of signed documents
6.	Receipt of hard copy of offer letter
7.	ID cum access card formalities
8.	Bank account opening formalities
9.	Meeting the buddy

Please report by 8:30 am at Bangalore office, for joining formalities as per the address mentioned below:

Address

164-165, EPIP Phase II,
EPIP Industrial Area,Whitefield, Bengaluru 560066



Please carry a complete set of original and photocopied documents (2 sets) as specified below.

1.	Hard copy / email copy of Capgemini offer letter shared with you
	<p>Employment Documents:</p> <p><u>Current Employment(Immediate Previous)</u></p> <p>a) Relieving letter /Experience Certificate(if both these documents are not there, Resignation Acceptance Resignation acceptance mail is mandatory/Automated Copy of email resignation/Approved mail resignation (mentioning of last working day from the HR is mandatory)</p> <p>2. b) Payslips for last 3 months</p> <p>c) Form 16</p> <p>d) Salary Account 6 months Bank Statement</p> <p>e) Letter of appointment/Offer letter from employer which captures start date</p> <p><u>Previous Employment</u></p> <p>Service/Relieving Certificate all employments- Mentioning date of joining ,designation and last working day</p>
3.	<p><u>Education Documents</u></p> <p>a) 10 Marksheet and certificate.</p> <p>b) 12th marksheet and Certificate.</p> <p>c) Graduation Marksheets and certificate/Diploma certificate.</p> <p>d) Post-Graduation Marksheets and degree certificate(If applicable)</p> <p>e) Any other relevant certificate</p>
4.	<p><u>Proof of identity/ Address</u></p> <p>a) PAN Card</p> <p>b) AADHAR Card</p> <p>c) Passport</p> <p>In case any of the proof of Identity/Address mentioned above not available then any TWO of the below proofs</p> <p>i) Voters Id</p> <p>ii) Driving License</p> <p>iii) Ration card</p> <p>iv) Electricity Bills</p> <p>v) Gas card</p> <p>vi) Notarized Self Affidavit</p>
5.	Passport size photographs(6 nos)
6.	<p><u>Self Employed/CO-owner/Freelancing/ Partnership employment(s)(if applicable)</u></p> <p>a) Form 16/Form 26AS</p> <p>b) Bank statement for 6 months</p> <p>c) Shop License</p>
7.	Cancelled Cheque of Saving Bank Account having IFSC Code details - Mandatory
8.	Details of your Provident Fund, Employees' Pension Scheme and Universal Account Number, if earlier member PF/EPS scheme Mandatory.



Please note that Capgemini may ask you to submit additional documents as and when required, especially with respect to the Background verification process.

In the absence of the above listed documents your onboarding may be delayed or deferred.

Kindly note:

- Capgemini has a dress code policy and you need to always dress in formal attire.
- If you are driving to office on the first day, please ensure you are there by 8:15AM, and contact security at the main gate for your entry pass.

Best Regards,
Team HR

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EMPLOYMENT OFFER LETTER

Capgemini Ref: 3074081 /434151,

03/03/2020,

Aditya Pujari
B-004, Poonam Avenue, Tirupati Nagar, opp Royal Academy, Virar (West), Palghar, Maharashtra-401303.,
Palghar, Maharashtra,
India

Confidential

Dear Aditya Pujari,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Capgemini Technology Services India Limited ('Capgemini' or 'Company')** starting from **03/12/2020** (or such other date as may be communicated to you by the Company), as per details given below.

- A) Your current designation will be **Analyst/A4**
- B) You will be required to work at the Company's offices in location **Bangalore**

C) On joining you will be under probation for 6(six) months from the date of joining. During this period your all-inclusive Annual target compensation (on a cost to company basis) will be **INR 300,003.00 (Rupees Three Lakh and Three only)**. Please refer **Annexure-A** for details. Subsequent to your successful completion of training and probation after six months from your date of joining, your all-inclusive annual target compensation (on a cost to company basis) will be revised to **INR 380,007.00 (Rupees Three Lakhs Eighty Thousand and Seven only)**. Please refer **Annexure -B** for details.

Your compensation shall be paid on a monthly basis, in arrears. The company shall deduct tax at source at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:



Annexure - A

Aditya Pujari

Analyst

Total Cost to Company (CTC).

Rs.300,003.00

Monthly Components	Per Month	Annualized
Basic	Rs 10,000.00	Rs 120,000.00
House Rent Allowance	Rs. 4,138.00	Rs 49,656.00
Other Reimbursements & Allowances#	Rs. 0.00	Rs.0.00
Personal Allowance	Rs. 5,000.00	Rs. 60,000.00
Advance Statutory Bonus	Rs. 2,980.00	Rs. 35,760.00
Gross monthly salary	Rs.22,118.00	Rs. 265,416.00
Statutory payments ++		
Capgemini's contribution to PF ++	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)		Rs.5,772.00
Total Fixed Compensation		Rs.292,788.00
Total Cash Compensation		Rs.292,788.00
Benefits		
Medical, Accident & Life Insurance Premium		Rs. 7,215.00
Capgemini contribution to ESI		Rs.0.00
Total Cost to Company		Rs. 300,003.00



Total Cost to Company		Rs. 300,003.00
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Annexure - B

Aditya Pujari

Analyst

Total Cost to Company (CTC).

Rs.380,007.00

Monthly Components	Per Month	Annualized
Basic	Rs.10,870.00	Rs.130,440.00
House Rent Allowance	Rs.5435.00	Rs.65,220.00
Other Reimbursements & Allowances#	Rs.5328.00	Rs.63936.00
Personal Allowance	Rs.4130.00	Rs.49560.00
Advanced Statutory Bonus	Rs.2,980.00	Rs.35,760.00
Gross monthly salary	Rs.28,743.00	Rs.3,44,916.00
Statutory payments ++		
Capgemini's contribution to PF ++	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)		Rs.6,276.00
Total Fixed Compensation		Rs.3,72,792.00
Total Cash Compensation		Rs.3,72,792.00
Benefits		
Medical, Accident & Life Insurance Premium		Rs.7,215.00
Capgemini contribution to ESI		Rs.0.00
Total Cost to Company		Rs.3,80,007.00



You may choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements. Balance amount that is not claimed will be paid as Taxable on monthly basis after withholding taxes. For details on claiming these instruments please check the Other Allowance and Reimbursements FAQ and Claim Forms.

Other Allowance & Reimbursements	Annualized
Telephone	19,800.00
LTA	60,000.00
Meal Coupons	24,000.00
Vehicle Reimbursement	21,600.00

Notes:

1. The payroll processing will be as per Company policy notified from time to time.
 2. Employees should decide on the Other Allowances and Reimbursements (OAAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
 3. For claiming tax benefit in case of admissible allowances and reimbursements (eg. LTA, telephone etc), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.
 4. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
 5. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.
- ++ These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes /modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.
- ++ Employee's contribution towards PF and ESI will be made from the monthly salary. If employee moves out of ESI coverage on account of his/her salary crossing the defined threshold, deduction of employer and employee's contribution would continue up to the ESI contribution cycle defined by law.
- ** This is the maximum limit you are eligible for. You may choose any of the following optional components under 'Other Allowance & Reimbursements' Non taxable components (except Meal Coupons) would be paid based on a claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.



D.) The following elements are included in the compensation package stated above:

1. Provident Fund- You will be covered under the Capgemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.
2. Gratuity- Upon cessation of employment after completion of continuous service of at least five (5) years with the Company, you will be eligible for gratuity as per the Payment of Gratuity Act. The amount towards gratuity accrual forms a part of the above-mentioned compensation.
3. ESIC- In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above-mentioned compensation.

NOTE:

- a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.

E.) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.
2. Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.
3. Group Term Life Insurance- You shall also be covered under the Group Term Life Insurance Policy held by the Company.
4. Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.
5. Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.



F.) Probationary Period:

1. You will be on probation for a period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.
2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

G.) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.

H.) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:
 - a. You will submit relevant documents as mandated by the Company;
 - b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company;
 - c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless you must submit a clear discharge and/or relieving letter within fifteen (15) days of joining the Company;
 - d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.
 - e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.
 - f. You provide two satisfactory references, one being from your most recent employer (prior to joining Capgemini);
 - g. Your background verification check (including address, academics, employment, criminal etc as applicable) conducted by the Company is cleared; and
 - h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.
 - i. Your employment shall be subjected to the below-mentioned additional terms and conditions.
 - a. You should clear the final degree examination and submit your degree marks sheet and/or certificate, as a proof of passing. In the event you fail to clear the final examination in the first attempt or fail to submit the proof of the same by 12-March-2020, our Offer shall stand automatically revoked or otherwise your employment with the Company



shall cease immediately without any further obligation or liability upon the Company.

b.You will be required to clear the mandatory Entry Level Certification Training Test of the Company in the first attempt. The details of the mandatory certification and the test will be communicated to you upon your joining the Company. If you do not successfully clear such test, your employment with the Company shall cease immediately without any further obligation or liability upon the Company.

c.As a condition of your employment with the Company, you will be required to undergo certain specialized training, certification and/or skill up gradation, at the cost, resource and expense of the Company. In consideration thereof, you shall be required to sign a training agreement or service agreement with the Company, and inter alia provide a commitment to work for the Company for 24 months, failing which there would be certain monetary liabilities that you would need to bear. Prior to acceptance of our Offer, you may request HR Department for more details in this respect including draft of such an agreement, for your review.

You fill the complete Back ground verification link given along with the welcome mail of the offer.

j. You have achieved minimum 60% aggregate in all semesters of your graduation.

k. You submit the following mandatory documents before the date of joining..

1. Highest Degree/Provisional Certificate and Final year Mark sheet.

2.In case you do not have the Education documents on the Day of joining, you should submit the same to the HR not later than 3 months from Date of Joining.

l. You will join our Fresher training and for successful completion of training you will be evaluated upon defined parameters and will be required to score a minimum percentage. Details pertaining to fresher training will be provided to you separately at the time of on-boarding.

2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, forged information (including documentation) for securing employment with the Company or otherwise, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

I.) Your employment with the Company will also be governed by the terms and conditions of employment contained in **Exhibit 1** attached hereto.

J.) The Company's address for sending notice in relation to your employment is as below:

Kind Attn: Head - Human Resources

Address: Capgemini Technology Services India Limited,
Capgemini Knowledge Park, IT 3 IT 4, SEZ, Thane-Belapur Rd, TTC Industrial Area, Airoli, Navi
Mumbai, Maharashtra 400708

Email: hremployeeservices.in@capgemini.com



You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Capgemini, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Capgemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Capgemini Technology Services India Limited



Jaideep Chavan
Head - Talent Acquisition & Resourcing

Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter ') and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Name: Aditya Pujari

Date: 03/03/2020



EXHIBIT 1

Terms & Conditions of Employment with Capgemini Technology Services India Limited

1. CURRENT WORK LOCATION:

1.1 Capgemini Technology Services India Limited ("**Capgemini**" or "**Company**") may require you to work at other Company locations and/or on customers' sites both, within or outside India. The Company shall seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

1.2 Depending upon exigencies of business you may be transferred/deputed, at Company's sole discretion, within India or outside by the Company in any capacity as the Company may desire from time to time, from:

- a) one location to another; or
- b) one team/department/account/function/Business Unit to another; or
- c) one project/job to another; or
- d) the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate from time to time.

1.3 Such transfer/deputation/assignment/relocation shall not entitle you to ask for revision in your salary or any terms or conditions of your service. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of transfer/deputation/assignment/relocation you will be governed by the relocation policies and policies of the Company existing at that time. Consequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to your category of employees in the new location (which includes but is not limited to office days/hours and holidays).

2. DUTIES AND RESPONSIBILITIES:

2.1 You shall devote your skill, knowledge and working time to the conscientious performance of your duties and responsibilities towards the Company. You shall perform your duties with diligence, devotion and discretion. You shall comply with all directions given to you by your reporting manager/supervisor and shall faithfully observe all the rules, regulations and Company policies. Further, the Company may, at any time, in its sole discretion, suitably modify your roles, responsibilities and duties.

3. COMPENSATION:

3.1 Your all-inclusive annual target compensation and corresponding details are provided in the Employment offer letter.



4. TRAINING:

4.1 During the term of your employment, the Company may offer you an opportunity to undergo certain specialized training, certification and/or skill upgradation from time to time, which shall inter alia enhance your career opportunities at the Company and otherwise. In case you accept the Company's offer for training, the Company is likely to incur expenses including in relation to training costs, course fees, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending on the nature of training/certification and corresponding cost and expenses, the Company may require you to execute training agreement with the Company for a specific period (which will be indicated to you at that time) in consideration of the cost the Company would be incurring for such training/certification. Under such training agreement, you shall agree to inter alia serve a minimum term of employment with the Company, failing which you will be required to reimburse the Company for the cost of training/certification identified in the training agreement and any other costs related to the training/certification.

5. COVENANTS AND REPRESENTATIONS:

5.1 You also agree that during the term of your employment with the Company and for twelve (12) months after the cessation of employment, regardless of the reason of cessation of employment, you will not:

- a.) directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, hire, solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you had dealings, personal contact or supervised while performing your duties or otherwise, to terminate their employment relationship with the Company;
- b.) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its affiliates;
- c.) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the Company or any organization where you have been taken or sent for training, deputation or secondment or professional work by the Company; and
- d.) provide or attempt to provide professional services similar to those provided by the Company to its current or prospective customers, with whom you (i) had business interactions or any other dealings on behalf of the Company during your employment with the Company and/or (ii) had been directly associated with the customer in relation to a project.

5.2 You and the Company acknowledge and agree that the duration and scope of the Covenants contained herein are fair and reasonable. Accordingly, you and the Company agree that, in the event that any of the covenants contained herein are nevertheless determined by a judicial or quasi judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi judicial body making such determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi judicial body to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended

5.3 You will also be governed by all applicable rules, processes, procedures, and policies (including but not limited to Information Security Management System (ISMS) policies and procedures, Code of Business Ethics of the Company, which are not specifically mentioned in this Letter. The applicable rules/processes/procedures/policies are available on the Company's Intranet and you are expected to go through the same carefully. For any clarification in relation to applicable rules/processes/procedures/policies, please get in touch with concerned department. If at anytime during your employment with the Company, you are found in violation of any applicable rules, processes, procedures, or policies of the Company, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.4 Capgemini prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If at anytime during your employment with the Company, you are found to be in violation of such policy and/or generally accepted ethical/moral



standards, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.5 You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

5.6 You represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform your duties towards the Company. You covenant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement or arrangement between you and any third party and that the Company will in no way be concerned with such liabilities.

5.7 You will at all times maintain your ability to be employable and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the Company informed in writing about such change.

5.8 During your employment with the Company, to meet the exigencies of business, the Company may require you to (i) work on any project that you are assigned to, on any technical platforms/skills and nature of the project or (ii) work night hours or (iii) work in shifts (including night shifts).

5.9 Regardless of any secondment to any of the Company's affiliated entity/business associate/joint venture or where you may be required to work overseas for any such entity for an extensive period, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Capgemini entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Capgemini and communicated to you in writing.

5.10 Unless specifically authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

5.11 During the period of employment, you agree not to draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.

5.12 During the term of your employment, you shall not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

5.13 You acknowledge and provide your consent vide Consent Letter for use of personal information including Sensitive Personal Data or Information ("SPDI") to the Company (a) to share your sensitive personal data or information about you and/or your dependents (wherever applicable) provided to the Company with third parties for purposes deemed appropriate by the Company from time to time; (b) to share information about you with affiliates of the Company for administrative purposes/audit and with clients/prospects in relation to any staff augmentation requirements; (c) to treat any personal data to which you have access in the course of your employment strictly in accordance with Company policies and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you. You further acknowledge and consent for use of your personal images and voices in marketing material, videos, etc; and confirm that you have read and understood the Company's Privacy Policy in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof.



5.14 You agree to comply with all laws, ordinances, regulations applicable in relation to your employment with the Company including but not limited to the anti-corruption laws, anti bribery laws such as Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States and the Bribery Act 2010 of the United Kingdom and/or data privacy laws. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

5.15 You hereby represent to the Company that:

- a.) you are legally permitted to reside and be employed in India;
- b.) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same;
- c.) you have accepted these terms and conditions only after having had the opportunity to seek clarifications;
- d.) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you;
- e.) you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and
- f.) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

6. CONFIDENTIALITY:

6.1 This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.

6.2 You are aware that in the course of your employment with the Company, you shall have access to Confidential Information. "Confidential Information" shall mean and include, but not limited to, proprietary, confidential, sensitive, personal information about inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, content, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, employee lists and any other personally identifiable information about any employee of the Company or its affiliate or personally identifiable information of its customers or clients of its customers, user lists, vendor lists, content provider lists, supplier lists, pricing information, projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this Letter and any other information which due to the nature or character of such information, any prudent person might reasonably under similar circumstances treat such as confidential or would expect the Company to regard such information as Confidential, all regardless as to whether such information is in written form or electronic form or disclosed orally before or after the date hereof.

6.3 You agree that you may receive in strict confidence all Confidential Information of the Company, its affiliates or its clients or prospective clients of the Company or its affiliates. You further agree to maintain and to assist the Company in maintaining the confidentiality of all such Confidential Information, and to prevent it from any unauthorized use.



6.4 You agree and confirm that, you will, at all times:

- a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you;
- b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent;
- c) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care;
- d) prevent the unauthorized use, dissemination or publication of such Confidential Information;
- e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you;
- f) not share such Confidential Information with any third party (specifically those person who are in the same field of activities as that of the Company or are in direct or indirect competition to the Company);
- g) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to the Company;
- h) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and
- i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its customers.

6.5 All such Confidential Information shall remain the sole and exclusive property of the Company, and no license, interest or rights (including, without limitation, any intellectual property rights) to such Confidential Information, or any copy, portion or embodiment thereof, is granted or implied to be granted. Nothing in this Letter shall limit in any way the Company's right to develop, use, license, create derivative works of, or otherwise exploit its own Confidential Information.

6.6 You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information:

- a) was in your possession before receiving the same from the Company pursuant to this Letter;
- b) is or becomes a matter of public knowledge through no fault of yours; or
- c) is rightfully received by you from a third party without a duty of confidentiality.



6.7 If you are served with a court or governmental order requiring disclosure of any part of such Confidential Information, you shall, unless prohibited by law, promptly notify the Company before any disclosure and cooperate fully (reasonable expense to be borne by the Company) with Company and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subpoena, legal process, request or order to the extent deemed appropriate by the Company.

6.8 Upon cessation of your employment with the Company or on a written request of the Company, whichever is earlier, you shall return or destroy (at the Company's option) any part of such Confidential Information that consists of original, and copies of, source material provided to you and still in your possession and, if requested by the Company, shall provide written confirmation to the Company to that effect.

6.9 You shall not, whether during your employment and/or after cessation of your employment, for whatever reason, use, disclose, divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of your duties and responsibilities under this Letter, or as required by law, any confidential information, messages, data or trade secrets acquired by you in the course of your employment with the Company.

6.10 If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

6.11 You shall maintain the confidentiality of all price sensitive information and shall handle all such information on a strict 'need to know' basis i.e. disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period.

7. INTELLECTUAL PROPERTY:

7.1 "Intellectual Property Rights" shall mean all industrial and intellectual property rights (including both economic and moral rights), including, without limitation, patents, patent applications, patent rights, trademarks, trademark applications, trade names, service marks, service mark applications, copyrights, copyright applications, databases, algorithms, manuscripts, computer programs and other software, know-how, trade secrets, proprietary processes and formulae, inventions, trade dress, logos, design and all documentation and media constituting, describing or relating to the above.

7.2 You represent that all services performed by you for the Company shall be your original work and shall not incorporate any third party materials or work in which you or any third party asserts an ownership interest or Intellectual Property Right. Provided that in the event the Company is held liable or is faced with a claim for your violation of any Intellectual Property Rights belonging to a third party, you undertake to indemnify the Company (and/or any of its affiliates, as the case may be) against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting there from.

7.3 If at any time during your employment with the Company, you (either alone or with others) whether or not during normal business hours or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) or any interest therein (whether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively '**Developments**') that:

- a) relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith;
- b) results from tasks assigned to you by the Company; or
- c) results from the use of premises or personal property (whether tangible or intangible) loaned, eased or contracted for by the



- c) results from the use of premises or personal property (whether tangible or intangible) loaned, eased or contracted for by the Company or its affiliate,

such Developments (including all work in progress) and the benefits thereof shall immediately become the sole and absolute property of the Company, as works made for hire or otherwise, and you shall immediately disclose to the Company, without cost or delay and without communicating to others the same, each such Development and all available information relating thereto (with all necessary plans and models).

7.4 You hereby irrevocably, absolutely and perpetually assign any and all rights (including any Intellectual Property Rights) you may have or acquire in the Developments and all benefits and/or rights resulting there from to the Company and its assigns without additional compensation on worldwide basis. You acknowledge that the salary and other payments receivable by you from the Company is adequate compensation for such assignment. You hereby waive and quitclaim to the Company any and all claims of any nature whatsoever that you may now have or may hereafter have in and to the Developments (including all work in progress).

7.5 All such assignment of rights shall be perpetual irrevocable, universal and shall not lapse, even if the Company fails at any time to commercially exploit any such Developments. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree to assist and cooperate with the Company in perfecting the Company's rights in any of the Developments.

7.6 Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as 'moral rights' (collectively '**Moral Rights**'). If, you are deemed under applicable law to retain any rights in any Developments, including without limitation any Moral Rights, you hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, you grant, and agree to grant, to the Company or its assigns the exclusive, perpetual, irrevocable, universal and royalty-free license to use, modify and market the Development, without identifying you or seeking your consent.

7.7 If you are not employed with the Company at the time when the Company requests your assistance in connection with the foregoing, the Company will pay you for your reasonable time expended in complying with the above terms at an hourly rate equal to the effective hourly rate at which you were paid the Company immediately prior to your termination as an employee.

7.8 Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any Intellectual Property Rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorneys to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of the Intellectual Property Rights or protection in respect of the Developments, with the same force and effect as if executed and delivered by you.

7.9 Notwithstanding the foregoing, you will also be bound by Capgemini's policy with respect to Intellectual Property.

8. CONFLICT OF INTEREST:

8.1 During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.



8.2 You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.

8.3 During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.

8.4 During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.

8.5 To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop, laptop, mobile phones etc.) and other Company infrastructure. You shall ensure that at all times your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must not interfere with your duties and must not be illegal or contrary to the interests of the Company.

9. RETIREMENT/TERMINATION:

a.) Retirement

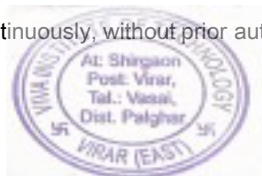
- (i) You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves its right to change the retirement age.

b.) Notice Period/Termination

- (i) During the probation period, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you two months' written notice or payment of gross salary in lieu thereof.

Upon confirmation, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you three months' written notice or payment of gross salary in lieu thereof.

- (ii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).
- (iii) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii) misconduct by you as provided under the labour laws and/or in the Company policies.
- (iv) In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.
- (v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more



- (v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

c.) Effects of Cessation of Employment

- (i) Upon cessation of your employment with the Company (whether by virtue of termination/resignation/retirement), you will immediately return to the Company all of the Company's Confidential Information, tools, assets, accessories, formulae, documents, specifications, books etc. in your custody, care of charge and obtain clearance certificate from the relevant person/office/department, on production of which alone your dues, if any, will be settled by the Company, failing which the Company reserves the right to adjust the dues against any amounts payable to you or separately claim the same from you or use available legal remedies to recover the assets or any other amount due to the Company.
- (ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company.
- (iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional compensation.

10. LIMITATION OF LIABILITY AND INDEMNITY:

10.1 Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or similar damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, irrespective of whether either party has been advised of the possibility of the incurrence by the other Party of any such damages.

10.2 The Company's liability arising out of or in connection with this Letter, whether based in contract, tort (including negligence and strict liability) or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.

10.3 Notwithstanding anything to the contrary contained herein, you shall indemnify and keep indemnified the Company, its directors, officers and employees from and against all claims, demands, actions, suits and proceedings (including any losses, damages, costs, charges and expenses), whatsoever that may be brought or made against the Company by any third party as a result of any act or omission, non-performance or non-observance by you of any of the terms and conditions of this Letter and/or arising from your failure to comply to any statute or enactment/s (including but not limited anti-bribery laws and data protection laws).

11. MISCELLANEOUS:

11.1 Notice: All notices to you in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by email (as per Company records) or by courier or by speed post addressed to the address mentioned hereinabove. It will be your responsibility to inform the Company of any change in your address and contact details including telephone numbers, personal email addresses etc.

All notices to the Company in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by courier or by speed post addressed to the Company's office address referred in the Employment Letter or by email with a physical copy by any of the abovementioned ways.

11.2 Severability: The parties acknowledge and agree that if any of the provision of this Letter is deemed invalid, void, illegal, and unenforceable that provision stands severed from this Letter and the remaining provisions of this Letter shall remain valid and enforceable.



11.3 Publicity: You shall not use the name and/or trademark/logo of Capgemini, its group companies, subsidiaries or associates before media (irrespective of the form whether print, audio visual, electronic etc.) in any other manner which is detrimental to the interest, image and goodwill of the Company and its affiliates without prior written consent of the Company. In the event you intend to share/disclose article which includes any information about the Company or its affiliates/customers for possible publication or dissemination outside the Capgemini group, you agree to inform the Company and obtain its prior written consent on the article you wish to disclose. Further, you agree to make such modifications/deletions/revisions to the article as are requested by the Company to protect its property/interest/reputation.

11.4 Non-Disparagement: During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

11.5 Waiver: No delay or failure of any party in exercising or enforcing any of its rights or remedies whatsoever shall operate as a waiver of those rights or remedies or so as to preclude or impair the exercise or enforcement of those rights or remedies. No single or partial exercise or enforcement of any right or remedy by any party shall preclude or impair any other or further exercise or enforcement of that right or remedy by that Party. Save as expressly provided in this Letter neither party shall be deemed to have waived any of its rights or remedies whatsoever unless the waiver is made in writing, signed by a duly authorized representative of that party and may be given subject to any conditions thought fit by the grantor. Unless otherwise expressly stated any waiver shall be effective only in the instance and for the purpose for which it is given.

11.6 Integration: This Letter alongwith its Exhibit constitutes the entire understanding between the parties and supersedes all previous agreements (written or oral) between the Parties in relation to its subject-matter.

11.7 Survival: Clauses 5.1, 5.13, 6, 7, 9(c), 10, 11.1, 11.7, 11.8 and 11.9 and any other clause which by its nature is expected to survive shall all survive the expiry/termination (for whatever reason) of the Letter and shall continue to apply.

11.8 Dispute Resolution/Governing Law: The Parties to this Agreement shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation Act 1996, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Capgemini. The award of the Arbitrator shall be final and binding on Parties.

This Letter shall be governed and interpreted in accordance to the laws of India and the courts at Mumbai only shall have exclusive jurisdiction.

11.9 Rights to Injunctive Relief: You hereby expressly acknowledges that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions.



CONSENT LETTER

For use of Personal Information & Sensitive Personal Data or Information

I, _____ residing at _____, do hereby provide my express consent to my employer, Capgemini Technology Services India Limited, having its registered office at No.14, Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC – SEZ, Village Man, Taluka Mulshi, Pune – 411057, Maharashtra (hereinafter referred to as the "Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

1. That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:

- a) background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,
- b) payroll processing agencies for processing my payroll (including reimbursement claims),
- c) law enforcement agencies,
- d) to comply with a judicial/quasi judicial order,
- e) auditor (including internal auditors, statutory auditors or Capgemini's clients or their auditor) for the purpose of audit,
- f) insurance companies for the purpose of group insurance, personal accident insurance etc.
- g) service providers providing services for biometric access to office premises for monitoring attendance.
- h) foreign consulates, embassies etc and service providers (including travel agents) for the purpose of processing of visa, work permits etc.

2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:

- a.) affiliates of the Company for administrative purposes and/or audit;
- b.) clients/prospects in relation to any staff augmentation assignments.

3. That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.

4. That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.

5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.

6. I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information in Company's records in the event of any change.

7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.



Name:
Signature
Date:





Offer: Computer Consultancy
Ref: TCSL/DT20184534439/Mumbai
Date: 24/06/2019

Mr. Ajay Prakashbhai Parmar
105/C Torana Building Dattapada Road,
Rajendranagar,
Mumbai-400066,
Maharashtra.
Tel# 91-9819507238

Dear Ajay Prakashbhai Parmar,

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 **₹3,36,875/-** per annum, as per the terms and conditions set out herein. 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 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. 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.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹10,200/- 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 ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

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



PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

Performance Pay will be effective upon successful completion of the Initial Learning 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.

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:

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,

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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 expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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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 in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination 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. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

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. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning 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 10 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 ILP 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. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

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

12. 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.

13. TATA Code of Conduct

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

14. Notice Period

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving



notice as mentioned herein above.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. 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.

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

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.

19. Submission of Documents

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

- 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.
- Standard X and XII mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a

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Postgraduate)

- Birth Certificate / Proof of Age
- Work permit and/or any other documentation as prescribed by Government of India
- Passport
- 6 photographs
- Medical Certificate
- An affidavit/notarised undertaking 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 release letter from your previous employer

The original documents will be returned to you after verification.

20. Initial Learning Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

If you remain unauthorizedly absent for a consecutive period of 10 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 ILP trainees without any further intimation/separate communication to you.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

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23. Compliance to all clauses

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

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**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

K Ganesan
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 TCSL Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET

Annexure 1

Name	Ajay Prakashbhai Parmar
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

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 Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** 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.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000



Annexure 2

Regional Offices

Ahmedabad Lead -Talent Acquisition Tata Consultancy Services Infocity, Info Tower 1, 5 th Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601	Bangalore Lead -Talent Acquisition Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore – 560 066 Tel: 080 – 67247000 Fax: 080 - 28410114
Chennai Lead- Talent Acquisition Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555	Delhi Lead-Talent Acquisition Tata Consultancy Services 5 th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735
Hyderabad Lead-Talent Acquisition Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 - 66672000 Fax: 040 - 66672222	Kolkata Lead-Talent Acquisition TATA Consultancy Services ODC 1-K-1, Gitanjali Park, IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town, Kolkata - 700 156, West Bengal. Tel: 033 - 6653 0000 Fax : 033 - 6653 0003
Lucknow Lead -Talent Acquisition Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001	Mumbai Lead-Talent Acquisition Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane(West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190
Pune Lead-Talent Acquisition Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 – 66087777 Fax: 020 - 66087107	Thiruvananthapuram Lead - Talent Acquisition Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499



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 Retainer/Consultant 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 Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant'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 Retainer/Consultant 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 Retainer/Consultant.



2. Retainer/Consultant's Obligations

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant 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 Retainer/Consultant-ship, the Retainer/Consultant 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

The Retainer/Consultant 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 Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant 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 the Retainer/Consultant 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 the Retainer/Consultant 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, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.



4. Prior knowledge

The Retainer/Consultant 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. The Retainer/Consultant 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

The Retainer/Consultant 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

The Retainer/Consultant 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. Restriction on Retainer/Consultant's Rights

The Retainer/Consultant 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 engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and the Retainer/Consultant 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 Retainer/Consultant of the Confidential Information.



9. Equitable Rights

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

10. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or 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. The Retainer/Consultant 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 the Retainer/Consultant 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 the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

11. Non-Compete

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.

Date: October 19, 2018

Ref: LTI/HR/Campus/2019

Name: Amruta Bhandari

College: VIVA Institute of Technology, Virar

OFFER OF EMPLOYMENT

Dear Amruta Bhandari,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Graduate Engineer Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.3,18,000/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

Upon joining and during the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to complete the LTI training which will be communicated to you separately. LTI has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings will be used to allocate you on various projects and the results would also impact your date of joining. If you do not get the minimum score required, you will be asked to reappear for the training assessments prior to your date of joining.

TERMS AND CONDITIONS

1. Increments and Promotions

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

2. Overseas Deputation/International Assignment

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

3. Documents

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.



4. Background Verification

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

5. Service Agreement

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

6. Letter Acceptance

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the **CampBuzz Portal** (<https://campbuzz.ltinfoltech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

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

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



Joji Varghese
Sr. HR Manager

I have read the letter and accept the same.

Signature and Date



ANNEXURE-1

Name : Amruta Bhandari		Date : October 19, 2018	
Salary Grade : GET(I)			
Component	Amount Rs./Per Annum	Amount Rs. /Per Month	
<u>MONTHLY REMUNERATION</u>			
Basic		10,000	
House Rent Allowance (H.R.A.)		5,000	
Conveyance Allowance		1,600	
Medical Allowance		1,250	
Adhoc Allowance		5,414	
Meal Allowance		1,210	
Sub- Total (A)	293,688	24,474	
<u>DEFERRED BENEFITS</u>			
Provident Fund (P.F.)		1200	
Gratuity		481	
Sub- Total (B)	20,172	1,681	
Total (A+B)	313,860	26,155	
Mediclaime Premium	4,140		
Grand Total	318,000		
Notes: - Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules. - H.R.A. will be deducted for accommodation (if any) provided by the Company. - You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy. - The Company can set off or make appropriate adjustment from Adhoc Allowance towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act. - The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution - Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.			
Medical Insurance: The Group Mediclaime Policy of Company covers Employee, Spouse & upto 2 dependent children (below 21 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.			



ANNEXURE-2

Eligibility Criteria for Engineering & MCA Candidates- 2019 Batch		
Qualification	B.E./B.Tech.	MCA
Branches:	All Branches	Computer Application
Age Criteria: As on 1st July of Passing year (2019)	Less than 24 years	Less than 26 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma/after Graduation. No Year drop allowed.	
Course must complete in:	4 years	3 years
SSC, HSC , Diploma (if applicable) Percentages / CGPA:	60% & Above OR Equivalent CGPA NOTE: • SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only. • For candidates pursuing HSC and Diploma(both),marks scored in the Diploma course will be taken into consideration.	
Graduation,Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA Aggregate of all semesters AND all appeared subjects(irrespective of the University rule) Provisional/Passing Certificate(of all courses) must state First class	
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation,Post Graduation)	• No active/live backlogs allowed at the time of the interview process. • Backlogs includes Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. • This also includes Internal,External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. • Re-exam(Supplementary or Additional exams) given soon after the main exam is also considered as Re-attempt/ATKT/Backlog/Arrear. • No Re-attempts/ATKTs/Backlogs/Arrears allowed in the <u>final semester</u> of any course. • Any pending Re-attempts/ATKTs/Backlogs/Arrears in the current course (obtained after the interview process) must be attempted and cleared <u>with the final semester examinations</u>	
Nature of Course:	All Full Time courses Only	
Year of Passing:	2019 SUMMER Pass outs Only	
Citizenship:	Resident Indian Citizens Only	
Your College/Institution MUST be:	UGC / AICTE Approved ONLY	
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence	
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS	
<p><u>Self Declaration :</u></p> <p>1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above.</p> <p>2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.</p> <p>3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.</p> <p>4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.</p> <p>5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months.</p> <p>(If found so, LTI may take immediate action and cancel the candidature at ANY stage)</p> <p>Signature: _____</p> <p>Name: _____</p> <p>Mobile No: _____</p> <p>College Name : _____</p> <p>Today's Date: _____</p>		





Ref: TCSL/DT20184535527/1243756/Mumbai

Date: 07 June 2019

MS. APURVA SATISH RAUT

G-7/A Wing, Nimish Building, Rashmi Nagar Ram Mandir Road,
Mahavir Hospital Opposite, Virar West,
Maharashtra-401303.
Tel# 918793608554

Sub: Joining Letter

Dear Ms. Apurva Satish Raut,

We would like to take this opportunity to extend a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **08th July 2019** and your training location is **Mumbai**. We are pleased to inform you that your work location is **Mumbai** and your stream is **IT**. This has been provided considering your preference and business requirements.

Kindly report at the address shared below by **09:30 AM** on the date mentioned above.

Tata Consultancy Services
Yantra Park -(STPI), 2nd Pokharan Road,,
Opp HRD Voltas Center, Subash Nagar, Thane, Maharashtra,
Mumbai, Maharashtra-400601.
(Route map of the TCS Xperience Program Center can be viewed on TCS NextStep>> ILP Corner>>ILP Centres)

Contact Person: Ms. Swathi Vittal Shetty
Phone: 02267781608
Email Id: swathi.shetty1@tcs.com
(Contact Hours: Monday - Friday, 9 AM to 6 PM)

Congratulations on completing the first phase of your learning through TCS Xplore Program. We appreciate your passion towards learning which has helped you to perform well. You are now set to experience learning through our coveted TCS Xperience Program.



TCS Xperience Program

Learning is a way of life at TCSL. The TCS Xperience Program will open a world of opportunities and help you to scale greater heights in your professional life.

The program is carefully designed to develop software engineering skills, nurture professionalism and inculcate a process mindset. This program provides the perfect platform to polish the skills you have gained through the TCS Xplore program, making you 'project ready'.

The duration of your TCS Xperience Program is based on your performance in TCS Xplore program and business requirements.

The program has regular assessments based on pre-defined learning objectives. You are expected to meet the required standards during the TCS Xperience Program. In case, the performance does not meet the expectations, the management reserves the right to either extend your program or take appropriate action.

Your TCS Xperience Program location would be the same as your base branch and hence this program will be conducted as a non-residential program at the said location. You are advised to make your own arrangements for accommodation and transport. Travel expenses to the location of TCS Xperience Program will not be reimbursed.

As communicated through various forums during the recruitment process, your appointment is subject to completion of your final academic (UG/PG) course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines. You also have to fulfill all the TCS eligibility criteria as stated in the Offer letter.

Kindly confirm your acceptance of this program by clicking on the 'I Accept' button in Nextstep portal. We encourage you to join us on the specified date to enjoy the benefit of timely processing and avail better opportunities.



We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

Damodar Padhi
Vice President & Global Head - Talent Development



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



Offer: Computer Consultancy
Ref: TCSL/DT20184535527/Mumbai
Date: 09/10/2018

Ms. Apurva Satish Raut
G-7/A Wing, Nimish Building, Rashmi Nagar Ram Mandir Road,
Mahavir Hospital Opposite,
Virar West-401303,
Maharashtra.
Tel# 91-9224175013

Dear Apurva Satish Raut,

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 **₹3,36,875/-** per annum, as per the terms and conditions set out herein. 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 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. 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.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹10,200/- 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 ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹6,270/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

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



PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

Performance Pay will be effective upon successful completion of the Initial Learning 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.

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:

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,

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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 expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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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 in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination 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. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

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. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning 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

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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 10 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 ILP 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. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

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

12. 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.

13. TATA Code of Conduct

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

14. Notice Period

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving



notice as mentioned herein above.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. 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.

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

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.

19. Submission of Documents

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

- 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.

- Standard X and XII mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a

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Postgraduate)

- Birth Certificate / Proof of Age
- Work permit and/or any other documentation as prescribed by Government of India
- Passport
- 6 photographs
- Medical Certificate
- An affidavit/notarised undertaking 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 release letter from your previous employer

The original documents will be returned to you after verification.

20. Initial Learning Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

If you remain unauthorizedly absent for a consecutive period of 10 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 ILP trainees without any further intimation/separate communication to you.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

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23. Compliance to all clauses

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

**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

K Ganesan
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 TCSL Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET

Annexure 1

Name	Apurva Satish Raut
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

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 Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** 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.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	6,270	75,240
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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Annexure 2

Regional Offices

Ahmedabad Lead -Talent Acquisition Tata Consultancy Services Infocity, Info Tower 1, 5 th Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601	Bangalore Lead -Talent Acquisition Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore – 560 066 Tel: 080 – 67247000 Fax: 080 - 28410114
Chennai Lead- Talent Acquisition Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555	Delhi Lead-Talent Acquisition Tata Consultancy Services 5 th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735
Hyderabad Lead-Talent Acquisition Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 - 66672000 Fax: 040 - 66672222	Kolkata Lead-Talent Acquisition TATA Consultancy Services ODC 1-K-1, Gitanjali Park, IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town, Kolkata - 700 156, West Bengal. Tel: 033 - 6653 0000 Fax : 033 - 6653 0003
Lucknow Lead -Talent Acquisition Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001	Mumbai Lead-Talent Acquisition Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane(West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190
Pune Lead-Talent Acquisition Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 – 66087777 Fax: 020 - 66087107	Thiruvananthapuram Lead - Talent Acquisition Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499



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 Retainer/Consultant 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 Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant'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 Retainer/Consultant 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 Retainer/Consultant.



2. Retainer/Consultant's Obligations

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant 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 Retainer/Consultant-ship, the Retainer/Consultant 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

The Retainer/Consultant 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 Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant 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 the Retainer/Consultant 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 the Retainer/Consultant 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, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.



4. Prior knowledge

The Retainer/Consultant 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. The Retainer/Consultant 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

The Retainer/Consultant 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

The Retainer/Consultant 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. Restriction on Retainer/Consultant's Rights

The Retainer/Consultant 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 engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and the Retainer/Consultant 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 Retainer/Consultant of the Confidential Information.



9. Equitable Rights

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

10. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or 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. The Retainer/Consultant 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 the Retainer/Consultant 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 the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

11. Non-Compete

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.

Letter of Intent

31st Oct, 2018

**Barswade Linesh Laxmikant
VIVA Institute of Technology
Virar**

Dear Barswade Linesh Laxmikant,

We are pleased to inform you that you have been provisionally short-listed for employment as **“Software Engineer Trainee”**.

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Foundation Training Programme (FTP) at our Hexaware office in Siruseri, Chennai.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs.3.00 Lac per annum.

You are required to sign a service agreement for a period of 3 years before the start of training programme.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campus2018@hexaware.com confirming your interest in joining Hexaware.

Truly yours,

For Hexaware Technologies Limited



**Satish Warriar
Associate General Manager**



HEXAWARE TECHNOLOGIES LTD.

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape, Navi Mumbai, 400710, Tel. : +91 22 6791 9595, Fax : +91 22 6791 9500
(CIN) : L72900MH1992PLC069662 URL: www.hexaware.com





APPOINTMENT LETTER

May 13, 2019

Dear **Geeta Suresh Lagad**,

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,

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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 V. 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. Contributory Medical Insurance for your band.
- 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.

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- 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.

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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.

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- d. Your appointment shall be treated as withdrawn in case:
- You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - You have any pending backlogs/ arrears on the date of appointment.

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 **atleast** 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 upto 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.

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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**,

Sunil Kalachar
General Manager – Talent Acquisition

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

I shall be reporting for duty on __ / __ / __

Name: _____

Signature: _____ Date: __ / __ / __

Place: _____

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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.

Name:

Date: __/__/____

Signature:.....

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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: polycycleclearinghouse@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 polycycleclearinghouse@wipro.com.

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ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- a. processing my job application including background verification checks;
- b. 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."

Name:

Date: __/__/__

Signature.....

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ANNEXURE III
SALARY OFFER SHEET

Name : Geeta Suresh Lagad

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,667
HRA	5,834
Bonus	2,333
Wipro Benefits Plan (WBP)	4,854
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 (5% of CTC)	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.

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

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

Date: __/__/____

Signature:.....

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ANNEXURE – IV

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.

Name:

Date: __/__/____

Signature:.....

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ANNEXURE – V

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:

- a. Individual linked parameter: Based on number of days 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. This would comprise of 100% of your Variable Pay amount. (for employees joining in these Bands in Support roles and central functions 100% of Variable Pay would be linked to revenue and OM as mentioned in (b) and (c) below)
- b. Revenue achievement linked parameter: Based on the Revenue achievement of your Business Unit / Vertical / Service Line. This would be linked to 50% of your Variable Pay payout. This is applicable only for employees in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 joining in Support roles.
- c. OM linked parameter: Based on Operating Margin achievement of your Business Unit. This would be linked to 50% of your Variable Pay payout. This is applicable only for employees in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 joining in Support roles.

The Variable Pay payout amount is liable to vary as per the performance on the above parameters.

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.

For more details please refer to the policy hosted on myWipro à My Information Source à My Policies à View All Policies à (Select Country) à My Financials à Compensation à Variable Pay.

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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.

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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
- a. 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.

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 appointment. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount 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. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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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 which will vary based on your marital/family status, the floater sum insured as per your job grade and any top-up plan opted by you. 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.

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

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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 pre-defined 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.

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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. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of upto Rs. 5,000 per week. In case of Death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Life Insurance Program: 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. 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.

1. 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.

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Date: October 19, 2018

Ref: LTI/HR/Campus/2019

Name: Harsh Jani

College: VIVA Institute of Technology, Virar

OFFER OF EMPLOYMENT

Dear Harsh Jani,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Graduate Engineer Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.3,18,000/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

Upon joining and during the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to complete the LTI training which will be communicated to you separately. LTI has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings will be used to allocate you on various projects and the results would also impact your date of joining. If you do not get the minimum score required, you will be asked to reappear for the training assessments prior to your date of joining.

TERMS AND CONDITIONS

1. Increments and Promotions

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

2. Overseas Deputation/International Assignment

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

3. Documents

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.



4. Background Verification

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

5. Service Agreement

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

6. Letter Acceptance

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the **CampBuzz Portal** (<https://campbuzz.ltininfotech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

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

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



Joji Varghese
Sr. HR Manager

I have read the letter and accept the same.

Signature and Date



ANNEXURE-1

Name : Harsh Jani		Date : October 19, 2018	
Salary Grade : GET(I)			
Component	Amount Rs./Per Annum	Amount Rs. /Per Month	
<u>MONTHLY REMUNERATION</u>			
Basic		10,000	
House Rent Allowance (H.R.A.)		5,000	
Conveyance Allowance		1,600	
Medical Allowance		1,250	
Adhoc Allowance		5,414	
Meal Allowance		1,210	
Sub- Total (A)	293,688	24,474	
<u>DEFERRED BENEFITS</u>			
Provident Fund (P.F.)		1200	
Gratuity		481	
Sub- Total (B)	20,172	1,681	
Total (A+B)	313,860	26,155	
Mediclaime Premium	4,140		
Grand Total	318,000		
Notes: - Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules. - H.R.A. will be deducted for accommodation (if any) provided by the Company. - You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy. - The Company can set off or make appropriate adjustment from Adhoc Allowance towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act. - The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution - Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.			
Medical Insurance: The Group Mediclaime Policy of Company covers Employee, Spouse & upto 2 dependent children (below 21 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.			



ANNEXURE-2

Eligibility Criteria for Engineering & MCA Candidates- 2019 Batch		
Qualification	B.E./B.Tech.	MCA
Branches:	All Branches	Computer Application
Age Criteria: As on 1st July of Passing year (2019)	Less than 24 years	Less than 26 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma/after Graduation. No Year drop allowed.	
Course must complete in:	4 years	3 years
SSC, HSC , Diploma (if applicable) Percentages / CGPA:	60% & Above OR Equivalent CGPA NOTE: • SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only. • For candidates pursuing HSC and Diploma(both),marks scored in the Diploma course will be taken into consideration.	
Graduation,Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA Aggregate of all semesters AND all appeared subjects(irrespective of the University rule) Provisional/Passing Certificate(of all courses) must state First class	
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation,Post Graduation)	• No active/live backlogs allowed at the time of the interview process. • Backlogs includes Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. • This also includes Internal,External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. • Re-exam(Supplementary or Additional exams) given soon after the main exam is also considered as Re-attempt/ATKT/Backlog/Arrear. • No Re-attempts/ATKTs/Backlogs/Arrears allowed in the <u>final semester</u> of any course. • Any pending Re-attempts/ATKTs/Backlogs/Arrears in the current course (obtained after the interview process) must be attempted and cleared <u>with the final semester examinations</u>	
Nature of Course:	All Full Time courses Only	
Year of Passing:	2019 SUMMER Pass outs Only	
Citizenship:	Resident Indian Citizens Only	
Your College/Institution MUST be:	UGC / AICTE Approved ONLY	
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence	
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS	
<p><u>Self Declaration :</u></p> <p>1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above.</p> <p>2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.</p> <p>3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.</p> <p>4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.</p> <p>5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months.</p> <p>(If found so, LTI may take immediate action and cancel the candidature at ANY stage)</p> <p>Signature: _____</p> <p>Name: _____</p> <p>Mobile No: _____</p> <p>College Name : _____</p> <p>Today's Date: _____</p>		



Date: October 19, 2018

Ref: LTI/HR/Campus/2019

Name: Kunal Mestry

College: VIVA Institute of Technology, Virar

OFFER OF EMPLOYMENT

Dear Kunal Mestry,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Graduate Engineer Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.3,18,000/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

Upon joining and during the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to complete the LTI training which will be communicated to you separately. LTI has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings will be used to allocate you on various projects and the results would also impact your date of joining. If you do not get the minimum score required, you will be asked to reappear for the training assessments prior to your date of joining.

TERMS AND CONDITIONS

1. Increments and Promotions

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

2. Overseas Deputation/International Assignment

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

3. Documents

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.



4. Background Verification

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

5. Service Agreement

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

6. Letter Acceptance

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Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

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

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



Joji Varghese
Sr. HR Manager

I have read the letter and accept the same.

Signature and Date



ANNEXURE-1

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Salary Grade : GET(I)			
Component	Amount Rs./Per Annum	Amount Rs. /Per Month	
<u>MONTHLY REMUNERATION</u>			
Basic		10,000	
House Rent Allowance (H.R.A.)		5,000	
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Medical Insurance: The Group Mediclaime Policy of Company covers Employee, Spouse & upto 2 dependent children (below 21 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.			



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Age Criteria: As on 1st July of Passing year (2019)	Less than 24 years	Less than 26 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma/after Graduation. No Year drop allowed.	
Course must complete in:	4 years	3 years
SSC, HSC , Diploma (if applicable) Percentages / CGPA:	60% & Above OR Equivalent CGPA NOTE: • SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only. • For candidates pursuing HSC and Diploma(both),marks scored in the Diploma course will be taken into consideration.	
Graduation,Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA Aggregate of all semesters AND all appeared subjects(irrespective of the University rule) Provisional/Passing Certificate(of all courses) must state First class	
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation,Post Graduation)	• No active/live backlogs allowed at the time of the interview process. • Backlogs includes Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. • This also includes Internal,External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. • Re-exam(Supplementary or Additional exams) given soon after the main exam is also considered as Re-attempt/ATKT/Backlog/Arrear. • No Re-attempts/ATKTs/Backlogs/Arrears allowed in the <u>final semester</u> of any course. • Any pending Re-attempts/ATKTs/Backlogs/Arrears in the current course (obtained after the interview process) must be attempted and cleared <u>with the final semester examinations</u>	
Nature of Course:	All Full Time courses Only	
Year of Passing:	2019 SUMMER Pass outs Only	
Citizenship:	Resident Indian Citizens Only	
Your College/Institution MUST be:	UGC / AICTE Approved ONLY	
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence	
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS	
<p><u>Self Declaration :</u></p> <p>1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above.</p> <p>2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.</p> <p>3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.</p> <p>4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.</p> <p>5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months.</p> <p>(If found so, LTI may take immediate action and cancel the candidature at ANY stage)</p> <p>Signature: _____</p> <p>Name: _____</p> <p>Mobile No: _____</p> <p>College Name : _____</p> <p>Today's Date: _____</p>		



Date: March 11, 2019

Ref: LTI/HR/Campus/2019

Name: Mihir Panchal

College: VIVA Institute of Technology, Virar

OFFER OF EMPLOYMENT

Dear Mihir Panchal,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Graduate Engineer Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.3,50,000/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

Upon joining and during the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to complete the LTI training which will be communicated to you separately. LTI has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings will be used to allocate you on various projects and the results would also impact your date of joining. If you do not get the minimum score required, you will be asked to reappear for the training assessments prior to your date of joining.

TERMS AND CONDITIONS

1. Increments and Promotions

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

2. Overseas Deputation/International Assignment

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

3. Documents

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.



4. Background Verification

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

5. Service Agreement

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

6. Letter Acceptance

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this '**Offer of Employment**' on the **CampBuzz Portal** (<https://campbuzz.ltininfotech.com>) and register your credentials therein within seven (7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

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

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



Nikhil Govekar
Sr. Manager - Campus
Recruitment

I have read the letter and accept the same.

Signature and Date



ANNEXURE-1

Name : Mihir Panchal		Date : March 11, 2019
Salary Grade : GET(I)		
Component	Amount Rs./Per Annum	Amount Rs. /Per Month
<u>MONTHLY REMUNERATION</u>		
Basic		13,000
House Rent Allowance (H.R.A.)		6,500
Conveyance Allowance		1,600
Medical Allowance		1,250
Adhoc Allowance		3,076
Meal Allowance		1,210
Sub- Total (A)	319,636	26,636
<u>DEFERRED BENEFITS</u>		
Provident Fund (P.F.)		1560
Gratuity		625
Sub- Total (B)	26,224	2,185
Total (A+B)	345,860	28,822
Mediclaime Premium	4,140	
Grand Total	350,000	
<p><u>Notes:</u></p> <ul style="list-style-type: none">- Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.- H.R.A. will be deducted for accommodation (if any) provided by the Company.- You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.- The Company can set off or make appropriate adjustment from Adhoc Allowance towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.- The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents. <p><u>Medical Insurance:</u></p> <p>The Group Mediclaime Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.</p>		



ANNEXURE-2

Eligibility Criteria for Engineering & MCA Candidates- 2019 Batch		
Qualification	B. E./B.Tech.	MCA
Branches:	All Branches	Computer Application
Age Criteria: As on 1st July of Passing year (2019)	Less than 24 years	Less than 26 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma/after Graduation. No Year drop allowed.	
Course must complete in:	4 years	3 years
SSC, HSC, Diploma (if applicable) Percentages / CGPA:	60% & Above OR Equivalent CGPA	
	NOTE: • SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only. • For candidates pursuing HSC and Diploma (both), marks scored in the Diploma course will be taken into consideration.	
Graduation, Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA	
	Aggregate of all semesters AND all appeared subjects(irrespective of the University rule)	
	Provisional/Passing Certificate(of all courses) must state First class	
Re-attempts/ATKTs/Backlogs/Arrears: (Diploma, Graduation,Post Graduation)	• No active/live backlogs allowed at the time of the interview process. • Backlogs includes Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. • This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. • Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as Re-attempt/ATKT/Backlog/Arrear.	
	• No Re-attempts/ATKTs/Backlogs/Arrears allowed in the <u>final semester</u> of any course. • Any pending Re-attempts/ATKTs/Backlogs/Arrears in the current course (obtained after the interview process) must be attempted and cleared <u>with the final semester examinations</u>	
Nature of Course:	All Full Time courses Only	
Year of Passing:	2019 SUMMER Pass outs Only	
Citizenship:	Resident Indian Citizens Only	
Your College/Institution MUST be:	UGC / AICTE Approved ONLY	
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence	
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS	
Self-Declaration : 1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above. 2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above. 3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement. 4. I am flexible to work in any technology/domain/work shift assigned to me based on the business requirement. 5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months. (If found so, LTI may take immediate action and cancel the candidature at ANY stage)		
Signature: _____		
Name: _____		
Mobile No: _____		
College Name : _____		
Today's Date: _____		



27-Apr-2019

Dear Vijay Deepak Banerjee,
B.E-Com., Computer Engineering
VIVA Institute of Technology

Candidate ID – 13002837

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,005/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.383,755/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,755/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu

Global Head-Talent Acquisition

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

Signature :

Date:



Annexure A

Name: Vijay Deepak Banerjee **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	Annual Gross Compensation		297,000
	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		317,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	Annual Total Remuneration		338,005

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

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

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

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

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

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to

R/qd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thorapakkam, Chennai - 600 097

pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details





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rajkumar devkar <rajkumardevkar@viva-technology.org>

appointment as Production engineer

3 messages

Mehul Mane <mjm@absolutemechatronics.com>

Sat, Jul 20, 2019 at 10:44 AM

To: singhsauravus@gmail.com

Cc: rajkumar devkar <rajkumardevkar@viva-technology.org>

Dear Saurav Singh
Find attached your temp- Job appointment letter

Payroll company :- Absolute India Mechatronics pvt . ltd.
Project Company:- Maauli associate
Designation:- Production engineer
Project :- Induction wad
Duration :- 1 yr
Location :- Virar
Timing - 9am-7pm (Dynamic)
Weekly off- Standard Sunday / flexible (Subjective of work & Payable if utilised)
Holiday - Standard yearly 15 days
CTC - 15,000 net
Long leave - once in year "< 8 days" (Flexible but unpaid)

JD
Factory layout & designing
Making tech pack of product
Production Planning & control
RM planning
Costing
Daily M.I.S
Assist in automation
Communication with all necessary aspect of production

Target
10,00,000 wad per day

—
Mehul j mane

9867996677

Director Sales

Absolute India mechatronics Pvt Ltd

<http://absolutemechatronics.com>

Workshop address

A-17, Anand Mangal Ind est, Waliv -Phata,

Landmark- opp. i-pol company,Vasai east ,Palghar - 401202

<http://absolutemechatronics.com>

rajkumar devkar <rajkumardevkar@viva-technology.org>

Sat, Jul 20, 2019 at 1:21 PM

To: Mehul Mane <mjm@absolutemechatronics.com>

thank you sir
[Quoted text hidden]

rajkumar devkar <rajkumardevkar@viva-technology.org>

Sat, Jul 20, 2019 at 1:40 PM

To: aditipimpale@viva-technology.org





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rajkumar devkar <rajkumardevkar@viva-technology.org>

Selected Candidates

2 messages

Nilesh <hr@renamretail.com>

Fri, Jul 19, 2019 at 2:12 PM

To: rajkumar devkar <rajkumardevkar@viva-technology.org>

Dear Mr. Raj,

Below mentioned candidates have been selected as Trainee Production Engineer at our Vasai Phata Unit.

1. Saurav Geol
2. Durgesh Mhatre
3. Girish Gharat

Please ask them to join from tomorrow at 09:30am.

T&R

Nilesh

HR Department

rajkumar devkar <rajkumardevkar@viva-technology.org>

Fri, Jul 19, 2019 at 3:17 PM

To: Nilesh <hr@renamretail.com>

Thank you sir.

[Quoted text hidden]



SERENITY IDEAS LLP

Gala No-12, Ground Floor, Agarwal Udyog Nagar, Building No-6, Vasai-East, Palghar - 401208

CONFIDENTIAL

OFFER LETTER

Date: 17-05-2019

To,
Sangram Thorat
Kandivali (E).

Dear Sangram,

This has reference to the Campus interview/discussion you had with us, we are pleased to offer you the position of "**Executive-Trainee Engineer**" in our organisation.

In view of aforesaid you will be provided compensation of CTC 2, 57, 400/- p.a. as per attached Annexure.

The formal Appointment Letter with standard terms and conditions will be given to you at the time of your joining. You shall be required to bring photocopies of Certificates relating to:

1. Photo ID Proof – (PAN Card, Driving License, Voter ID Card, Passport)
2. Address Proof - (Aadhar Card, Driving License, Voter ID card, Ration Card, Passport)
3. Educational/Technical/Professional Qualifications.
4. Passport size Photographs.

Requirement:

- Spoken & Written English communication
- MS Office & presentation.
- **Compulsory Software:** AutoCAD 2d, Solid Work & Corel Draw.
- Optional: 3D Max, AutoCAD 3D, VRAY.

Posting & Transfer: Your place of work, in the first instant in Vasai HO for training. However, you can be transferred temporary 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 depending upon the exigencies of work.

Please revert back with the acceptance of above offer within 2 days & confirm readiness of mandatory requirement for joining on 10-06-2019.

Looking forward for an exciting professional association.

Thanks & Regards

For Serenity Idea LLP

Authorised Signatory
Encl: Salary Structure





TARGET HYDRAUTECH PVT. LTD.



27

HOUSE OF HYDRAULICS :

Hydraulic Valves, Motors, Pumps, AC / DC Compact Power Pack, Hoses & Accessories

Sales Off. : Unit No.112, Vasundhara Industrial Estate, K.T.Park Phase 1, Opp. Arrow House, Goraipada, Vasai (East) - 401 208 Maharashtra

6th May 2019,

CIN : U51909MH2013PTC248573

Dear Mr. Salman Khan,

We take great pleasure in inviting you to be integral part of THPL Family.

Congratulations!

On being selected for the position of "Techno-Commercial Engineer" at Target Hydrautech Pvt. Ltd, Vasai & your joining date will be i.e. 3rd June 2019. Please treat this letter as your offer letter and kindly

Confirm on your joining. Your Gross salary will be Rs14500/- travel Allowance: Rs500/-

As a part of joining process you are requested to bring the following documents on the day of joining.

a) Photo copies of X, XII, degree / diploma, post graduate degree certificate with all mark sheets.

(Please bring original for verification purpose.)

b) Aadhar Card

c) PAN Card copy

d) Date of Birth proof

e) Current and Permanent address proof.

f) Driving License copy

We look forward to your having a long and faithful relationship with THPL.

In case you may need any clarifications on offer letter, kindly contact me.

Warm regards,

Zubin Hathiarl,


Senior Manager,

Target Hydrautech Pvt Ltd



Scanned by CamScanner



Speciality Value Lighting & Design Pvt. Ltd.

10th April, 2019

Mr. Sagar Shinde
Jagnath Bhaiya Chawl,
Datt Tekadi Majas Wadi,
Jogeshwari (East) 400101

Dear Mr. Sagar,

With reference to your application and subsequent interview's had with us, management is pleased to offer you a position of **"Production Assistant"** at our Vasai Office.

Your Gross Salary per month will be **Rs.15,100/-** (Fifteen Thousand One Hundred Only) and your date of your joining will be **03rd June, 2019.**

We are delighted to welcome you to Speciality Value Lighting & Design Pvt. Ltd. We look forward to a long and mutually successful working relationship.

Congratulations!

With best regards,

For Speciality Value Lighting & Design Pvt.Ltd.,



Managing Director



Joined Candidates Details

Inbox x

Nilesh

to me, Metal

Tue, Jul 9, 12:18 PM (9 days ago)

Dear Mr. Raj,



As per our telephonic discussion, please note below details of newly hired candidates from your college.

1. Rishab Vishwakarma – Trainee Engineer – QC – Stipend Rs. 10,000/-PM
2. Ritesh Vengurlekar - Trainee Engineer – QC - Stipend Rs. 10,000/-PM

T&R

Nilesh

HR Department

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Ref:MRJ/HR/OFF/ 2018-19/109

22nd April 2019

To,
Mr. Yash Mhatre,
103- A1,
Tirupati Balaji,
Manvel Pada Road,
Virar East,
Tel: 8451828520
Email: yash.mhatre1998@gmail.com

Dear Mr. Yash Mhatre,

Sub: Offer of Appointment as "Executive- Quality Control"

This is in reference to your meeting and subsequent discussions with us, we are pleased to offer you the position of " Executive- Quality Control". Your gross emoluments at CTC (cost to company) level for this employment will be as mutually discussed and agreed upon during our meeting with you. The detailed appointment letter shall be issued on the date of your joining with the company.

Please note that this offer of appointment is subject to your acceptance to:

- Date of Joining on 28th May 2019
- Submitting relevant documents in respect of your educational qualification previous employment, Photo and address proof at the time of joining

This offer is made on the understanding that the information given by you in your application is correct, true and complete.

If it is found at any time that the information provided by you in the application is not correct/not true or any information has been deliberately suppressed and /or your inability to join & take up the employment by 28th May 2019, this offer automatically stands withdrawn without any further notice to you.

Condt on pg. 2.....

MRJ Home Improvement Pvt. Ltd.

Corporate Office: Bldg. No. 6A, KT Solitaire, KT Industrial Park II, Walde Vasai (E), Palghar - 401 208, Maharashtra, India.
www.saviesahome.com info@saviesahome.com



Date: 09 Jan 2019

Name: MR Vineet Sankhe
Trainee ID: TR10217258
103 RUDRA APARTMENT NEAR DIWANMAN
TALAV VASAI WEST
DIST-PALGHAR 401202

Dear MR Vineet Sankhe

Course Registration Letter

We are pleased to engage you as a Trainee subject to the following terms and Conditions:

1. The period of training shall be 1 Year with start date 09 Jan 2019 and end date 08 Jan 2020 and the same shall not be entitled for any further extension.
2. It shall not be obligatory on our part or of the company wherein you will undergo the On Job Training to offer any employment to you during or on successful completion of your Training Period. As a Trainee undergoing Training in an establishment you shall be a trainee and not a workman / employee and as such, the provisions of any labour legislations shall not apply to or in relation to you and your On Job Training shall be solely governed by the provisions of All India Council for Technical Education [National Employability Enhancement Mission (NEEM) Regulations, 2013.
3. During the course of this training programme you would be going through online session on the followings:
 - a. Communication Skills
 - b. Personality Development and
 - c. Computer Skills
4. During the tenure of your On Job Training you shall abide by the provisions and regulations from time to time as intimated to you by us and / or the establishment wherein you will undergo On Job Training including but not limited to all matters of conduct, discipline and safety.
5. You shall learn your subject field conscientiously and diligently and attend to practical and instructional classes regularly.
6. You shall maintain a record of the details of your On Job Training during your On Job Training period.
7. You hereby agree to be liable for the following terms and conditions:
 - i. Fully perform the On Job Training, until the completion of the term of this Course Registration letter and such performance shall not be inconsistent with any obligation you may have to other third parties.
 - ii. Neither engage in any conduct which is detrimental to the interest of TeamLease Skills University nor receive any payments of any nature directly or indirectly unless agreed to by TeamLease Skills University. Extend all cooperation and do all such things as may be necessary and comply with all terms of this letter so as to effectively undertake the On Job Training.
 - iii. Report and be present at the designated location during the On Job Training Hours mentioned herein and abide by the provisions of All India Council for Technical Education [National Employability Enhancement Mission (NEEM)] Regulations, 2013.
 - iv. Comply with the safety, health and other rules and regulations of TeamLease University that you have been made aware of.
8. Either party may terminate this Course Registration Letter by issuing 30 days' notice in writing or payment thereof.

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Doc ID: TL98E75B7D745

TeamLease Services Limited, CIN No. U74140MH2000PTC124003
BMT Commercial Complex, 6th Floor, 80 East Road, Karamangala, Bangalore - 560095.
Ph : (91-80) 33002345, Fax : (91-80) 33243001 www.teamlease.com
Registered Office: No 6, 3rd Floor, C Wing, Laxmi Towers, Bandra Kurla Complex, Bandra (East), Mumbai - 400 051





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rajkumar devkar <rajkumardevkar@viva-technology.org>

Fwd: Appointment of Prod. Engg. (Vinay Sankhe)

3 messages

Mehul Mane <mjm@absolutemechatronics.com>

To: rajkumar devkar <rajkumardevkar@viva-technology.org>

Sat, Jul 20, 2019 at 8:11 AM

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

From: **Mehul Mane** <mjm@absolutemechatronics.com>

Date: Wed, Mar 20, 2019 at 10:33 AM

Subject: Appointment of Prod. Engg. (Vinay Sankhe)

To: vinay sankhe <vinaysankhe97@gmail.com>

Cc: Hiten Modi Bottels <modihtn@gmail.com>

Dear Vinay Sankhe

Find attached your temp. job appointment letter

Payroll company :- Absolute India Mechatronics pvt . ltd.

Project Company:- Hiten Metal Pvt. Ltd.

Designation:- Production engineer

Project :- SS Water bottle & Utensil mfg

Duration :- 1 yr

Location :- Vasai

Timing - 9am-7pm (Dynamic)

Weekly off- Standard Sunday / flexible (Subjective of work & Payable if utilised)

Holiday - Standard yearly 15 days

CTC - 15,000 net

Long leave - once in year "< 8 days" (Flexible but unpaid)

JD

Factory layout & designing

Making tech pack of product

Production Planning & control

RM planning

Costing

Daily M.I.S

Assist in automation

Communication with all necessary aspect of production

Target

10,000 bottles per day

--
Mehul j mane

9867996677

Director Sales

Absolute India mechatronics Pvt ltd

<http://absolutemechatronics.com>**Workshop address**

A-5, Bhagat singh ind estate, Waliv -Phata,

Landmark- opp. i-pol company,Vasai east ,Palghar - 401202

<http://absolutemechatronics.com>

To,
MR. VINAY NADAVADEKAR
Shree Datta Society,
723/12, Sector-7,
Charkop, Kandivali (W)
Phone: 7021061286.
Email: vinayvn123@gmail.com

Dated: 19 June, 2019

Sub : Offer Letter

Dear Vinay,

With reference to your application and the subsequent personal interview you had with us, we are pleased to inform you that you are hereby appointed as an "TRAINEE ENGINEER-PURCHASE" under the grade in our organization with effect from 24.06.2019. You will get stipend of **Rs.7,000/- per month** (actual no. of working days in a month). You will not be eligible for any other benefits up to your probation period.

You will be initially on probation for a period of six months. The Management may extend the said probationary period for such future term or terms as it may think fit and proper. On your completion of the probation period, you shall not be deemed to be confirmed automatically and it is agreed and understood that your confirmation shall be only on the Management issuing a letter of confirmation to you. The management will have right to terminate you without notice during your probation period.

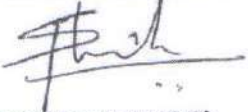
You will be permanent after considering your day-to-day performance in work place, skill, discipline, ability, attitude, behavior, approach in the company. The permanent letter will be issued by HR department only after Management gets satisfied. After your permanency you will be entitled for company other benefits.

Please sign the declaration at the foot of this letter and return to us duplicate duly signed. Original copy is for your retention.

We trust that this job will lead to a long and happy association with us.

Thanking you,

Yours faithfully,
for SUKHRAS MACHINES PVT. LTD.



(POONAM SHINDE)
Manager - Commercial

VINAY NADAVADEKAR

SUKHRAS MACHINES PVT. LTD.
(An ISO 9001 : 2008 Certified Company)
CIN : U74999MH1999PTC120583
GSTIN NO.: 27AADCS6398F1ZY

OFFICE : 145, Adarsh Industrial Estate, Sahar Road,
Chakala, Andheri (E), Mumbai 400 099. INDIA.
Tel. : 2832 2721 / 5957, Fax : (91-22) 2836 3501.
E-mail : sales@sukhras.com
Website : www.sukhras.com

FACTORY : Plot No. J-3, M.I.D.C.,
Tarapur Industrial Area, Palghar - 401 506.
Maharashtra. Tel. : (02525) 272614 / 270579.
Fax : 91-02525-272703
E-mail : sales@sukhras.com
Website : www.sukhras.com





3SDM BUSINESS SOLUTIONS PRIVATE LIMITED.

2

10th April, 2019

Mr. Uddhav Mhapralkar
C-804, Sai Enclave Bldg.,
Yashwant Gaurav,
Nallasopara (West)

Dear Mr. Uddhav,

With reference to your application and subsequent interview's had with us, management is pleased to offer you a position of "**Mechanical Designer**" at our Vasai Office.

Your Gross Salary per month will be **Rs.15,100/-** (Fifteen Thousand One Hundred Only) and your date of your joining will be **03rd June, 2019.**

We are delighted to welcome you to 3SDM Business Solutions Pvt.Ltd. We look forward to a long and mutually successful working relationship.

Congratulations!

With best regards,

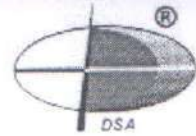
For 3SDM Business Solutions Pvt.Ltd.,


Pravin Jain
Managing Director



DSA ELECTRO CONTROLS PVT. LTD.

A-20, Cross Road 'B', MIDC, Andheri (East),
Mumbai - 400093, Maharashtra, INDIA
E-mail : info@dsaquality.com | Website : www.dsaquality.com
CIN : U73100MH1996PTC100510 | GST : 27AAACD8907C1ZV



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9th April 2019,
To,

Mr. Tejas Jadhav,
Mumbai.

Subject: Appointment Letter

Dear Tejas,

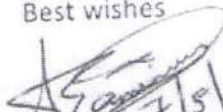
Pursuant to your interview and short listing, as directed by management, I am pleased to welcome you on-board DSA, as "Production Engineer - Trainee"

Your date of joining will be 3rd June 2019. You are advised to report to our Corporate Office in Mumbai at 09.00am for a brief induction program. Thereafter, you will be assigned your reporting head & deputed to respective location.

Terms as discussed shall be part of your appointment letter that will be issued within 10 days of your joining.

Kindly confirm your acceptance via return mail.

Best wishes


7/5/19
Anish Bamania



Factory "ROHINI" Gatesh - Khanapur Road, Shirgaon, Virar (East) Dist - Palghar Pin - 421303 INDIA

Selected Candidates for Ankam Play Systems Pvt. Ltd.

Inbox x

Swati Mhasakar <swati.ankamplay@gmail.com>

to me ▾

Dear sir,

Following VIT students have been selected in Ankam Play Systems Pvt Ltd., Virar (E)

Students Name:

- Sonu Pramod Singh (Design Engineer)
- Kapil Surendra Thakur (Design Engineer)
- Vishal Kumar Dutkar (Design Engineer)
- Kundan Kishoriprasad Singh (QC)





RoboKart
Share what you do

Bungalow - 116, RSC - 6,
Gorai - 1, Borivali West,
Mumbai 400091
E: care@robokart.com

Date: 22nd April 2019

Appointment Letter

Dear Sonu,

We are pleased to inform you that your employment with Robokart.com has been confirmed in the capacity of **Business Development & Marketing Consultant**.

As agreed, your starting date will be in a month of June and your work timings from 9.30 am to 6.30 pm, Monday to Saturday. Further information of your employment will be in offer letter which will be given to you when you sign contract as well as the Employee Policy document.

If you have further queries about your employment, you may contact the HR department.

Congratulations on your appointment and welcome to Robokart.com we look forward to years of fruitful cooperation and success. We wish you the best of luck in your new post.

Sincerely,

Chaitali Shah
HR Director
Robokart.com

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2 of 42

SELECTION OF CANDIDATE (MR SMIT VALANI) FOR DESIGN ENGINEER Inbox x

Response <response@varievalves.com>

Fri, May 31, 11:39 AM

to me ▾

Dear Mr Devkar,

Greetings of the day...!!

Apologies for the delay in sending you the mail. There was breakdown in internet services at our end due to BMC work carried out near office premises.

We are glad to inform you that one of your student Mr Smit Valani has been selected in our company for ' Design Engineer ' position.

We thank you to share his details with us.

Thanks & Regards,

Hardik Rane



DSA ELECTRO CONTROLS PVT. LTD.

A-20, Cross Road 'B', MIDC, Andheri (East),
Mumbai - 400093, Maharashtra, INDIA
E-mail : info@dsaquality.com | Website : www.dsaquality.com
CIN : U73100MH1996PTC100510 | GST : 27AAACD8907C1ZV



9th April 2019,
To,

Mr. Shubham Tiwari,
Mumbai.

Subject: Appointment Letter

Dear Rajesh,

Pursuant to your interview and short listing, as directed by management, I am pleased to welcome you on-board DSA, as "Defense Project - Trainee"

Your date of joining will be 3rd June 2019. You are advised to report to our Corporate Office in Mumbai at 09.00am for a brief induction program. Thereafter, you will be assigned your reporting head & deputed to respective location.

Terms as discussed shall be part of your appointment letter that will be issued within 10 days of your joining.

Kindly confirm your acceptance via return mail.

Best wishes


Amish Bamania



SERENITY IDEAS LLP

Gala No-12, Ground Floor, Agarwal Udyog Nagar, Building No-6, Vasai-East, Palghar - 401208

18

CONFIDENTIAL

OFFER LETTER

Date: 17-05-2019

To,
Shubham Shet
Kandivali (W).

Dear Shubham,

This has reference to the Campus interview/discussion you had with us, we are pleased to offer you the position of "**Executive-Trainee Engineer**" in our organisation.

In view of aforesaid you will be provided compensation of CTC 2, 57, 400/- p.a. as per attached Annexure.

The formal Appointment Letter with standard terms and conditions will be given to you at the time of your joining. You shall be required to bring photocopies of Certificates relating to:

1. Photo ID Proof - (PAN Card, Driving License, Voter ID Card, Passport)
2. Address Proof - (Aadhar Card, Driving License, Voter ID card, Ration Card, Passport)
3. Educational/Technical/Professional Qualifications.
4. Passport size Photographs.

Requirement:

- Spoken & Written English communication
- MS Office & presentation.
- **Compulsory Software:** AutoCAD 2d, Solid Work & Corel Draw.
- Optional: 3D Max, AutoCAD 3D, VRAY.

Posting & Transfer: Your place of work, in the first instant in Vasai HO for training. However, you can be transferred temporary 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 depending upon the exigencies of work.

Please revert back with the acceptance of above offer within 2 days & confirm readiness of mandatory requirement for joining on 10-06-2019.

Looking forward for an exciting professional association.

Thanks & Regards

For Serenity Idea LLP

Authorised Signatory
Encl: Salary Structure



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3SDM BUSINESS SOLUTIONS PRIVATE LIMITED.

10th April, 2019

Mr. Shrikant Jawdekar
Room No.11, Dighe Chawl,
Vakola Bridge,
Dobighat, Santacruz (East)

Dear Mr. Shrikant,

With reference to your application and subsequent interview's had with us, management is pleased to offer you a position of "Mechanical Designer" at our Vasai Office.

Your Gross Salary per month will be **Rs.15,100/-** (Fifteen Thousand One Hundred Only) and your date of your joining will be **03rd June, 2019.**

We are delighted to welcome you to 3SDM Business Solutions Pvt.Ltd. We look forward to a long and mutually successful working relationship.

Congratulations!

With best regards,

For 3SDM Business Solutions Pvt.Ltd.,

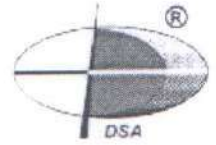


Pravin Jain
Managing Director



DSA ELECTRO CONTROLS PVT. LTD.

A-20, Cross Road 'B', MIDC, Andheri (East),
Mumbai - 400093 Maharashtra INDIA
E-mail : info@dsaquality.com | Website : www.dsaquality.com
CIN : U73100MH1996PTC100510 | GST : 27AAACD8907C1ZV



9th April 2019,
To,

Mr. Shailesh Jaiswal,
Mumbai.

Subject: Appointment Letter

Dear Rajesh,

Pursuant to your interview and short listing, as directed by management, I am pleased to welcome you on-board DSA, as "Design Engineer - Trainee"

Your date of joining will be 3rd June 2019. You are advised to report to our Corporate Office in Mumbai at 09.00am for a brief induction program. Thereafter, you will be assigned your reporting head & deputed to respective location.

Terms as discussed shall be part of your appointment letter that will be issued within 10 days of your joining.

Kindly confirm your acceptance via return mail.

Best wishes

Amish Bamanian





TARGET HYDRAUTECH PVT. LTD.

HOUSE OF HYDRAULICS :

Hydraulic Valves, Motors, Pumps, AC / DC Compact Power Pack, Hoses & Accessories

Sales Off. : Unit No.112, Vasundhara Industrial Estate, K.T.Park Phase 1, Opp. Arrow House, Goraipada, Vasai (East) 401 208, Maharashtra

6th May 2019,

CIN : U51909MH2013PTC248573

Dear Mr. Ganesh kadam,

We take great pleasure in inviting you to be integral part of THPL Family.

Congratulations!

On being selected for the position of "Techno-Commercial Engineer" at Target Hydrautech Pvt. Ltd Vasai & your Joining date will be i.e. 3rd June 2019. Please treat this letter as your offer letter and kindly

Confirm on your joining. Your Gross salary will be Rs14500/- travel Allowance: Rs500/-

As a part of joining process you are requested to bring the following documents on the day of joining.

a) Photo copies of X, XII, degree / diploma, post graduate degree certificate with all mark sheets.

(Please bring original for verification purpose.)

b) Aadhar Card

c) PAN Card copy

d) Date of Birth proof

e) Current and Permanent address proof.

f) Driving License copy

We look forward to your having a long and faithful relationship with THPL.

In case you may need any clarifications on offer letter, kindly contact me.

Warm regards,

Zubin Hathiari,

Senior Manager,

Target Hydrautech Pvt Ltd



Scanned by CamScanner

(21) - (25)

From: **14101071 amish** <14101071amish@viva-technology.org>
Date: Wed, Apr 10, 2019 at 7:37 AM
Subject: Confirmation Mail for the selected students
To: <rajkumardevkar@viva-technology.org>
Cc: <ashok@dsaquality.com>

Dear Mr. Raj,
I would like to thank you for the overwhelming & positive responses from your students.

As directed by our management, I am pleased to announce students shortlisted below for various positions best suited as a result from their interviews.

- ✓ 1- Aniket Pawar - Production Engineer
- ✓ 2- Shailesh Jaiswal - Design Engineer
- ✓ 3- Shubham Tiwari - Defense Project
- ✓ 4- Yadav Abhishek - Defense Project
- ✓ 5- Akash Mahajan - Quality control Eng.

For the first year with us, the Company propose returns in terms of CTC as Rs. 1,56,000 p.a

Besides, the Company offers rigorous training & an opportunity to learn and take up leadership roles in future, while pursuing expansions in our organization. Candidates selected for factory operations shall be provided with good shared bachelor accommodation at Wada, and lunch facility during working days. Candidates selected for Defense Projects May get deputed to docks or warships being built for the Indian Navy and as such would be required to clear police verification.

Considering the expansion plans, few candidates may be offered deputation to overseas locations in future, which they should be ready to take up.

Our best wishes for all the students who attended the interview and for those who are selected, a hearty welcome to the World Of DSA

On receipt of confirmation and a two - three year commitment to work with DSA as well as undergo training offered, a letter of appointment will be sent. Once again thanking you, I wish good for all students.

Best Regards
Amish Bamania
On behalf of
DSA ELECTRO CONTROLS PVT LTD
A - 20, Cross Road 'B'
MIDC Andheri (E),
Mumbai : 400093
Maharashtra, INDIA
MAKE IN INDIA
— quality is our watchword —





HR Dots Mark <hr@dotsmark.in>

to me ▾

Dear Raj

hope you are doing well

We are pleased to inform you here the student which we shortlist form final round :

1. Sawanj Sawant (Services Eng)
- 2 . Mohit Sushash Batt (Services Eng)
- 3.Kapil Yadav (Services Eng)
4. Darsh Bhatt (Sales & Marketing)

Thanks & Regards

—
Miss Priya , H.R Executive

Dotsmark System India Pvt Ltd

H.M Trade Center , Gala No .03 Gr Floor,
Goddev Road , Bhavander (East) 401105



to naresh ▾

Dear Naresh sir,

Following students attended interview on 28th APRIL 2019 at your company.

SHREYASH KOTIAN

ANAND SINGH CHUNDAWAT

SURAJ VISHWAKARMA

NAVNEET YADAV

Can you tell me the status of selection and send me offer letters ????

Naresh@chintamani <naresh@chintamaniengineering.com>

to me ▾

DEAR SIR,

PLEASE CONFIRM THE SAME FOR BELOW JOINING DATE SHOULD BE 1ST JUN 2019 TIME 9.00 AM

THANKS & REGARDS.

Naresh S. Pednekar

DIRECTOR

Chintamani Engineering Industries India Pvt. Ltd.

(31)

(34)





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rajkumar devkar <rajkumardevkar@viva-technology.org>

New Joinees

3 messages

Nilesh <hr@renamretail.com>

Thu, Jul 18, 2019 at 4:35 PM

To: rajkumar devkar <rajkumardevkar@viva-technology.org>

Dear Raj,

Please note today's joining at our organisation.

- 1) Chetan Jadhav
- 2) Abhishek Mengu
- 3) Sourabh Kadam
- 4) Mohit Bhatt

T&R

Nilesh

HR Department

rajkumar devkar <rajkumardevkar@viva-technology.org>

Thu, Jul 18, 2019 at 5:06 PM

To: Nilesh <hr@renamretail.com>

Thank you so much sir.!

[Quoted text hidden]

rajkumar devkar <rajkumardevkar@viva-technology.org>

Thu, Jul 18, 2019 at 5:06 PM

To: aditipimpale@viva-technology.org

[Quoted text hidden]



Brij Bhatnagar _ Joining _2-7-2019 Inbox x

Madhuri Iyer/TT/HR

to me, umesh ▾

Dear Rajkumar,

Good Evening!!!!!!!

As per the telephonic conversation we have selected Brij Bhatnagar and his date of joining will be 2nd July, 2019 at 9.00am.

He need to meet Mrs Madhuri Iyer from HR department along with his documents.

Thanks & Regards,



Madhuri Iyer

HR

Terminal Technologies (I) Pvt. Ltd.

Terminal House, Merchant Industrial Complex

Valby, VASAI (E), Dist.: Palghar - 401 208.

Maharashtra INDIA

Tel: **+91-250 645 6231** / Mob: **+91 9607941511**

E-mail: hr@terminaltechnology.com

Web: www.terminaltechnology.com



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FW: Best candidates from VIVA INSTITUTE OF TECHNOLOGY Inbox x

Admin

to me ▾

Dear Sir,

We are glad to inform you that Mr.Atul Patil has been selected for the Post of Trainee Production Engineers with a Stipend Salary Rs.7000/- from dt.15.07.19.

Please intimate him to join on dt.15.07.19.

Regards,

Kanta S. Awale

HR/ADMIN Executive

Sukhras Machines Pvt.Ltd.



(39)



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Speciality Value Lighting & Design Pvt. Ltd.

10th April, 2019

Ms. Priti Pandit
34/657 Vanrai Darshan,
Gulmohar so, Tata Power House,
Borivali (East)

Dear Ms. Priti,

With reference to your application and subsequent interview's had with us, management is pleased to offer you a position of "**Production Assistant**" at our Vasai Office.

Your Gross Salary per month will be **Rs.15,100/-** (Fifteen Thousand One Hundred Only) and your date of your joining will be **03rd June, 2019.**

We are delighted to welcome you to Speciality Value Lighting & Design Pvt. Ltd. We look forward to a long and mutually successful working relationship.

Congratulations!

With best regards,

For Speciality Value Lighting & Design Pvt.Ltd.,



Pravin
Managing Director



Speciality Value Lighting & Design Pvt. Ltd.

10th April, 2019

Ms. Prachi Nijai
Krushna Smruti,
Near Shanimandir,
Pharsupada, Subhashlean stop,
Arnala, Virar (West) 401302

Dear Ms. Prachi,

With reference to your application and subsequent interview's had with us, management is pleased to offer you a position of "**Production Assistant**" at our Vasai Office.

Your Gross Salary per month will be **Rs.15,100/-** (Fifteen Thousand One Hundred Only) and your date of your joining will be **03rd June, 2019.**

We are delighted to welcome you to Speciality Value Lighting & Design Pvt. Ltd. We look forward to a long and mutually successful working relationship.

Congratulations!

With best regards,

For Speciality Value Lighting & Design Pvt.Ltd.,



Pravin Dam
Managing Director





62-63

rajkumar devkar <rajkumardevkar@viva-technology.org>

Selected Candidates for Ankam Play Systems Pvt. Ltd.

3 messages

Swati Mhasakar <swati.ankamplay@gmail.com>
To: rajkumar devkar <rajkumardevkar@viva-technology.org>

Thu, Jul 25, 2019 at 9:40 AM

Dear sir,
Following VIT students have been selected in Ankam Play Systems Pvt Ltd., Virar (E)
Students Name:
Niraj Bhoir (Design Engineer)
Tanmay Jalgaonkar (Design Engineer)

rajkumar devkar <rajkumardevkar@viva-technology.org>
To: Swati Mhasakar <swati.ankamplay@gmail.com>

Thu, Jul 25, 2019 at 9:42 AM

Thank you so much Madam.

[Quoted text hidden]

rajkumar devkar <rajkumardevkar@viva-technology.org>
To: aditipimpale@viva-technology.org

Thu, Jul 25, 2019 at 9:42 AM

[Quoted text hidden]



Date: 09 Jan 2019

Name: MR Mithalesh Singh
Trainee ID: TR10217260
R-NO-105 SAI SHRADHA APT
PRAGATI NAGAR NEAR THAKUR VIDHYA MANDIR SCHOOL 10 FEET ROAD NALLASOPARA
EASR 401209

Dear MR Mithalesh Singh

Course Registration Letter

We are pleased to engage you as a Trainee subject to the following terms and Conditions:

1. The period of training shall be 1 Year with start date 09 Jan 2019 and end date 08 Jan 2020 and the same shall not be entitled for any further extension.
2. It shall not be obligatory on our part or of the company wherein you will undergo the On Job Training to offer any employment to you during or on successful completion of your Training Period. As a Trainee undergoing Training in an establishment you shall be a trainee and not a workman / employee and as such, the provisions of any labour legislations shall not apply to or in relation to you and your On Job Training shall be solely governed by the provisions of All India Council for Technical Education [National Employability Enhancement Mission (NEEM) Regulations, 2013.
3. During the course of this training programme you would be going through online session on the followings:
 - a. Communication Skills
 - b. Personality Development and
 - c. Computer Skills
4. During the tenure of your On Job Training you shall abide by the provisions and regulations from time to time as intimated to you by us and / or the establishment wherein you will undergo On Job Training including but not limited to all matters of conduct, discipline and safety.
5. You shall learn your subject field conscientiously and diligently and attend to practical and instructional classes regularly.
6. You shall maintain a record of the details of your On Job Training during your On Job Training period.
7. You hereby agree to be liable for the following terms and conditions:
 - i. Fully perform the On Job Training, until the completion of the term of this Course Registration letter and such performance shall not be inconsistent with any obligation you may have to other third parties.
 - ii. Neither engage in any conduct which is detrimental to the interest of TeamLease Skills University nor receive any payments of any nature directly or indirectly unless agreed to by TeamLease Skills University. Extend all cooperation and do all such things as may be necessary and comply with all terms of this letter so as to effectively undertake the On Job Training.
 - iii. Report and be present at the designated location during the On Job Training Hours mentioned herein and abide by the provisions of All India Council for Technical Education [National Employability Enhancement Mission (NEEM)] Regulations, 2013.
 - iv. Comply with the safety, health and other rules and regulations of TeamLease University that you shall be made aware of.
8. Either party may terminate this Course Registration Letter by issuing 30 days' notice in writing or payment thereof.

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Doc ID: TL/FF4D12B6C7A

TeamLease Services Limited, CIN No. U74140MH2000PTC124003
BMC Commercial Complex, 6th Floor, 100 Feet Road, Karamangala, Bangalore - 560095.
Ph : (91-80) 3300833001, 3300833001 www.teamlease.com
Registered Office: No 6, 3rd Floor, C.V. Ramesh Complex, Boodra (East), Mumbai - 400 051



ajkumar devkar <rajkumardevkar@viva-technology.org>

Tue, Jun 4, 2019 at 6:46 PM

To: aditipimpale@viva-technology.org

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

From: **Nilesh** <hr@renamretail.com>

Date: Tue, Jun 4, 2019, 6:23 PM

Subject: RE: Viva Institute of Technology Students for the position you have mentioned today.

To: rajkumar devkar <rajkumardevkar@viva-technology.org>

Hi Raj Kumar,

Mr. Kalpit Kelvankar has joined our organisation at trainee salary of Rs. 8500/-.

T&R

Nilesh

HR Department





Save Light... Save Life

Speciality Value Lighting & Design Pvt. Ltd.

10th April, 2019

Mr. Isaac Nadar
R-118, Mamta Welfare Society,
Near Oshiwara Indl Centre,
Link Road, Goregaon West 400104

Dear Mr. Isaac,

With reference to your application and subsequent interview's had with us, management is pleased to offer you a position of **"Production Assistant"** at our Vasai Office.

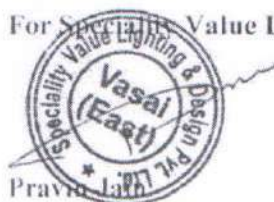
Your Gross Salary per month will be **Rs.15,100/-** (Fifteen Thousand One Hundred Only) and your date of your joining will be **03rd June, 2019.**

We are delighted to welcome you to Speciality Value Lighting & Design Pvt. Ltd. We look forward to a long and mutually successful working relationship.

Congratulations!

With best regards,

For Speciality Value Lighting & Design Pvt.Ltd.,



Pravin Jadhav
Managing Director



11/25/2019

VIVA INSTITUTE OF TECHNOLOGY Mail - Candidates from VIVA INSTITUTE OF TECHNOLOGY



rajkumar devkar <rajkumardevkar@viva-technology.org>

Candidates from VIVA INSTITUTE OF TECHNOLOGY

Wed, Aug 21, 2019 at 5:09 PM

Avnish Jaiswal <avnish.j@aczet.com>

To: rajkumar devkar <rajkumardevkar@viva-technology.org>, avnisj.j@aczet.com

Dear Raj,

Among the candidates you sent, I selected 3 candidates

1)Hitesh

2)Anay

3)Gauri

Gauri deny to continue due to long travelling and rest two have joined and working with us

Thanks for your support for our company

Regards

Avnish Jaiswal

Service Engineer

[Quoted text hidden]



Students Selected as Trainees In Glow Tech

Inbox x

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Rajdeep Marwaha

to me ▼

Dear Professor Raj

Thanks for Your Efforts for Sending students for Jobs in Glow Tech

Mr Vipin Vishwakarma

Mr Khushal Joshi

Mr Advit Raut

We have selected Mr Have Selected Mr Khushal Joshi

Who is working with us since more than a month

Rest we couldn't Absorb for internal Reasons

Thanks & Regards,

Rajdeep MARWAHA

Managing Director

rajdeep@glowtech.co.in

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New Joinee - Abhishek Mali (Trainee QC Engineer) Inbox x



hr@renamretail.com

Jul 16, 2019, 10:42 AM (2 days ago)



to me, Metal ▾

Dear Mr. Raj,

Please note that we have selected one of your student Mr. Ashishek Mali as Trainee QC Engineer at salary of Rs. 10,000/- PM Stipend.

T&R

Nilesh

HR Department

(38)





RoboKart
Share what you do

Bungalow - 116, RSC - 6,
Gorai - 1, Borivali West,
Mumbai 400091
E: care@robokart.com

14

Date: 22nd April 2019

Appointment Letter

Dear Abhishek,

We are pleased to inform you that your employment with Robokart.com has been confirmed in the capacity of Jr. Research & Development Engineer.

As agreed, your starting date will be in a month of June and your work timings from 9.30 am to 6.30 pm, Monday to Saturday. Further information of your employment will be in offer letter which will be given to you when you sign contract as well as the Employee Policy document.

If you have further queries about your employment, you may contact the HR department.

Congratulations on your appointment and welcome to Robokart.com we look forward to years of fruitful cooperation and success. We wish you the best of luck in your new post.

Sincerely,

Chaitali Shah
HR Director
Robokart.com



www.robokart.com





3SDM BUSINESS SOLUTIONS PRIVATE LIMITED.

10th April, 2019

Mr. Anuj Sankhe
M-32, At - Patil Ali,
Borsar (West)

Dear Mr. Anuj,

With reference to your application and subsequent interview's had with us, management is pleased to offer you a position of **"Customer Relation Representative"** at our Vasai Office.

Your Gross Salary per month will be **Rs.15,100/-** (Fifteen Thousand One Hundred Only) and your date of your joining will be **03rd June, 2019.**

We are delighted to welcome you to 3SDM Business Solutions Pvt.Ltd. We look forward to a long and mutually successful working relationship.

Congratulations!

With best regards,

For 3SDM Business Solutions Pvt.Ltd.,



Pravin Jain
Managing Director





Engineered To Succeed

PRINCE METAL WORKS

(ISO / TS 16949 : 2009 & ISO 9001 : 2008 Certified)

O.E. MFRS. OF SHEET METAL & MACHINED COMPONENTS, CRITICAL FABRICATIONS, WELDED ASSEMBLIES & SPECIALIST IN DEEP DRAW

64

Job offer letter

Date- 20/07/2019

To,
Mr. Ankit Jaiswar
B-4, Jai Janata Nagar,
Malad (W) Mumbai-400064

Dear Ankit Jaiswar,

We are pleased to offer you the full-time position of **Design Engineer** at Prince Metal Works with a start date of 10th June'19. We believe your skills and experience are an excellent match for our company.

In this role, you will be required to Design & development of parts, Tooling, Fixture, Gauges etc.

The starting training stipend for this position is Rs.7500/- per month and after completing training period of 03 months suitable salary will be offered.

Your employment with Prince Metal Works will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

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

Sincerely,

For, Prince Metal Works

Vyankatesh Rajkonda

(Mgr. QA)



Date: 09 Jan 2019

Name: MR Aniket Vavale
Trainee ID: TR10217257
24/RANALE TALAV MAVEL PADA ROAD
VIRAR
EAST 401303

Dear MR Aniket Vavale

Course Registration Letter

We are pleased to engage you as a Trainee subject to the following terms and Conditions:

1. The period of training shall be 1 Year with start date 09 Jan 2019 and end date 08 Jan 2020 and the same shall not be entitled for any further extension.
2. It shall not be obligatory on our part or of the company wherein you will undergo the On Job Training to offer any employment to you during or on successful completion of your Training Period. As a Trainee undergoing Training in an establishment you shall be a trainee and not a workman / employee and as such, the provisions of any labour legislations shall not apply to or in relation to you and your On Job Training shall be solely governed by the provisions of All India Council for Technical Education [National Employability Enhancement Mission (NEEM) Regulations, 2013.
3. During the course of this training programme you would be going through online session on the followings:
 - a. Communication Skills
 - b. Personality Development and
 - c. Computer Skills
4. During the tenure of your On Job Training you shall abide by the provisions and regulations from time to time as intimated to you by us and / or the establishment wherein you will undergo On Job Training including but not limited to all matters of conduct, discipline and safety.
5. You shall learn your subject field conscientiously and diligently and attend to practical and instructional classes regularly.
6. You shall maintain a record of the details of your On Job Training during your On Job Training period.
7. You hereby agree to be liable for the following terms and conditions:
 - i. Fully perform the On Job Training, until the completion of the term of this Course Registration letter and such performance shall not be inconsistent with any obligation you may have to other third parties
 - ii. Neither engage in any conduct which is detrimental to the interest of TeamLease Skills University nor receive any payments of any nature directly or indirectly unless agreed to by TeamLease Skills University Extend all cooperation and do all such things as may be necessary and comply with all terms of this letter so as to effectively undertake the On Job Training.
 - iii. Report and be present at the designated location during the On Job Training Hours mentioned herein and abide by the provisions of All India Council for Technical Education [National Employability Enhancement Mission (NEEM)] Regulations, 2013.
 - iv. Comply with the safety, health and other rules and regulations of TeamLease University that you have been made aware of.
8. Either party may terminate this Course Registration Letter by issuing 30 days' notice in writing or payment thereof.

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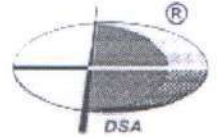
Doc ID: TL093F679B75

TeamLease Services Limited., CIN No. U74140MH2000PTC194003
BMTC Commercial Complex, 6th Floor, 80 Feet Road, Karamangala, Bangalore - 560095
Ph : (91-80) 33002345, Fax : (91-80) 33243001 www.teamlease.com
Registered Office: No 6, 3rd Floor, C Wing, Laxmi Towers, Bandra Kurla Complex, Bandra (East), Mumbai - 400 051



DSA ELECTRO CONTROLS PVT. LTD.

A-20, Cross Road 'B', MIDC, Andheri (East),
Mumbai - 400093, Maharashtra, INDIA
E-mail : info@dsaquality.com | Website : www.dsaquality.com
CIN : U73100MH1996PTC100510 | GST : 27AAACD8907C1ZV



9th April 2019,
To,

Mr. Aniket Pawar,
Mumbai.

Subject: Appointment Letter

Dear Rajesh,

Pursuant to your interview and short listing, as directed by management, I am pleased to welcome you on-board DSA, as "Production Engineer - Trainee"

Your date of joining will be 3rd June 2019. You are advised to report to our Corporate Office in Mumbai at 09.00am for a brief induction program. Thereafter, you will be assigned your reporting head & deputed to respective location.

Terms as discussed shall be part of your appointment letter that will be issued within 10 days of your joining.

Kindly confirm your acceptance via return mail

Best wishes


30/4/19
Amish Bamania



SERENITY IDEAS LLP

Gala No-12, Ground Floor, Agarwal Udyog Nagar, Building No-6, Vasai-East, Palghar - 401208

CONFIDENTIAL

OFFER LETTER

Date: 17-05-2019

To,
Amogh Mhatre
Borivali (W).

Dear Amogh,

This has reference to the Campus interview/discussion you had with us, we are pleased to offer you the position of "**Executive-Trainee Engineer**" in our organisation.

In view of aforesaid you will be provided compensation of CTC 2, 57, 400/- p.a. as per attached Annexure.

The formal Appointment Letter with standard terms and conditions will be given to you at the time of your joining. You shall be required to bring photocopies of Certificates relating to:

1. Photo ID Proof – (PAN Card, Driving License, Voter ID Card, Passport)
2. Address Proof - (Aadhar Card, Driving License, Voter ID card, Ration Card, Passport)
3. Educational/Technical/Professional Qualifications.
4. Passport size Photographs.

Requirement:

- Spoken & Written English communication
- MS Office & presentation.
- **Compulsory Software:** AutoCAD 2d, Solid Work & Corel Draw.
- Optional: 3D Max, AutoCAD 3D, VRAY.

Posting & Transfer: Your place of work, in the first instant in Vasai HO for training. However, you can be transferred temporary 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 depending upon the exigencies of work.

Please revert back with the acceptance of above offer within 2 days & confirm readiness of mandatory requirement for joining on 10-06-2019.

Looking forward for an exciting professional association.

Thanks & Regards

For Serenity Idea LLP

Authorised Signatory
Encl: Salary Structure





RoboKart
Share what you do

Bungalow - 116, RSC - 6,
Gorai - 1, Borivali West,
Mumbai 400091
E: care@robokart.com

15

Date: 22nd April 2019

Appointment Letter

Dear Amogh,

We are pleased to inform you that your employment with Robokart.com has been confirmed in the capacity of **Jr. Research & Development Engineer**.

As agreed, your starting date will be in a month of June and your work timings from 9.30 am to 6.30 pm, Monday to Saturday. Further information of your employment will be in offer letter which will be given to you when you sign contract as well as the Employee Policy document.

If you have further queries about your employment, you may contact the HR department.

Congratulations on your appointment and welcome to Robokart.com we look forward to years of fruitful cooperation and success. We wish you the best of luck in your new post.

Sincerely,

Chaitali Shah
HR Director
Robokart.com



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Speciality Value Lighting & Design Pvt. Ltd.

10th April, 2019

Mr. Amit Kamble
B-4/103, Chandresh Corner,
Sai Nagar, Opp. Police Station,
Nallasopara (West)

Dear Mr. Amit,

With reference to your application and subsequent interview's had with us, management is pleased to offer you a position of "Production Assistant" at our Vasai Office

Your Gross Salary per month will be **Rs.15,100/-** (Fifteen Thousand One Hundred Only) and your date of your joining will be **03rd June, 2019.**

We are delighted to welcome you to Speciality Value Lighting & Design Pvt. Ltd. We look forward to a long and mutually successful working relationship.

Congratulations!

With best regards,

For Speciality Value Lighting & Design Pvt.Ltd.,



Pravin Khur
Managing Director



SERENITY IDEAS LLP

Gala No-12, Ground Floor, Agarwal Udyog Nagar, Building No-6, Vasai-East, Palghar - 401208

CONFIDENTIAL

OFFER LETTER

Date: 17-05-2019

To,
Akash V.Jadhav
Malad (E).

Dear Akash,

This has reference to the Campus interview/discussion you had with us, we are pleased to offer you the position of **"Executive-Trainee Engineer"** in our organisation.

In view of aforesaid you will be provided compensation of CTC 2, 57, 400/- p.a. as per attached Annexure.

The formal Appointment Letter with standard terms and conditions will be given to you at the time of your joining. You shall be required to bring photocopies of Certificates relating to:

1. Photo ID Proof – (PAN Card, Driving License, Voter ID Card, Passport)
2. Address Proof - (Aadhar Card, Driving License, Voter ID card, Ration Card, Passport)
3. Educational/Technical/Professional Qualifications.
4. Passport size Photographs.

Requirement:

- Spoken & Written English communication
- MS Office & presentation.
- **Compulsory Software:** AutoCAD 2d, Solid Work & Corel Draw.
- Optional: 3D Max, AutoCAD 3D, VRAY.

Posting & Transfer: Your place of work, in the first instant in Vasai HO for training. However, you can be transferred temporary 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 depending upon the exigencies of work.

Please revert back with the acceptance of above offer within 2 days & confirm readiness of mandatory requirement for joining on 10-06-2019.

Looking forward for an exciting professional association.

Thanks & Regards

For Serenity Idea LLP

Authorised Signatory
Encl: Salary Structure



SERENITY IDEAS LLP

Gala No-12, Ground Floor, Agarwal Udyog Nagar, Building No-6, Vasai-East, Palghar - 401208

CONFIDENTIAL

OFFER LETTER

Date: 17-05-2019

To,
Abhishek Yadav
Jogeshwari.

Dear Abhishek,

This has reference to the Campus interview/discussion you had with us, we are pleased to offer you the position of "**Executive-Trainee Engineer**" in our organisation.

In view of aforesaid you will be provided compensation of CTC 2, 57, 400/- p.a. as per attached Annexure.

The formal Appointment Letter with standard terms and conditions will be given to you at the time of your joining. You shall be required to bring photocopies of Certificates relating to:

1. Photo ID Proof – (PAN Card, Driving License, Voter ID Card, Passport)
2. Address Proof – (Aadhar Card, Driving License, Voter ID card, Ration Card, Passport)
3. Educational/Technical/Professional Qualifications.
4. Passport size Photographs.

Requirement:

- Spoken & Written English communication
- MS Office & presentation.
- **Compulsory Software:** AutoCAD 2d, Solid Work & Corel Draw.
- Optional: 3D Max, AutoCAD 3D, VRAY.

Posting & Transfer: Your place of work, in the first instant in Vasai HO for training. However, you can be transferred temporary 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 depending upon the exigencies of work.

Please revert back with the acceptance of above offer within 2 days & confirm readiness of mandatory requirement for joining on 10-06-2019.

Looking forward for an exciting professional association.

Thanks & Regards

For Serenity Idea LLP

Authorised Signatory
Encl: Salary Structure





RoboKart
Share what you do

Bungalow - 116, RSC - 6,
Gorai - 1, Borivali West,
Mumbai 400091
E: care@robokart.com

(\$)
12

Date: 22nd April 2019

Appointment Letter

Dear Abhishek,

We are pleased to inform you that your employment with Robokart.com has been confirmed in the capacity of Business Development & Marketing Consultant.

As agreed, your starting date will be in a month of June and your work timings from 9.30 am to 6.30 pm, Monday to Saturday. Further information of your employment will be in offer letter which will be given to you when you sign contract as well as the Employee Policy document.

If you have further queries about your employment, you may contact the HR department.

Congratulations on your appointment and welcome to Robokart.com we look forward to years of fruitful cooperation and success. We wish you the best of luck in your new post.

Sincerely,

Chaitali Shah
HR Director
Robokart.com



www.robokart.com



CIN NO U72200KA2007PTC044701

June 18, 2019

Akshay Tukaral
13/362, Shiv Sagar,
Kurur village,
Malad(East), Mumbai - 400097
Contact No. 7738911091 / 8369706992
Email-ID: aktukaral@gmail.com

Dear Akshay,

Welcome to Credence Analytics!

Based on our discussions, we are happy to offer you the position of
Trainee Assistant Consultant - Software in grade **A1** in Credence Analytics (I)
Pvt. Ltd.

Your Cost to Company will be **Rs. 2,40,000/-** per annum. The detailed terms and
conditions of the employment are enclosed in Annexure 1 and 2.

We look forward to you joining us on **July 1, 2019**. Please endorse your acceptance
by duly signing the duplicate copy of this letter and kindly submit the same along
with the scanned copies of your relevant academic and work experience certificates.

Warm regards,

A. Vijay Simha
CEO



Annexure - 1

TERMS OF EMPLOYMENT

1. **Probation**
You will be on probation for a period of 1 year. During this probation period you will be engaged on a regular basis and your confirmation will depend on your performance during this period. On satisfactory completion of probation period, your services will be confirmed in writing.

2. Confidentiality clause

During your tenure in our organisation or otherwise, you shall not disclose or use for the benefit of self/any other person, partnership, organization, corporation, association, or other legal entity, any of the trade secrets or confidential business information of Credence without the prior consent of the Directors.

For the purpose of this document, 'confidential business information' of Credence means all information relating to Credence or the potential professional relationship, which might be fairly considered to be of a confidential nature or identified as confidential at the time of disclosure and includes, but is not limited to:

2.1 Information of value or significance to Credence or its clients;

2.2 Information not known to competitors of Credence nor intended by Credence for general dissemination, including but not limited to, policies, strategies, lists of Credence's current or potential clients, contacts, prospective leads or target accounts, the identity of various product-suppliers or service-providers, billing schedules, needs of its clients, information as to the profitability of specific accounts, and information about Credence itself and its employees;

- Any professional or technical information whether or not stored in any medium, relating to the organization's business (and/or those of its clients), including but not limited to equipment, software, designs, technology, technical documentation, product of service specifications or strategies, structures, marketing plans, pricing information, financial information, legal products and the like employed by Credence in the development and operation of its business;
- Information of whatever nature relating to the organization, which is obtained whether (without limitation) in writing, pictorially, in machine readable form, on floppy diskettes or orally, by the organization or its representatives from either the organization or its representatives or by observations during visits, in each case in connection with the potential professional/business relationship;

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Annexure - 2**Sub: Grade, Designation and Salary structure for the year 2019-20**

Name of employee : Akshay Tukaral
Designation : Trainee Assistant Consultant - Software
Grade : A1
Cost to the company : Rs. 2,40,000/-

Salary Computation	Monthly (Rs.)	Yearly (Rs.)
Basic	4,000	48,000
Flexi Benefit Package*	13,102	157,222
Gross Salary	17,102	205,222
Variable		0
Total with Variable		205,222
Deductions		
Provident Fund	1,800	21,600
ESIC (1.75%)	299	3,591
Profession Tax**	200	2,500
	2,299	27,691
Net Deductions	14,803	177,531
Net Take Home		
Employer's Other Contributions		
Provident Fund	1,800	21,600
ESIC (4.75%)	812	9,748
Gratuity***		2,000
		1,430
Mediclaime Facility		
Sub Total	2,612	34,778
CTC (Rs.)****	19,714	240,000

Note:

- Flexi Benefit Package* = This represents a basket of salary components, to be chosen by you in the beginning of the financial year. Tax calculations will be accordingly derived. The details of the salary components will be provided separately.
- Professional Tax** = Where annual professional tax payable is Rs.2500/- there would be a monthly deduction of Rs. 200/- except in February where the deduction would be Rs.300/-.



- Gratuity***= You will be eligible for the payment of Gratuity contribution after completion of five years of continuous service in the company/in the event of death.
- CTC (Rs.) **** = Annual CTC figures are not equal to the monthly CTC figures as it includes mediclaim and gratuity.
- Cell Reimbursements= Cell expenses will be reimbursed (as per eligibility) to the extent of Rs. 7200/- (annually) on submission claims.
- Maternity Benefits for female candidates only:
 1. Every women employee is entitled to 26 weeks (6 Months) of Maternity Leave out of which not more than 8 weeks will be provided before the expected delivery date.
 2. Further that the maximum period entitled to maternity benefit by a woman having two or more than two surviving children shall be 12 of which not more than 6 weeks shall precede the date of her expected date of delivery.
 3. A woman who legally adopts a child below the age of three months or a commissioning mother shall be entitled to maternity benefit for a period of 12 weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be.
 4. In case where the nature of work assigned to a woman is of such nature that she may work from home, the employer may allow her to do so after availing of the maternity benefit for such period and on such conditions as the employer and the woman may mutually agree.





CIN NO : U72200KA2007PTC044701

WARE TESTING TRAINING INSTITUTE
t of Test Yatra Software Solutions India Pvt Ltd

www.qspiders.com

CALL LETTER

Date: 30/5/2019

Dear SALLI BHAKALKA

We are happy to inform you that you have been shortlisted in our screening test. Training in our Incubation center starts from2018. On the day of joining we would explain complete program with schedule in detail.

Note:

- We do not charge for the complete training which takes around 3 months.
- We do not charge you for any of the interviews and placement activities conducted from our end.
- The training includes **Core JAVA, Manual Testing.**
- No other additional subjects/courses are included in this program.

Rules: Following are the rules for placement activity:

- You should have 90% of classroom and practical attendance/ sessions.
- Should be ready to relocate to different cities for job/interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi).
- Complete the given assignments on time.
- Give everyday presentations.
- Bring this offer letter on the first day along with all semester marks cards, 10th & 12th/ PUC and any Government ID proof document.

****This letter is valid only for _____ 2018. If you come on any other date, free training will not be valid. You may have to pay fees and attend the training. ****

Incubation address: 801, 8th Floor, Raaj Chambers, Paramhans Marg, Andheri East, Mumbai-400069, Maharashtra

Thanks & Regards,

Qspiders / JSpiders

9845687781/ 9686114422

USN No: _____



FILE A.Y. 2017-18
2015-16



Extramarks Education India Private Limited
D-102, Sector 43, Noida, U.P. - 201301, India
Ph. +91-120-4175305

Date: 12-Dec-2018
To: Mr. Manish Kumar
At: Mr. Manish Kumar
Address: 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000

Dear Sir,

Subject: Offer letter of employment as Business Development Executive

With reference to your application and subsequent interview with us, we are pleased to offer you the position of Business Development Executive. Your cost to company (CTC) and other terms of service shall be as per the documents you had with us.

We would expect you to join as early as possible but not later than 17-Dec-2018, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon and confirmed in writing.

As the first step to joining, we would require you to kindly upload the following documents:

- Copies of Educational Certificates
- Passport size photographs
- Last pay slip received from the previous employer
- Certificate from previous employer
- Address Proof
- Latest Income Proof (PAN & Thrift Saving Scheme/Other ID Proof/Passport Copy)
- All Documents (Form 11 & Form 21)
- Reference sheet form
- Adherence to Anti-Corruption Policy

The URL for the web is www.extramarks.com/index.html

You would also need to upload a scanned copy of this letter with your acceptance. In case you need any help or have any queries, do let us know.

You are being offered the above position on the basis of authenticity of the information, preliminary documents, if any, provided to us about your education, experience etc. This offer letter (including the appointment, if made) can be withdrawn, terminated at any point in time (without any legal liability on the Company), if the information provided by you is found to be untrue/false.

You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you - which may be carried out by a third party, from your institution, college, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter including your appointment, if made, without any legal liability on the Company.

We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

Sincerely,

HR Department

I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely. I shall join service on or before 17-Dec-2018.

Accepted

Registered Office: 506, Surya Kiran Building, 19 E G Marg, Connaught Place, New Delhi - 110 001
Ph. +91-011-40382333 / Fax. +91-011-40382333 / CIN: UB09000DL2015FTC283323 / www.extramarks.com

OFFER LETTER

Date: 2nd May, 2019

Miss. Satli Bakalkar

Haygot Services Private Limited is delighted to offer you employment as an **ACADEMIC CONSULTANT**, subject to the following terms and conditions.

1. **Position and Date of joining:**
Your position in the Company will be of an **ACADEMIC CONSULTANT**, after your successful completion of the training program. Your date of joining shall in no event be later than 6th June, 2019.
2. **Reporting and Employment Location:**
You will initially report to **General Manager - Sales**. Your initial employment location will be **Mumbai**. The Company reserves the right to change your reporting manager and/or your employment location, at any time.
3. **Compensation and Employee Benefits (Refer Annexure):**
Your remuneration will have a fixed component of **Rs.3,60,000 per annum** and revenue based incentives which shall be paid out weekly or monthly.

The fixed component will be split as **Rs.3,00,000** of annual base compensation, paid monthly and **Rs.60,000** of fixed retention bonus, paid after completion of 1 year with the company.

Revenue based weekly incentives can be up to 15% of revenue realized in bank. At an achievement of **Rs. 1,00,000 per week**, these incentives can amount to **Rs. 60,000 per month** or **Rs. 7,20,000 per annum**. Please note that the Company's incentive structure and your targets will change based on the business needs.

4. **Training Program:**
You shall be required to undergo a training program designed by the Company for Academic Consultants, which shall be amended from time to time. You will operate as **TRAINEE ACADEMIC CONSULTANT** till you successfully complete the training program.

The training program will span for a total period of 9 weeks (i.e. 63 days) from your date of joining. This training program will be conducted in 3 different phases which are explained below in detail.

Phase 1

The 1st phase of your training is Class Room Training (CRT). You will undergo CRT held by the Company experts for a period of 1 week from your date of joining. You are required to successfully clear Phase 1 of your training to move to the next phase. In the event you are unsuccessful at clearing the CRT, this Offer Letter shall be null and void and the Company can terminate your employment immediately. The Company will not be liable to pay you for the number of days spent undergoing Phase 1. Further, all the out-of-pocket expenses during Phase 1 (conveyance, transport, food etc.) are not reimbursable by the Company.

Phase 2

The 2nd phase of your training is On Job Training - 1 (OJT-1). You will undergo OJT-1 for a period of 28 days from the successful completion of Phase 1. You will be required to generate a total of 3 enrolments at the end of 35 days (i.e., 7 days of Phase 1 + 28 days of Phase 2). In the event you do not achieve this target and are unsuccessful at clearing Phase 2, the continuation of your employment with the Company will be at the sole discretion of the Company's management.



Phase 3
The 3rd phase of your training is On Job Training - 2 (OJT-2). You will undergo OJT-2 for a period of 28 days from the successful completion of Phase 2. You will be required to generate a total of 9 enrolments at the end of 63 days (i.e., 7 days of Phase 1 + 28 days of Phase 2 + 28 days of Phase 3). In the event you do not achieve this target and are unsuccessful at clearing Phase 3, your employment with the Company shall be immediately terminated.

Separation during the training program
In the event you choose to leave the Company during the period of the training program, you will be required to serve a 7 days' notice period, unless the Company waives such requirement at its sole discretion.

5. **Probation**
On the successful completion of the training program, you will be designated as an ACADEMIC CONSULTANT. For a period of 6 months from your successful completion of the training program, you will be on probation ("Probation Period"). Your employment with the Company, for any reason whatsoever, can be terminated any time either by you or the Company, for any reason whatsoever. Depending on the circumstances of your separation from the Company, you will be required to serve a notice period of 7 days or be entitled to notice pay worth 7 days.

During the Probation Period, you will have a monthly revenue target of Rs. 2,50,000 (Rs 65,000 per week approximately).

6. **Employment Relationship and Target:**
After completion of the Probation Period, your employment with the Company as an ACADEMIC CONSULTANT shall be confirmed. You will have a monthly revenue target of Rs. 2,50,000 (Rs 65,000 per week approximately) or as amended by the Company from time to time.

Your employment with the Company is for no specific period of time. Post confirmation of your employment after the Probation Period, each party shall have the right to terminate the employment at any time and for any reason whatsoever, with or without cause, by giving a 30 days' notice in writing.

7. **Absence/Leave:**
Uninformed or unapproved absence from work for a continuous period of 3 days or beyond the period of approved leave, without prior approval of the reporting manager shall result in automatic termination of your employment without any further notice unless the Company waives such requirement.

8. **Company Policies:**
You shall be bound by all the active policies and procedures of the Company, which may be amended from time to time. The management of the Company reserves the right to amend the policies and procedures of the Company.

9. **Reimbursement for Expenses:**
You will be entitled to direct reimbursement for all pre-approved reasonable expenses incurred by you in performance of your duties, in accordance with the policies of the Company.

10. **Laptop Policy:**
You will be required to bring your own laptop to work. The Company will reimburse your laptop costs as per Company's existing policy.

11. **Indemnity:**
You are required to indemnify and keep indemnified the Company against any and all claims, damages, losses etc., which the Company might suffer, on account of any breach by you of any of the terms of your employment or the terms of any policies of the Company. The Company shall, in addition to any other remedies available by law, be entitled to an injunction restraining you from breaching or otherwise violating any terms of your employment.

Employee name
Designation
Date of Joining

Compensation structure

Category	
Taxable	
Reimbu	
Gross Salary	
Retirals	
Base cost to	
Deductions	
Net Pay b	
Fixed Re	
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Variable	
Total c	

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The Company shall, in
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Annexure

Employee name - Sallli Bekerkar
Designation - Trainee Academic Consultant
Date of Joining - 8th June, 2019

Compensation structure

Category	Component	Monthly	Yearly
Taxable	Basic	15,001	180012
	HRA	7,501	90006
	Children Education Allowance	0	0
	Statutory Bonus	1250	15000
	Special Allowance	1249	14982
Reimbursements	LTA (1)	0	0
	Professional Training & Development	0	0
	Books & periodicals	0	0
Gross Salary		25,000	300000
Retirals	PF contribution (employer)	0	0
	ESIC contribution (employer)	0	0
		25,000	300000
Base cost to company (CTC)			
Deductions	PF contribution (employee)	0	0
	ESIC contribution (employee)	0	0
	Professional Tax (2)	208	2500
Net Pay before tax		24,792	297500
			60,000
Fixed Retention bonus (3)		25,000	360,000
Fixed cost to company (CTC)		60,000	720,000
Variable sales incentives (4)		85,000	1,020,000
Total cost to company (CTC)			

- (1) Tax deduction will be based on documents and bills submission
- (2) Can change as per state norms and monthly gross income
- (3) Will be paid out in salary cycle after completing 1 year with the company
- (4) Revenue based weekly incentives; current structure is between 3-15% of revenue realised in bank. At a target achievement of Rs. 1,00,000 per week, these incentives can amount to Rs. 60,000 p.m. Please note that the company's incentive structure and your targets can change based on business



12. Understanding:

This letter contains the entire understanding between you and the Company and supersedes all previous discussions, agreements and/or arrangements relating to engagement with the Company.

We hope that you find the above mentioned terms acceptable. Kindly indicate your agreement with these terms and conditions and accept this offer, by counter-signing and dating the duplicate original of this letter and returning it to the Company.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

Sincerely,
For and on behalf of Haygot Services Private Limited



Abhishek Jha
General Manager - Human Resources
2nd May, 2019

I have read and hereby accept this letter and terms thereof.

Name:

Date:

Signature:

1 of 349



supercedes all
e Company.
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original of this
rowth of the

Search mail



1 of 349

Re: Confirmation Mail - Deepak Pandey Inbox x



Deepak Pandey

to me ▾

2:14 PM (0 minutes ago)



On Fri, 10 May 2019, 5:58 pm Aniket Naik <aniket.naik@cloverninfotech.com> wrote:

Dear Deepak,

cid:image005.jpg@01D49258-70194A70

We are happy to inform you that your candidature has been selected for the position of Trainee at Clover Infotech Pvt. Ltd.

This selection has been made based on the entire interview process (Aptitude Test, Technical & HR Round) which you have undergone through

You have successfully completed all the rounds

Please revert with your acceptance on the terms & conditions and relocation for further process.

All the Best !!

Thanks & Regards,

Aniket Naik

Executive-Talent Acquisition team





9

The information in Clover Infotech Pvt. Ltd. email and any attachments is confidential and intended solely for the attention and use of the named addressee(s). This information may be subject to legal, professional or other privilege and further distribution of it is strictly prohibited without our authority. If you are not the intended recipient, you may not copy, distribute or disclose its content to any person or entity, use it for any purpose or store or copy the information in any medium. If you have received it in error, please notify the sender immediately and delete the message from your systems. Personal messages and/or opinions in a message are solely those of the author. Clover Infotech Pvt. Ltd. will accept no responsibility for such messages. You are advised to check the message for computer viruses using your own software before opening any attachments.

attachments

 **CLOVER™** image002.png
INFOTECH 9K

 Best Database Solution Support 2013
Best Database Solution 2014 and 2013
Best Application Delivery Platform 2014 image003.jpg
17K

 Clover Infotech is preferred
partner for GST Ready
Oracle ERP Cloud in India image004.jpg
13K

Congratulations  image005.jpg
4K

Congratulations  image005.jpg
4K

 FIRST DAY JOINING PAPERS.PDF
348K

 Training and Employment Agreement.pdf
635K



d: Confirmation Mail - Sushma Chippa

message

Thu, Jun 6, 2019 at 11:38 AM

Subject: Confirmation Mail - Sushma Chippa
 To: <sushmachippa09@gmail.com>
 Cc: shilpa.pradhan@cloverinfotech.com>, <swapnati.pawan@cloverinfotech.com>, Karan Rathod
 karan.rathod@cloverinfotech.com>

Tel: +91-22-2926 1650 | 8879004495 | Extn: 3074 Visit Us: <http://www.cloverinfotech.com>

Disclaimer

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2019
We are happy to inform you that your candidature has been selected for the position of "Trainee" at Clover Infotech Pvt. Ltd.
This selection has been made based on the entire interview process (Aptitude Test, Technical & HR Round) which you have undergone through.
You have successfully completed all the rounds.
Please revert with your acceptance on the terms & conditions and relocation for further process.
All the Best !!!

DD procedure :-

Demand Draft would be in favour of - "Clover Infotech Pvt. Ltd."

Payable at - Mumbai

Amount - Rs. 1 LAKH

Refer to attachment - first day joining papers

Kindly send me copy of DD by 07th June 2019

Feel free to connect in case of any queries

Thanks & Regards,
"Karan Rathod"

Senior Executive - Talent Acquisition

[Image: cid:image001.jpg@01D5099C.B3B4DAE0]

2nd Floor, Dhana Singh Processors Building, Vazir Glass Lane, J B Nagar,
Andheri (E), Mumbai-59, India.

Tel: +91-22-2926 1650 | Extn: 3074 | Mob: +91 8657435334 | Visit Us:
<http://www.cloverinfotech.com>

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Know us better:

"Every 3000 sheets of paper costs us a tree. Print this email only if necessary!"

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<https://mail.google.com/mail/u/1?ik=a4ed6662d3&view=pt&search=all&permthid=thread-f%3A1635578344937491311&simpl=msg-f%3A1635578344937491311>





SOFTWARE TESTING TRAINING INSTITUTE
Unit of Test Yatra Software Solutions India Pvt Ltd

www.qspiders.com

CALL LETTER

Date: 30/5/2019

Dear MAYUR RANE

We are happy to inform you that you have been shortlisted in our screening test. Training in our Incubation center starts from.....2019. On the day of joining we would explain complete program with schedule in detail.

Note:

- We do not charge for the complete training which takes around 3 months.
- We do not charge you for any of the interviews and placement activities conducted from our end.
- The training includes **Core JAVA, Manual Testing.**
- No other additional subjects/courses are included in this program.

Rules: Following are the rules for placement activity:

- You should have 90% of classroom and practical attendance/ sessions.
- Should be ready to relocate to different cities for job/interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi).
- Complete the given assignments on time.
- Give everyday presentations.
- Bring this offer letter on the first day along with all semester marks cards, 10th & 12th / PUC and any Government ID proof document.

****This letter is valid only for _____ 2019. If you come on any other date, free training will not be valid. You may have to pay fees and attend the training. ****

Incubation address: 801, 8th Floor, Raaj Chambers, Paramhans Marg, Andheri East, Mumbai-400069, Maharashtra

Thanks & Regards,

Qspiders / Spiders

9845687781 / 9686114422

USN No: _____





SOFTWARE TESTING TRAINING INSTITUTE
A Unit of Test Yatra Software Solutions India Pvt Ltd

www.qspiders.com

CALL LETTER

Date: 30/5/2019

Dear RHAKTI SHETTY,

We are happy to Inform you that you have been shortlisted in our screening test. Training in our Incubation center starts from 2019. On the day of joining we would explain complete program with schedule in detail.

Note:

- We do not charge for the complete training which takes around 3 months.
- We do not charge you for any of the interviews and placement activities conducted from our end.
- The training includes **Core JAVA, Manual Testing.**
- No other additional subjects/courses are included in this program.

Rules: Following are the rules for placement activity:

- You should have 90% of classroom and practical attendance/ sessions.
- Should be ready to relocate to different cities for job/interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi).
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****This letter is valid only for _____ 2019. If you come on any other date, free training will not be valid. You may have to pay fees and attend the training. ****

Incubation address: 801, 8th Floor, RaaJ Chambers, Paramhans Marg, Andheri East, Mumbai-400069, Maharashtra

Thanks & Regards,
Qspiders /ISpiders
9845687781/ 9686114422

USN No: _____



A.Y. 2017-18



SOFTWARE TESTING TRAINING INSTITUTE
A Unit of Test Yatra Software Solutions India Pvt Ltd

www.qspiders.com

CALL LETTER

Date: 30/5/2019

Dear SAGAR PANCHAL

We are happy to inform you that you have been shortlisted in our screening test. Training in our Incubation center starts from.....2019. On the day of joining we would explain complete program with schedule in detail.

Note:

- We do not charge for the complete training which takes around 3 months.
- We do not charge you for any of the interviews and placement activities conducted from our end.
- The training includes **Core JAVA, Manual Testing.**
- No other additional subjects/courses are included in this program.

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Incubation address: 801, 8th Floor, Raaj Chambers, Paramhans Marg, Andheri East, Mumbai-400069, Maharashtra

Thanks & Regards,
Qspiders / JSpiders
9845687781/ 9686114422

USN No: _____

A.Y. 2017-18
2015-16





SOFTWARE TESTING TRAINING INSTITUTE
Unit of Test Yatra Software Solutions India Pvt Ltd

www.qspiders.com

CALL LETTER

Date: 30/5/2019

Dear Omkar Bhushankar,

We are happy to inform you that you have been shortlisted in our screening test. Training in our Incubation center starts from 2019. On the day of joining we would explain complete program with schedule in detail.

Note:

- We do not charge for the complete training which takes around 3 months.
- We do not charge you for any of the interviews and placement activities conducted from our end.
- The training includes **Core JAVA, Manual Testing.**
- No other additional subjects/courses are included in this program.

Rules: Following are the rules for placement activity:

- You should have 90% of classroom and practical attendance/ sessions.
- Should be ready to relocate to different cities for job/interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi).
- Complete the given assignments on time.
- Give everyday presentations.
- Bring this offer letter on the first day along with all semester marks cards, 10th & 12th PUC and any Government ID proof document.

**This letter is valid only for _____ 2019. If you come on any other date, free training will not be valid. You may have to pay fees and attend the training. **

Incubation address: 801, 8th Floor, Raaj Chambers, Paramhans Marg, Andheri East, Mumbai-400069, Maharashtra

Thanks & Regards,
Qspiders / JSpiders
9845687781/ 9686114422

USN No: _____





CIN NO : U72200KA2007PTC044701

SOFTWARE TESTING TRAINING INSTITUTE
Unit of Test Yatra Software Solutions India Pvt Ltd

www.qspiders.com

CALL LETTER

Date: 30/5/2019

Dear SHASHWAT MISHRA

We are happy to inform you that you have been shortlisted in our screening test. Training in our Incubation center starts from.....2019. On the day of joining we would explain complete program with schedule in detail.

Note:

- We do not charge for the complete training which takes around 3 months.
- We do not charge you for any of the interviews and placement activities conducted from our end.
- The training includes Core JAVA, Manual Testing.
- No other additional subjects/courses are included in this program.

Rules: Following are the rules for placement activity:

- You should have 90% of classroom and practical attendance/ sessions.
- Should be ready to relocate to different cities for job/interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi).
- Complete the given assignments on time.
- Give everyday presentations.
- Bring this offer letter on the first day along with all semester marks cards, 10th & 12th/ PUC and any Government ID proof document.

**This letter is valid only for _____ 2019. If you come on any other date, free training will not be valid. You may have to pay fees and attend the training. **

Incubation address: 801, 8th Floor, Raaj Chambers, Paramhans Marg, Andheri East, Mumbai-400069, Maharashtra

Thanks & Regards,
Qspiders /JSpiders
9845687781/ 9686114422

USN No: _____



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SOFTWARE TESTING TRAINING INSTITUTE
A Unit of Test Yatra Software Solutions India Pvt Ltd

www.qspiders.com

CALL LETTER

Date: 30/5/2019

Dear SHUBHAM MORE,

We are happy to inform you that you have been shortlisted in our screening test. Training in our Incubation center starts from.....2019. On the day of joining we would explain complete program with schedule in detail.

Note:

- We do not charge for the complete training which takes around 3 months
- We do not charge you for any of the interviews and placement activities conducted from our end.
- The training includes **Core JAVA, Manual Testing.**
- No other additional subjects/courses are included in this program.

Rules: Following are the rules for placement activity:

- You should have 90% of classroom and practical attendance/ sessions.
- Should be ready to relocate to different cities for job/interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi).
- Complete the given assignments on time.
- Give everyday presentations.
- Bring this offer letter on the first day along with all semester marks cards, 10th & 12th/ PUC and any Government ID proof document.

**This letter is valid only for _____ 2019. If you come on any other date, free training will not be valid. You may have to pay fees and attend the training. **

Incubation address: 801, 8th Floor, Raaj Chambers, Paramhans Marg, Andheri East, Mumbai-400069, Maharashtra

Thanks & Regards,
Qspiders /ISpiders
9845687781/ 9686114422

USN No: _____



Haygot Services Private Limited
a Toppr Technologies Pvt. Ltd. subsidiary company
CIN No: U74999TG2018PTC125856

Plot no 61, Kavuri Hills Phase 1, Kavuri Hills,
Jubilee Hills, Hyderabad, Telangana - 500033.

OFFER LETTER

Mr. Akshay Tukaral

Date: 10th May 2019

Haygot Services Private Limited ("Company") is delighted to offer you employment as an **ACADEMIC CONSULTANT**, subject to the following terms and conditions.

1. Position and Date of joining:
Your position in the Company will be of an **ACADEMIC CONSULTANT**, after your successful completion of the training program. Your date of joining shall in no event be later than 6th June 2019.
2. Reporting and Employment Location:
You will initially report to Syed Sakir Hussain, GM Sales. Your initial employment location will be Andheri. The Company reserves the right to change your reporting manager and/or your employment location, at any time.
3. Compensation and Employee Benefits (Refer Annexure):
Your remuneration will have a fixed component of **Rs.3,60,000 per annum** and revenue based incentives which shall be paid out weekly or monthly.

The fixed component will be split as **Rs.3,00,000** of annual base compensation, paid monthly and **Rs. 60,000** of fixed retention bonus, paid after completion of 1 year with the company.

Revenue based weekly incentives can be up to 15% of revenue realized in bank. At an achievement of **Rs. 1,00,000 per week**, these incentives can amount to **Rs. 60,000 per month** or **Rs. 7,20,000 per annum**. Please note that the Company's incentive structure and your targets will change based on the business needs.

4. Training Program:
You shall be required to undergo a training program designed by the Company for Academic Consultants, which shall be amended from time to time. You will operate as **TRAINEE ACADEMIC CONSULTANT** till you successfully complete the training program.

The training program will span for a total period of 9 weeks (i.e. 63 days) from your date of joining. This training program will be conducted in 3 different phases which are explained below in detail.

Phase 1

The 1st phase of your training is Class Room Training (CRT). You will undergo CRT held by the Company experts for a period of 1 week from your date of joining. You are required to successfully clear Phase 1 of your training to move to the next phase. In the event you are unsuccessful at clearing the CRT, this Offer Letter shall be null and void and the Company can terminate your employment immediately. The Company will not be liable to pay you for the number of days spent undergoing Phase 1. Further, all the out-of-pocket expenses during Phase 1 (conveyance, transport, food etc.) are not reimbursable by the Company.

Phase 2

The 2nd phase of your training is On Job Training - 1 (OJT-1). You will undergo OJT-1 for a period of 28 days from the successful completion of Phase 1. You will be required to generate a total of 3 enrolments at the end of 35 days (i.e., 7 days of Phase 1 + 28 days of Phase 2). In the event you do not achieve this target and are unsuccessful at clearing Phase 2, the continuation of your employment with the Company will be at the sole discretion of the Company's management.



Phase 3
The 3rd phase of your training is On Job Training - 2 (OJT-2). You will undergo OJT-2 for a period of 28 days from the successful completion of Phase 2. You will be required to generate a total of 9 enrolments at the end of 63 days (i.e., 7 days of Phase 1 + 28 days of Phase 2 + 28 days of Phase 3). In the event you do not achieve this target and are unsuccessful at clearing Phase 3, your employment with the Company shall be immediately terminated.

Separation during the training program

In the event you choose to leave the Company during the period of the training program, you will be required to serve a 7 days' notice period, unless the Company waives such requirement at its sole discretion.

Employee name
Designation
Date of Joining

5. **Probation**
On the successful completion of the training program, you will be designated as an **ACADEMIC CONSULTANT**. For a period of 6 months from your successful completion of the training program, you will be on probation ("Probation Period"). Your employment with the Company, during the Probation Period, can be terminated any time either by you or the Company, for any reason whatsoever. Depending on the circumstances of your separation from the Company, you will be required to serve a notice period of 7 days or be entitled to notice pay worth 7 days.

During the Probation Period, you will have a monthly revenue target of Rs. 2,50,000 (Rs 65,000 per week approximately).

6. **Employment Relationship and Target:**
After completion of the Probation Period, your employment with the Company as an **ACADEMIC CONSULTANT** shall be confirmed. You will have a monthly revenue target of Rs. 2,50,000 (Rs 65,000 per week approximately) or as amended by the Company from time to time.

Your employment with the Company is for no specific period of time. Post confirmation of your employment after the Probation Period, each party shall have the right to terminate the employment at any time and for any reason whatsoever, with or without cause, by giving a 30 days' notice in writing.

7. **Absence/Leave:**
Uninformed or unapproved absence from work for a continuous period of 3 days or beyond the period of approved leave, without prior approval of the reporting manager shall result in automatic termination of your employment without any further notice unless the Company waives such requirement.

8. **Company Policies:**
You shall be bound by all the active policies and procedures of the Company, which may be amended from time to time. The management of the Company reserves the right to amend the policies and procedures of the Company.

9. **Reimbursement for Expenses:**
You will be entitled to direct reimbursement for all pre-approved reasonable expenses incurred by you in performance of your duties, in accordance with the policies of the Company.

10. **Laptop Policy:**
You will be required to bring your own laptop to work. The Company will reimburse your laptop costs as per Company's existing policy.

11. **Indemnity:**
You are required to indemnify and keep indemnified the Company against any and all claims, damages, losses etc., which the Company might suffer, on account of any breach by you of any of the terms of your employment or the terms of any policies of the Company. The Company shall, in addition to any other remedies available by law, be entitled to an injunction restraining you from breaching or otherwise violating any terms of your employment.

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Annexure

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Employee name
Designation
Date of Joining

- Akshay Tukral
- Academic Consultant
- 6th June 2019

Compensation structure

Category	Component	Monthly	Yearly
Taxable	Basic	12,500	150000
	HRA	6,250	75000
	Children Education Allowance	0	0
	Statutory Bonus	1041	12492
	Special Allowance	3409	40908
Reimbursements	LTA (1)	0	0
	Professional Training & Development	0	0
	Books & periodicals	0	0
Gross Salary		23,200	278400
Retirals	PF contribution (employer)	1800	21600
	ESIC contribution (employer)	0	0
Base cost to company (CTC)		25,000	300000
Deductions	PF contribution (employee)	1800	21600
	ESIC contribution (employee)	0	0
		208	2500
Net Pay before tax		21,192	254300
Fixed Retention bonus (3)			60,000
Fixed cost to company (CTC)		25,000	360,000
Variable sales incentives (4)		60,000	720,000
Total cost to company (CTC)		85,000	1,020,000

- (1) Tax deduction will be based on documents and bills submission
 - (2) Can change as per state norms and monthly gross income
 - (3) Will be paid out in salary cycle after completing 1 year with the company
 - (4) Revenue based weekly incentives; current structure is between 3-15% of revenue realised in bank.
- At a target achievement of Rs. 1,00,000 per week, these incentives can amount to Rs. 60,000 p.m. Please note that the company's incentive structure and your targets can change based on business



12. Understanding:

This letter contains the entire understanding between you and the Company and supersedes all previous discussions, agreements and/or arrangements relating to engagement with the Company.

We hope that you find the above mentioned terms acceptable. Kindly indicate your agreement with these terms and conditions and accept this offer, by counter-signing and dating the duplicate original of this letter and returning it to the Company.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

Sincerely,
For and on behalf of Haygot Services Private Limited



Abhishek Jha
General Manager - Human Resources
10th May 2019

I have read and hereby accept this letter and terms thereof.

Name:
Date:

Signature:

Haygot Services Private
ppr Technologies
No: U74999TG2C

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Haygot Services Private Limited
Toppo Technologies Pvt. Ltd. subsidiary company
IN No: U74999TG2018PTC125856

Plot no 61, Kavuri Hills Phase 1, Kavuri Hills,
Jubilee Hills, Hyderabad, Telangana - 500033.

OFFER LETTER

Mr. Amitendra Bhardwaj

Date: 2nd May, 2019

Haygot Services Private Limited is delighted to offer you employment as an **ACADEMIC CONSULTANT**, subject to the following terms and conditions.

1. Position and Date of joining:
Your position in the Company will be of an **ACADEMIC CONSULTANT**, after your successful completion of the training program. Your date of joining shall in no event be later than 6th June, 2019.
2. Reporting and Employment Location:
You will initially report to **General Manager - Sales**. Your initial employment location will be **Mumbai**. The Company reserves the right to change your reporting manager and/or your employment location, at any time.
3. Compensation and Employee Benefits (Refer Annexure):
Your remuneration will have a fixed component of **Rs.3,60,000 per annum** and revenue based incentives which shall be paid out weekly or monthly.

The fixed component will be split as **Rs.3,00,000** of annual base compensation, paid monthly and **Rs.60,000** of fixed retention bonus, paid after completion of 1 year with the company.

Revenue based weekly incentives can be up to 15% of revenue realized in bank. At an achievement of **Rs. 1,00,000 per week**, these incentives can amount to **Rs. 60,000 per month** or **Rs. 7,20,000 per annum**. Please note that the Company's incentive structure and your targets will change based on the business needs.

4. Training Program:
You shall be required to undergo a training program designed by the Company for Academic Consultants, which shall be amended from time to time. You will operate as **TRAINEE ACADEMIC CONSULTANT** till you successfully complete the training program.

The training program will span for a total period of 9 weeks (i.e. 63 days) from your date of joining. This training program will be conducted in 3 different phases which are explained below in detail.

Phase 1

The 1st phase of your training is Class Room Training (CRT). You will undergo CRT held by the Company experts for a period of 1 week from your date of joining. You are required to successfully clear Phase 1 of your training to move to the next phase. In the event you are unsuccessful at clearing the CRT, this Offer Letter shall be null and void and the Company can terminate your employment immediately. The Company will not be liable to pay you for the number of days spent undergoing Phase 1. Further, all the out-of-pocket expenses during Phase 1 (conveyance, transport, food etc.) are not reimbursable by the Company.

Phase 2

The 2nd phase of your training is On Job Training - 1 (OJT-1). You will undergo OJT-1 for a period of 28 days from the successful completion of Phase 1. You will be required to generate a total of 3 enrolments at the end of 35 days (i.e., 7 days of Phase 1 + 28 days of Phase 2). In the event you do not achieve this target and are unsuccessful at clearing Phase 2, the continuation of your employment with the Company will be at the sole discretion of the Company's management.



Annexure

Employee name
Designation
Date of Joining

- Amitendra Bhardwaj
- Trainee Academic Consultant
- 6th June, 2019

Compensation structure

Category	Component	Monthly	Yearly
Taxable	Basic	15,001	180012
	HRA	7,501	90008
	Children Education Allowance	0	0
	Statutory Bonus	1250	15000
	Special Allowance	1249	14982
Reimbursements	LTA (1)	0	0
	Professional Training & Development	0	0
	Books & periodicals	0	0
Gross Salary		25,000	300000
Retirals	PF contribution (employer)	0	0
	ESIC contribution (employer)	0	0
Base cost to company (CTC)		25,000	300000
Deductions	PF contribution (employee)	0	0
	ESIC contribution (employee)	0	0
	Professional Tax (2)	208	2500
Net Pay before tax		24,792	297500
Fixed Retention bonus (3)			60,000
Fixed cost to company (CTC)		25,000	360,000
Variable sales Incentives (4)		60,000	720,000
Total cost to company (CTC)		85,000	1,020,000

- (1) Tax deduction will be based on documents and bills submission
- (2) Can change as per state norms and monthly gross income
- (3) Will be paid out in salary cycle after completing 1 year with the company
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Phase 3

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Separation during the training program

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5. Probation

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During the Probation Period, you will have a monthly revenue target of Rs. 2,50,000 (Rs 65,000 per week approximately).

6. Employment Relationship and Target:

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Your employment with the Company is for no specific period of time. Post confirmation of your employment after the Probation Period, each party shall have the right to terminate the employment at any time and for any reason whatsoever, with or without cause, by giving a 30 days' notice in writing.

7. Absence/Leave:

Uninformed or unapproved absence from work for a continuous period of 3 days or beyond the period of approved leave, without prior approval of the reporting manager shall result in automatic termination of your employment without any further notice unless the Company waives such requirement.

8. Company Policies:

You shall be bound by all the active policies and procedures of the Company, which may be amended from time to time. The management of the Company reserves the right to amend the policies and procedures of the Company.

9. Reimbursement for Expenses:

You will be entitled to direct reimbursement for all pre-approved reasonable expenses incurred by you in performance of your duties, in accordance with the policies of the Company.

10. Laptop Policy:

You will be required to bring your own laptop to work. The Company will reimburse your laptop costs as per Company's existing policy.

11. Indemnity:

You are required to indemnify and keep indemnified the Company against any and all claims, damages, losses etc., which the Company might suffer, on account of any breach by you of any of the terms of your employment or the terms of any policies of the Company. The Company shall, in addition to any other remedies available by law, be entitled to an injunction restraining you from breaching or otherwise violating any terms of your employment.



12. Understanding:
This letter contains the entire understanding between you and the Company and supercedes previous discussions, agreements and/or arrangements relating to engagement with the Company

We hope that you find the above mentioned terms acceptable. Kindly indicate your agreement with the terms and conditions and accept this offer, by counter-signing and dating the duplicate original of this letter and returning it to the Company.

We welcome you to our organization and look forward to your contribution to the growth of organization and yourself.

Sincerely,
For and on behalf of Haygot Services Private Limited

Abhishek Jha

Abhishek Jha
General Manager - Human Resources
2nd May, 2019

I have read and hereby accept this letter and terms thereof.

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Date:

Signature:

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Extramarks Education India Private Limited
D-180, Sector 63, Noida, U.P. - 201301, India
Ph. : +91-120 4178300

Date : 18-Dec-2018
Name : Amitendra Bhardwaj
Location : Uttar Pradesh,
Address : 101, Nubhay chs, Samelpada, Nalasopara(west), Palghar, Thane, MAHARASHTRA - 401203

Dear Amitendra,

Subject: Offer letter of employment as Business Development Executive.

With reference of your application and subsequent interview with us, we are pleased to offer you the position of Business Development Executive. Your cost to company (CTC) and other terms of service shall be as per the discussion you had with us.

We would expect you to join as early as possible but not later than 24-Dec-2018, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, and confirmed in writing.

As the first step to joining, we would require you to kindly upload the following documents.

- Copies of Educational Certificates.
- Passport size photographs.
- Last payslip received from the previous employer.
- Clearance from previous employer.
- Address Proof.
- Identification Proof (PAN Card/Driving License/Voter ID/Passport Copy).
- PF documents (Form 11 & Form 2).
- Reference sheet form.
- Adherence to Anti Corruption Policy.

The URL for the link is: <http://careers.extramarks.com/index/fielddetailrefId/NDQsODczMDQ=>

You would also need to upload a scanned copy of this letter with your acceptance. In case you need any help or have any query, do let us know.

You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided submitted by you about your education, experience etc. This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is/are found to be untrue/false.

You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company.

We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

Sincerely,

HR Department

I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely. I shall join service on or before 24-Dec-2018.

Accepted

Registered Office : 506, Surya Kiran Building, 19 K.G. Marg, Connaught Place, New Delhi - 110 001.
Ph. : +91-011-40392333 / Fax : +91-011-40392333 / CIN : U80900DL2015FTC283323 / www.extramarks.com





Bungalow - 116, RSC - 6,
Goral - 1, Borivali West,
Mumbai 400091
E: care@robokart.com

Date: 29th April 2019

Appointment Letter

Dear Suraj,

We are pleased to inform you that your employment with Robokart.com has been confirmed in the capacity of Jr. Research & Development Engineer.

As agreed, your starting date will be in a month of June and your work timings from 9.30 am to 6.30 pm, Monday to Saturday. Further information of your employment will be in offer letter which will be given to you when you sign contract as well as the Employee Policy document.

If you have further queries about your employment, you may contact the HR department.

Congratulations on your appointment and welcome to Robokart.com we look forward to years of fruitful cooperation and success. We wish you the best of luck in your new post.

Sincerely,

Chaitali Shah
HR Director
Robokart.com



www.robokart.com





Extramarks Education India Private Limited
D-180, Sector-63, Noida, U.P. - 201301, India
Ph : +91-120-4175300

Date : 12-Dec-2018
Name : Rushikesh Digambar Haral
Location : Uttar Pradesh,
Address : F/4 Jay ambey niwas akurli road cross no. 1 kandivli , Mumbai, MAHARASHTRA - 400053

Dear Rushikesh,

Subject : Offer letter of employment as Business Development Executive.

With reference of your application and subsequent interview with us, we are pleased to offer you the position of Business Development Executive. Your cost to company(CTC) and other terms of service shall be as per the discussion you had with us.

We would expect you to join as early as possible but not later than 17-Dec-2018, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, and confirmed in writing.

As the first step to joining, we would require you to kindly upload the following documents.

- Copies of Educational Certificates.
- Passport size photographs.
- Last payslip received from the previous employer.
- Clearance from previous employer.
- Address Proof.
- Identification Proof(PAN Card/Driving License/Voter ID/Passport Copy).
- PF documents (Form 11 & Form 2).
- Reference sheet form.
- Adherence to Anti Corruption Policy.

The URL for the link is: <http://careers.extramarks.com/index/filddetail/refId/NTYzNTg0NzZM=>

You would also need to upload a scanned copy of this letter with your acceptance. In case you need any help or have any query, do let us know.

You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided/submitted by you about your education, experience etc. This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is/are found to be untrue/false.

You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company.

We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead !

Sincerely,

HR Department

I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely. I shall join service on or before 17-Dec-2018.

Accepted

Registered Office : 506, Surya Kiran Building, 19 K.G. Marg, Connaught Place, New Delhi - 110 001.
Ph. : +91-011-40392333 / Fax : +91-011-40392333 / CIN : U80900DL2015FTC283323 / www.extramarks.com



project engineer 3.5

cid:image001.jpg@01D4827B.D69D5350

Wipro Hiring 2019 | Onboarding Readiness Survey

Dear Candidate,

Greetings from Wipro!

Hearty congratulations on your selection with us!

You are soon to enter a world of endless opportunities with Wipro.

To create a seamless and hassle-free onboarding experience for you, we would like you to answer a few questions regarding your **examination dates** and **document readiness** by clicking **HERE**. Your response will help us plan the next course of action.

Kindly submit your response online before **5 PM IST on 5th February, 2019**.

We look forward to onboard you at the earliest and will be in touch with you with more information soon.

Regards,

Global Campus Hiring Team,

Wipro Limited

Please do not reply to this email. Replies to this email address are routed to an unmonitored mailbox.

Wipro does not charge any fee at any stage of the recruitment process and has not authorized agencies/partners to collect any fee for recruitment. If you encounter any suspicious mail/advertisements or persons who offer jobs at Wipro, please let us know by contacting us on helpdesk.recruiting@wipro.com.

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www.wipro.com

Attachments

Image001.jpg
40K



Confirmation Mail -Mayur Rane

ane <ane.mayur97@gmail.com>
le@vlva-technology.org

Forwarded message
Aniket Naik <aniket.naik@cloverinfotech.com>
7:16:36 pm

Fr, 10 May 2019, 7:16 pm
- Mail - May

Confirmation Mail -Mayur Rane

ne mayu97@gmail.com>

Pradhan <shilpa.pradhan@cloverinfotech.com>, <wapnali.pawar@cloverinfotech.com>, Karan Rathod

pradhaan <shilpa.pradhaan@cloverinfotech.com>
rathod@cloverinfotech.com

Mayur.

Image005.jpg@01D49258.70194A70

We are happy to inform you that your candidature has been selected for the position of Trainee at Clover Infotech Pvt. Ltd.

selection has been made based on the entire interview process (Aptitude Test, Technical & HR Round) which you have gone through.

have successfully completed all the rounds

I hereby accept and agree to the terms and conditions of the above offer and I agree to be bound by the terms and conditions of the above offer and I agree to be bound by the terms and conditions of the above offer.

Best!

Yours & Regards,

Naik

Executive-Talent Acquisition team

culative-Talent Acquisition team

[illegible][illegible][illegible][illegible]

cription: Description: image001

Location: 1B Nagar Andheri East, Mumbai - 400059

Floor Dhana Singh Processors Building, Vazir Glass Lane, J B Nagar Andheri East, Mumbai - 400059

+91-22-2926 1650 | 8879004495 | Extn: 3074 Visit Us: <http://www.cloverinfotech.com>

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Tue, Jun 11, 2019 at 11:50 AM

Confirmation Mail: 4/22/2020
 Deepa Er. 9768141412
 pradhan <shilpa.pradhan@cloverinfotech.com>, <swapnali.pawar@cloverinfotech.com>, Karan Rathod
 rathod@cloverinfotech.com>

A Naik
utive-Talent Acquisition team

Description: Description: Description: Description: Description: Description: Description:
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Date: Mumbai, 10/06/2019

Floor Dhana Singh Processors Building, Vazir Glass Lane, J B Nagar Andheri East, Mumbai - 400059

+91-22-2926 1650 | 8879004495 | Extn: 3074 Visit Us: <http://www.cloverinfotech.com>

Congratulations                                                                                                 

 FIRST DAY JOINING PAPERS.PDF
348K



Confirmation Mail -Pradeep Yadav

■dav <pradeep.er.9768@gmail.com>
xle@viva-technology.org

Forwarded message -----
Aniket Naik <aniket.naik@cloverinfotech.com>
2019-10-18 19:14

niket Naik [@aniketnaik](#)
10 May 2019, 19:14
New Mail - Pr

1, 10 May 2019, 19:14
Confirmation Mail -Pradeep Yadav
@gmail.com

Confirmation Mail - Pradeep
deep.er.9768@gmail.com>
shilpa.pradhan

Confirmation Mail -Pradeep Rathod
deep.er.9765@gmail.com>
pradhan <shilpa.pradhan@cloverinfotech.com>, <swapnali.pawar@cloverinfotech.com>, Karan Rathod
pradhan@cloverinfotech.com>

adeep,

page005.jpg@01D49258.70194A70

page005.jpg@01D49258.70194A70

happy to inform you that your candidature has been selected for the position of Trainee at Clover Infotech Pvt. Ltd.

selection has been made based on the entire interview process (Aptitude Test, Technical & HR Round) which you have one through.

ve successfully completed all the rounds

revert with your acceptance on the terms & conditions and relocation for further process.

Best !!

s & Regards,

Naik

Naik
live-Talent Acquisition team

Naik
Talent Acquisition team

floor Dhana Singh Processors Building, Vazir Glass Lane, J B Nagar Andheri East, Mumbai - 400059

91-22-2926 1650 | 8879004495 | Extn: 3074 Visit Us: <http://www.cloverinfotech.com>

Attachments

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4K

FIRST DAY JOINING PAPERS.PDF
348K



Information Mail - Aakash Thakare

akare <aakashthakare48@gmail.com>
de@viva-technology.org

forwarded message -----
Aniket Naik <aniket.naik@cloverinfotech.com>
10 May 2019, 7:19 pm
Confirmation Mail - Aakash Thakare
ashthakare48@gmail.com>
pradhan <shilpa.pradhan@cloverinfotech.com>, <swapnali.pawar@cloverinfotech.com>, Karan Rathod
rathod@cloverinfotech.com>

image005.jpg@01D49258.70194A70

image005.jpg@01D49258.70194A70
happy to inform you that your candidature has been selected for the position of **Trainee** at Clover Infotech Pvt. Ltd.
selection has been made based on the entire interview process (Aptitude Test, Technical & HR Round) which you have
gone through.

I revert with your acceptance on the terms & conditions and relocation for further process.

3 Best !!

ks & Regards,

Active-Talent Acquisition team

[illegible]

Description: image001
 Floor Dhana Singh Processors Building. Vazir Glass Lane, J B Nagar Andheri East, Mumbai - 400059
 +91-22-2926 1650 | 8879004495 | Extn: 3074 Visit Us: <http://www.cloverinfotech.com>

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Capgemini Technology Services India Limited
(Formerly known as KGate 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

Date: April 24, 2019

Ref No: HR/Campus/LO201951263/1

Shubham Anil Tiwar
Viva Institute of Technology

Letter of Intent ("LOI")

Dear Shubham Anil Tiwar,

With reference to your interview conducted by us at Viva College, 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 (if any) 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 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.

Regd Office: Pune Hinjewadi Regd Office No. 14 Rajiv Gandhi Infotech Park, Hinjewadi Phase III MIDC SE2 Village Man Taluka Mulshi Pune - 411057 Maharashtra India
Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110FN1993PLC145550
Page 1 of 3



Cap

Capgemini reserves the right in its sole discretion to decide the continuance of your further training, your appointment on the basis of your performance.

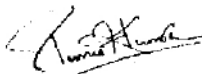
The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini, nor 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 hr@capgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini



Puneet Kumra
Head - Fresher Hiring

Capgemini
(Formerly)
IT 1, IT 2
Navi Mumbai
Tel: +91
www.capgemini.com

Date

Ref

Sohi
Viva

Dear

With
best
wishes

In
Anticipation

Thank
you
for

Time
yours

Yours
Sincerely





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

Date: April 24, 2019

Ref No: HR/Campus/LO201951257/1

Soham Naik
Viva Institute of Technology

Letter of Intent ("LOI")

Dear Soham Naik,

With reference to your interview conducted by us at Viva College, 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 (if any) 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 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.

Regd. Office: Pune Hingewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hingewadi Phase III, MIDC SEZ, Village Mah. Taluka Mahila. Pune - 411057, Maharashtra, India.
Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U95110PN1993PLC145950
Page 1 of 3



Capgemini reserves the right in its sole discretion to decide the continuance of your further training & your employment on the basis of your performance.

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, 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 fresherhring.in@capgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini



Puneet Kumra
Head - Fresher Hiring



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East,
ai-4000
8169E

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1st November, 2018

To,
Mr. Onkar Bhushankar,
A-1018 Onkar Building,
K. S. Village,
Mumbai East,
Mumbai 400 007
Tel No. 8169882858

Dear Onkar,

This has reference to the interview and discussions you had with us. We are pleased to appoint you as "Graduate Trainee". You would be on probation for a period of one year. On successful completion of probation period your services would be confirmed and you would be re-designated as "Career Development Officer".

Find below your compensation details.

	(Amount in Rupees.)	
	Per Month	Per Annum
Basic Salary	21,500	2,58,000
House Rent Allowance	1,400	16,800
Additional HRA	7,000	84,000
Transport Allowance	1,600	19,200
Telephone Allowance	500	6,000
Daily Travel Reimbursement (Only for the days of field work @ Rs.150/-)	3,000	36,000
Performance Incentive (Payable based on the achievement of Monthly targets)	10,000	1,20,000
Performance cum Continuity Bonus (Annual) (Payable based on the achievement of targets for the year and continuity in the organization for at least 1 year)	2,000	24,000
Total Rs. Five Lakh Sixty Four Thousand only p.a.	47,000	5,64,000

Regards,
Jaro Education

Sushant Malliya
Sr. Manager - Human Resource

I agree to the above and attached terms & conditions _____ Dated _____



10th October, 2018

To,
Mr. Soham Nalku,
B-37 Yashwantrao Chavan,
TK Nagar Virar West
Near Garodia Mander
Tel No 9130522358

Dear Soham,

This has reference to the interview and discussions you had with us. We are pleased to appoint you as "Graduate Trainee". You would be on probation for a period of one year. On successful completion of probation period your services would be confirmed and you would be re-designated as "Career Development Officer".

Find below your compensation details.

		(Amount in Rupees.)	
		Per Month	Per Annum
Basic Salary	:	21,500	2,58,000
House Rent Allowance	:	1,400	16,800
Additional HRA	:	7,000	84,000
Transport Allowance	:	1,600	19,200
Telephone Allowance	:	500	6,000
Daily Travel Reimbursement (Only for the days of field work @ Rs.150/-)	:	3,000	36,000
Performance Incentive (Payable based on the achievement of Monthly targets)	:	10,000	1,20,000
Performance cum Continuity Bonus (Annual) (Payable based on the achievement of targets for the year and continuity in the organization for at least 1 year)	:	2,000	24,000
Total Rs. Five Lakh Sixty Four Thousand only p.a.	:	47,000	5,64,000

Regards,
Jaro Education

Sushant Mallia
Sr. Manager - Human Resource

I agree to the above and attached terms & conditions _____ Dated _____





Date :- 12th September 2018

Subject :- Job offer letter

Dear Ms. Yoshin . R .Engineer ,

We are pleased to offer you employment at PPMINFINITY ENGINEERS PVT LTD.
We feel that your skills and background will be valuable assets to our team.

As per our discussion , the position is Operational Manager. Your starting date will be 1st October 2018 .

We look forward to welcoming you an employee at PPMINFINITY ENGINEERS PVT LTD.

Sincerely ,

P.P. Madhe

MANAGING DIRECTOR

Room No. 03 Navjeevan Soc, Vakola Bridge , Santacruz East , Mumbai 400055
email:-Info@ppminfinity.com CIN no. U93090MH2018PTC315280 website:-www.ppminfinity.com



Shashwat Mishra PDF

10th October, 2016

To,
Mr. Shashwat Mishra,
401, Kunal Apartments,
Panchsheel Nagar,
Malaspuri West,
Tel. No. 9004684088

Dear Shashwat,

This has reference to the interview and discussions you had with us. We are pleased to appoint you as "Graduate Trainee". You would be on probation for a period of one year. On successful completion of probation period your services would be confirmed and you would be re-designated as "Career Development Officer".

Find below your compensation details.

	(Amount in Rupees.)	
	Per Month	Per Annum
	21,500	2,58,000
Basic Salary	1,400	16,800
House Rent Allowance	7,000	84,000
Additional HRA	1,600	19,200
Transport Allowance	500	6,000
Telephone Allowance	3,000	36,000
Daily Travel Reimbursement (Only for the days of field work @ Rs.150/-)	10,000	1,20,000
Performance Incentive (Payable based on the achievement of Monthly targets)	2,000	24,000
Performance cum Continuity Bonus (Annual) (Payable based on the achievement of targets for the year and continuity in the organization for at least 1 year)	47,000	5,64,000
Total Rs. Five Lakh Sixty Four Thousand only p.a.		

Regards,
Zero Education

Sushant Malliyil
Sr. Manager - Human Resource

I agree to the above and attached terms & conditions _____ Dated _____





Offer: Computer Consultancy
Ref: TCSL/DT20184538233/Mumbai
Date: 08/10/2018

Mr. Suman Purnendu Mondal
A-404S V Road,
Nirmal Park,
Mumbai-401106,
Maharashtra.
Tale 91-7021052178

Dear Suman Purnendu Mondal,

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 ₹3,38,875/- per annum, as per the terms and conditions set out herein. 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 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. 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.

TCS Confidential
TCBL/DT20184538233

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited
Nirmal Park, Opp. Vafar Road, Tigr. Center, Nandurthi Nagar, Pimpri, Dist. Pune 411 004 India
Tel: 91 22 6778 2000 Fax: 91 22 6778 2100 Website: www.tcs.com
Registered Office: Nirmal Building, 4th Floor, Nariman Point, Mumbai 400 021
TCS Career Service line: 1800 200 3111 Email: career@tcs.com



Date :- 12th September 2018

Subject :- Job offer letter

Dear Mr. Mohit Murkute ,

We are pleased to offer you employment at **PPMINFINITY ENGINEERS PVT LTD.**
We feel that your skills and background will be valuable assets to our team.

As per our discussion , the position is **Engineer And Procurement Head (Energy And Procurement)** . Your starting date will be 1st October 2018 .

We look forward to welcoming you an employee at **PPMINFINITY ENGINEERS PVT LTD.**

Sincerely ,

P.P. Madhe

MANAGING DIRECTOR





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

Date: April 24, 2019

Ref No: HR/Campus/LO201951262/1

Nimish Anil Raut
Viva Institute of Technology

Letter of Intent ("LOI")

Dear **Nimish Anil Raut**,

With reference to your interview conducted by us at **Viva College**, 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 (if any) 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 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 in its sole discretion to decide the continuance of your further training and your employment on the basis of your performance.

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

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini



Puneet Kumra
Head - Fresher Hiring



ANNEXURE 1

Nimish Anil Raut

Analyst and A4

You will be under probation for six (6) months from your date of joining Capgemini Technology Services India Limited. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,00,000/- (Rupees Three Lakh only)**. **Subsequent to your successful completion probation, your all-inclusive annual target compensation (on a cost to company basis) will be revised to INR 3,80,000/- (Rupees Three Lakh and Eighty Thousand only)**. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini



Puneet Kumra
Head - Fresher Hiring

Signature: 

Candidate Name: **Nimish Anil Raut**

Date 30/04/19





piyali mondal <piyalimondal@viva-technology.org>

Candidate Interview shedule

4 messages

NEXTRIQ Groups <nextriq@gmail.com>

Sat, Sep 21, 2019 at 9:18 PM

To: piyali mondal <piyalimondal@viva-technology.org>

Cc: chitralekha vangala <chitralekhavangala@viva-technology.org>, Rohit Davane <rohitdavane@gmail.com>

Good Evening Ma'am,

We had a telephonic interview along with all the candidates.

We would conduct an interview for the candidates. Wherein, we would also discuss techno-commercials with the candidate if they are compatible to the foresaid requirements.

Date : 23-09-2019

Time : 11 am - 12 pm

1. Aditi Vilas Gardi
2. Anurag Bhatt
3. Deepak Kushwaha
4. Himalay Bari

Time : 12 pm to 1 pm

1. Hardik Makwana
2. Kinjal Tank
3. Sagar Zambre

Both the directors would be present at the office during the interview & would be looking forward to be associated to the candidates from your institution.

Address for the interview is as mentioned below in the signature.

Thanks & Regards,
Premchand Gautam
9702129844

NEXTRIQ

ELECTRICALS SERVICES PVT. LTD.

8, Ground Floor, Luv Kush Building,
Khandwala Compound, [Vakola Pipe Line Road](#)
[Santacruz East Mumbai 400055,](#)
[Maharashtra India](#) (Mob. 9892066356)

piyali mondal <piyalimondal@viva-technology.org>

Sun, Sep 22, 2019 at 2:57 AM

To: NEXTRIQ Groups <nextriq@gmail.com>

Cc: chitralekha vangala <chitralekhavangala@viva-technology.org>, rohitdavane@gmail.com

Thanks for the mail.

I will inform the students to be present at the venue on time for the interview.

Thanks and regards
Piyali Mondal
VIVA IT



[Quoted text hidden]

NEXTRIQ Groups <nextriq@gmail.com>

Mon, Sep 23, 2019 at 3:10 PM

To: piyali mondal <piyalimondal@viva-technology.org>

Cc: chitralekha vangala <chitralekhavangala@viva-technology.org>, Rohit Davane <rohitdavane@gmail.com>

Good Afternoon Ma'am,

We are pleased to inform you that we have successfully conducted the candidate interview at our office.

Mr. Anurag Bhatt & Ms. Kinjal Tank have been selected to be associated with our company. They have been conveyed accordingly & expected to join on an immediate basis, by tomorrow.

Thank you for your valuable time and it was pleasure to be associated with your institution. Looking forward for other ventures in the future.

Thanks & Regards,
Premchand Gautam
+91 9702 129844

Head - Business Development & Resource Management

NEXTRIQ

ELECTRICALS SERVICES PVT. LTD.

8, Ground Floor, Luv Kush Building,
Khandwala Compound, Vakola Pipe Line Road
Santacruz East Mumbai 400055,
Maharashtra India

[Quoted text hidden]

piyali mondal <piyalimondal@viva-technology.org>

Mon, Sep 23, 2019 at 3:59 PM

To: NEXTRIQ Groups <nextriq@gmail.com>

Mr Gautam,

We are pleased to get associated with your organisation. Hoping for more collaboration in future.

Thanks and Regards

Piyali Mondal

VIVAIT

[Quoted text hidden]





piyali mondal <piyalimondal@viva-technology.org>

Fwd: Offer Of Employment at GM Modular Private Limited

1 message

Rohan Upadhyay <rohanups@gmail.com>
To: piyalimondal@viva-technology.org

Fri, Sep 27, 2019 at 1:13 PM

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

From: **Palavi Khanvilkar** <palavi.khanvilkar@gmmodular.com>
Date: Wed 28 Aug, 2019, 5:17 PM
Subject: Offer Of Employment at GM Modular Private Limited
To: <rohanups@gmail.com>

Dear Rohan,

We refer to our pleasant discussions held in connection with your employment in our organisation.

We are pleased to offer you the post of "**LAB In-charge**" in **Quality** team at the salary discussed and agreed with you.

As agreed, you will join us on or before **Sept 10, 2019**. You will be based at **Vasai**.

You are requested to acknowledge the receipt with acceptance of offer within a day. Also furnish the proof of acceptance to your resignation by your present employer within 5 days from the date of this offer.

Kindly carry photocopies of below listed documents on your day of joining.

- 1) Educational Qualification Certificates (10th, 12th, Graduation and PG).
- 2) Photo Identity Proofs (PAN, UID/ Aadhar)
- 3) Residential Address Proof, Permanent / Present (DL, Ration card, Passport, Electricity bill, Telephone bill or House rent agreement)
- 4) Passport size 4 photographs (name written at the back)

We look forward to you being part of GM Modular Team.

Thanks & Regards,

GM Modular Pvt.Ltd.

Palavi Khanvilkar
Executive - HR
411, Shalimar Morya Park
Lokhandwala, Link Road
Opp. Infinity Mall, Andheri(W)
+91 22 6177 4545 / +918657490873





www.gmmodular.com



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Date: 10-07-2019

Applicant Id : IS0089_IL003_000309
Employee Id : GS8527
Name : Mr HARISH PANDURANG GAWADE
Location : MUMBAI
Store Id : MUMBAI
Department : R & D

LETTER OF EMPLOYMENT

Dear HARISH PANDURANG GAWADE

We are pleased to offer you an employment in our organization Adecco India Pvt. Ltd., as **ELECTRICAL ENGINEER** for a fixed period of employment ("Contract"), on the following terms and conditions.

1. The term of your employment shall be valid from **03-06-2019** to **01-06-2020**. Notwithstanding this, in the event of the project/work/deputation for which you are being employed terminates before the aforementioned period, this Contract shall be co-terminus with the project/work.
2. You shall report to work on **03-06-2019** at 9.00 a.m. at **SIEMENS LIMITED, MUMBAI**.
3. Details of your salary break up with components are as per the enclosure attached herewith.
4. This contract shall be terminable by either party giving **30** day's notice in writing or salary in lieu of notice, to the other party.
5. You will, with effect from **03-06-2019** be deputed by the Company to work at the client's office/ premises at any of their locations, either onsite or offshore.
6. You will be governed by the policies of the client's organization with respect to leaves and holidays.

In addition, to the terms of appointment mentioned above, you are also governed by the standard employment rules of the company, which are attached along with this letter. The combined rules and procedures as contained in this letter and the annexure will constitute the standard employment rules and you are required to read both of them in conjunction. Your net salary / reimbursement amount due, if any, shall be credited to your savings bank account opened for this purpose.

Wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards, yours truly,
Adecco India Pvt. Ltd.



Authorized Signatory

Enclosures: - (i) Compensation sheet; (ii) Standard Terms of Employment

I hereby accept the above-mentioned terms and conditions.

Name: _____ Signature: _____ Date: _____





Diagnostic Technologies

INDIA PVT. LTD.

India's premier company for Electrical Condition Assessment!

September 16, 2019

To,

Mr. Siddhesh Godekar
101/A, Ekveera Apartment
Ramachandra Nagar,
Phoolpada Road
Virar - 401305

Sub: OFFER LETTER

Dear Mr. Siddhesh Godekar,

With reference to your application and subsequent interview held with us, we are pleased to appoint you as "Trainee Testing Engineer" in our establishment with effect from 23rd September, 2019.

Formal appointment letter and confirmation will be issued after successful completion of Probation Period of six months.

Thanking you,

Yours Truly,

For DIAGNOSTIC TECHNOLOGIES INDIA PVT. LTD.

Mukesh Mistry
Manager-HR & ADMIN

framatome | A_T | | HVPD | Sumatron

204 - 208, Gauri Complex, above Bank of Baroda, Vasai Road (E), Dist. Palghar - 401 210, Maharashtra
Tel.: (0250) 2392060 / 162 Mobile: 09869242761 E-mail: office@diatech.in Web: www.diatechindia.com

Regd. Office : 2105-B, Oberoi Park View, Thokur Village, Kandivli (E), Mumbai - 400 101.

CIN : U52602MH1985PTC035676



AJAY GUPTA
Application Engineer



(Estd. Since 1956)
(Formally called World Traders & Co.)
" A World of Commitment "

WTC Enterprises Pvt. Ltd.

Head Office :

3rd Floor, Rustom Building,
29, Veer Nariman Road, Fort,
Mumbai-400 001, INDIA.

Tel. : +91-22-2204 9303 / 2204 0342
Fax : +91-22-2285 4526

E-mail : sales@wtcenterprises.com
Website : www.wtcenterprises.com

Mobile : +91-9092049374





THYRON ENGINEERING PVT. LTD.

(AN ISO 9001-2008 CERTIFIED COMPANY)

DESIGNERS AND MFG. OF : D.C. MOTORS, A.C. MOTORS & INVERTER

Date: 15/07/2019

Date : _____

Ref. _____

Appointment letter

To,
Mr. Dilip Shivkumar Gupta
Address: 611/1, Shakti SRA CHS.
Bhabrekar Nagar, Charkop
Kandivali West-400067
Mumbai.

Dear Sir,

Sub: Appointment as Testing Engineer and QC Engineer

We are glad to inform you that you have been appointed as the Testing Engineer and QC Engineer of our Company Thyron Engineering Private Limited with effect from 15th July 2019. Kindly acknowledge and provide your consent for the same.

1. Monthly Gross Salary

You will be paid a monthly gross salary of Rs. 12000/- (Rupees -Twelve thousand only) per month.

2. Working Hours

Your working hours will be 9 am to 5:30 pm as per the current company policy. The company observes a 6 day work week.


3. Date of Appointment

Your date of Joining as per company records is -15/07/2019.

4. Salary Increase

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

Thanking you


Rajesh R Chafekar (M.D)

THYRON ENGINEERING PVT. LTD.
Unit No. 104, Bhoomi Ind. Estate No. 2,
Behind Visava Hotel, Agrawal Naka,
Sativali Rd., Vasai (E) Dist. Palghar-401208.
Tel.. 0250 - 2451005



THYRON ENGINEERING PVT. LTD.

(AN ISO 9001-2008 CERTIFIED COMPANY)

DESIGNERS AND MFG. OF : D.C. MOTORS, A.C. MOTORS & INVERTER

Ref. _____

Date : _____

Date: - 04.07.2019

Offer Letter


Dear Dilip Shivkumar Gupta

We are pleased to offer you a position of **Testing Engineer and QC Engineer** in our organization with effect from 15th July 2019. You shall initially be on probation for a period of 3 months from the actual date of joining. Your monthly gross salary will be Rs. 12,000/-.

Please sign a photocopy of the same and submit it along with necessary documents as a token of acceptance.

Welcoming you as a part of our Workaholics Family.

Regards


Rajesh R. Chafekar (M.D)
Thyron Engineering Pvt Ltd.

THYRON ENGINEERING PVT. LTD.
Unit No. 104, Bhoomi Indl. Estate, Agrawal Naka, Behind Visawa Hotel, Sativali Road,
Vasai (E), Dist. Palghar - 401 208. Maharashtra, India
Tel.: 9869081796 / Mkt.: 9172347447 / 9112083415
E-mail: thyronengineering@gmail.com Website: www.thyroengineering.com

Date: June 25, 2019

To,

Ms. Prachi Hazare

A-203, Gurukrupa Apartment
Veer Savarkar Marg, Opp Chirag Hotel
Virar - East Thane - 401305

Reference - Your offer dated 24/06/2019

Sub: Appointment Letter

Dear Prachi,

We are pleased to appoint you at our company as Trainee Engineer for an Lock in period of 18 months on the terms and conditions governed by the employment agreement as attached.

1. Your CTC would be Rs.1,80,000/- p.a. (Rs. One Lakh Eighty Thousand only)
2. You shall be expected to commence your duty on 25th June 2019. This agreement will come to end on completion of 18 months i.e 24th December 2020. Your CTC for the said period (18 months) will be 2,70,000/- (Two Lakhs Seventy Thousand only)
3. Your operating hours would be 9.30 pm to 6.30 pm from Monday to Saturday. However, the working hours can alter dependent on the needs of the business.

The company shall have the right to terminate your employment, without any notice, in the occurrence of any of the following events:

- i) Breach of any of the conditions of the contract
- ii) Any misconduct on your part.
- iii) Non-performance
- iv) Irregularity in Employee's attendance

We would be extremely grateful if you would accept this and could sign and return a copy of this letter as a token of your acceptance.

Yours sincerely,

For **Dhananjay Industrial Engineer Pvt. Ltd.**

Authorized Signatory

Accepted

Ms. Prachi Hazare



DHANANJAY INDUSTRIAL ENGINEER PVT. LTD.

711-713, Swastik Disa Corporate Park, Opp. Shreyas Cinema, L.B.S Marg, Ghatkopar (W), Mumbai 400 086.
Tel.: +91-22-6787 3399 • Email : sales@wqindia.com • Website : www.wqindia.com



Diagnostic Technologies INDIA PVT. LTD.

India's premier company for Electrical Condition Assessment!

December 09, 2019

Mr. Kunal Khochare
Saraswati Building no. 7/B
Room no. 516, Shivkrupa CHS Ltd.
Lallubhai Compound
Mankhurd - West
Mumbai - 400043

Sub: OFFER LETTER

Dear Mr. Krunal Khochare,

With reference to your application and subsequent interview held with us, we are pleased to appoint you as "Trainee Testing Engineer" in our establishment with effect from 9th December, 2019.

Formal appointment letter and confirmation will be issued after successful completion of Probation Period of six months.

Thanking you,

Yours Truly,

For DIAGNOSTIC TECHNOLOGIES INDIA PVT. LTD.


Mukesh Mistry
Manager-HR & ADMIN

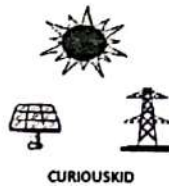
framatome | A_T |  | HVPD |  Sumatron

204 - 208, Gauri Complex, above Bank of Baroda, Vasai Road (E), Dist. Palghar - 401 210, Maharashtra
Tel.: (0250) 2392060 / 162 Mobile: 09869242761 E-mail: office@diatech.in Web: www.diatechindia.com

Regd. Office : 2105-B, Oberoi Park View, Thokar Village, Kandivli (E), Mumbai - 400 101.

CIN : U32602MH1985PTC035676





LETTER OF APPOINTMENT

Name: Abhishek Mestry

Address: Islam Compound, Hindustan Naka, Kandivali-West

Appointment as Design Engineer

We refer to your recent interview for the above position and are pleased to advise that we are offering you the position with our company effective from 1 July, 2019, under the following terms and conditions,

1. PROBATION PERIOD

Your appointment is subject to a probation period of 6 months. An official letter of confirmation of your appointment will be notified to you in writing.

2. WORKING HOURS

Your working hours will be as follows:

Mon- Friday: 9 am to 5 pm

Lunch Break: 1:00 pm to 1:30 pm

At times you may be required to work during irregular hours, including Saturday and Sunday. Appropriate time will be considered for work performed outside normal operational hours.

3. LEAVE OF ABSENCE

You will have up to 2 Paid Leaves a month.

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

For Curious kid Engineering,

CURIOUSKID ENGINEERING PVT LTD



CURIOUSKID ENGINEERING PVT LTD



LETTER OF APPOINTMENT

Name: Shantanu Mohile

Address: 101 Tunir Bldg, Gorai-2, Borivali-West

Appointment as Design Engineer

We refer to your recent interview for the above position and are pleased to advise that we are offering you the position with our company effective from 1 July, 2019, under the following terms and conditions,

1. PROBATION PERIOD

Your appointment is subject to a probation period of 6 months. An official letter of confirmation of your appointment will be notified to you in writing.

2. WORKING HOURS

Your working hours will be as follows:

Mon- Friday: 9 am to 5 pm

Lunch Break: 1:00 pm to 1:30 pm

At times you may be required to work during irregular hours, including Saturday and Sunday. Appropriate time will be considered for work performed outside normal operational hours.

3. LEAVE OF ABSENCE

You will have up to 2 Paid Leaves a month.

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

For Curious kid Engineering,

CURIOUSKID ENGINEERING PVT LTD



Spring Technologies LLP

IOT Technology Solutions

Registered office: 5A 703 Shraddha apartment, Asha Nagar, Thakur complex, Kandivali East, Mumbai
-400101 P.H: 022-6560139 Email:contact@chargemiles.com

Date :16/09/19

To,
Gaurav parmar
Borivali E
MUMBAI (M.H)

SUBJECT: JOB OFFER LETTER

Dear Applicant,

I am pleased to extend to you this Job at our company as a Electrical and electronic engineer looking after Design testing, production and deployment of our IOT solutions. You would be paid Rs.12000/- per month (Rupees Twelve thousand) and may begin your Job with the Company on or by 20th Aug 2019.

You will be paid per month, less all applicable taxes and withholdings, payable if any. As an new joinee you will be receive "temporary employment" status. However, your Job with the Company is "at-will," which means that Company may terminate your Job with written notice at time, and you may terminate the Job with a written notice of 30days.

During your employment, you may have access to trade secrets, Intellectual property, Design and confidential business information belonging to the Company. By accepting this offer, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.

By accepting this offer, you agree that throughout your Job, you will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment. This letter sets forth the offer we are extending to you, and replaces any prior inconsistent statements or discussions. It may be changed only by a subsequent written agreement. Additionally Also agree to the Terms and Conditions of job has been attached here with.

Your Roles Summary:

- Designing & Testing.
- Procurement, sourcing and negotiation of components.
- Preparing BOM and cost calculations.
- Production & Assembly.
- Deployment –Site planning Electrical.
- Maintenance – Review, reporting technical faults and resolving it.



Spring Technologies LLP

IOT Technology Solutions

Registered office: 5A 703 Shraddha apartment, Asha Nagar, Thakur complex, Kandivali East, Mumbai
-400101 P.H: 022-6560139 Email: contact@chargemiles.com

I hope that your association with the Company will be successful and rewarding. Please submit a copy of this letter with General terms & conditions acceptance, 2 photographs, copies of Adhar card, Pan card, Electricity bill. If you have any questions, please do not hesitate to contact me.

Thankyou,

Yours sincerely,

For SPRING TECHNOLOGIES LLP

Amit

Partner/Auth.

Mr. Amit Baradia
Partner, CTO

I _____ S/o _____ Residing at _____

_____ Landmark _____ a

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

Adhar No.:

Pan no.

Date:

Signature





LOGICON FACILITY MANAGEMENT PVT. LTD.

Corporate Office : Office No. 610, 6th floor of
Nyati Emporium, S. No.105, Near. Radha Chowk,
Bangalore-Mumbai Highway, Baner, Pune 411 045

Tel : + 91 7887 844 855
E-mail : info@logiconfacility.com
Website : www.logiconfacility.com



To,
Mr. Mayur Babusing Pawar

Date: 22-08-2019

Sub: Offer cum Appointment Letter

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an appointment as "Electrician" with our company on the following terms and conditions.

1. COMMENCEMENT OF SERVICE: With effect from: - 22-08-2019

It is clearly understood that your Job is and will be on contract basis at Firstsource Solutions Ltd. - Paradigm Mumbai Site.

2. POSTING / TRANSFER / TRAVELLING: You may in future be employed/ transferred at any of the offices / sites / branches of this company or sister concerns in India within 7 days from the date of notice. You will be bound to undertake such travelling, as you may be required to do in the company's interest from time to time.

3. REMUNERATION: You will entitle for a Gross Salary of Rs-14,645.00/- Including leave & Bonus (Statutory deduction as per act) which will be credited to your Salary Bank Account every month. You must have salary account opened within one month period.

4. PROBATION: You will initially be on probation of SIX months. Unless it is informed you in writing or verbally about your extension of Probation period, it is deemed that your probation period is completed itself after six months continuous employment period. On completion of your probation or extension successfully, you will be entitled for leave facility and certain public holidays as per the company / site policy.

5. NOTICE OF TERMINATION: During the period of probation or extension thereof, your services may be terminated at any time without assigning any reason and without notice. During the period of confirmation, the termination of your service, for reasons other than disciplinary action, will be subject to a written notice of 1 month on either side or salary in lieu thereof. You shall be deemed to have voluntarily resigned from the service of the company, if you remain absent for 10 consecutive days or more without prior written permission of the Supervisor/management. If company finds the information and documents provided by you is wrong /fake, then company has right to terminate your services without any notice period.

It is further noted that, at the end of contract, your job will be automatically ceased and company is not bound to extend your Service until you are being informed in writing that your Service is extended.

6. MEDICAL / POLICE VERIFICATION: You will be liable to undergo such medical or other tests or examinations by such authorities as may be decided by the company from time to time. Also you have to submit Police verification copy / Pass port Copy duly signed by the Commissioner of Police.



7. **HOURS OF WORK AND WEEKLY HOLIDAYS:** Your hours of work will be the same as those of the Office / Site / Branch where you are posted from time to time. Similarly, your weekly holidays will be the same as those applicable at the Office / Site / Branch of your posting.

8. **LEAVE & BONUS FACILITY:** In accordance with the company's Policy which has been explained to you & accepted by you in writing.

9. **Recovery of PCC/BGC Cost:** it is mandatory to submit Police Clearance Certificate & also should meet up client's requirement of Background check. The cost initially paid by Company towards PCC or BGC shall be recovered from F & F of employee.

10. **INCREMENTS / PROMOTIONS:** Purely on your overall performance and progress shown, you will be considered for suitable salary Increment / Promotion. For site employees the increments, Promotions will be also linked to site renewals & % increment in the contract value.

11. **SECURITY:** You will not disclose any information relating to the company or its associates to any unauthorized person, Firms, Company or any other Agency whatsoever either during the tenure of your employment with the company or after termination.

12. **RETIREMENT:** You will retire from the service of the company on the day you complete 58 years of age. If companies require your service to be extended, it will be communicated to you in writing.

13. **COMPANY RULES & REGULATIONS:** By signing this letter of appointment, you also certify that you have understood all the rules & regulations of company & you will be bound to follow it.

14. **At the time of joining you shall submit the following to HR Department:**

- a) Self-attested Xerox Copies of certificate/degree in support with educational qualification and age proof.
- b) Self-attested Xerox Copies of address proof and ID proof.
- c) Six Copies of passport size photograph and relieving letter from current employer
- d) Resume.

If you agree to above terms and conditions, please return the duplicate of this letter duly signed by you confirming your acceptance. We take this opportunity to welcome you to the organization and hope that your association with us will prove to be mutual benefit.

Thanking you,

For Logicon Facility Management Pvt. Ltd

Authorized Signatory

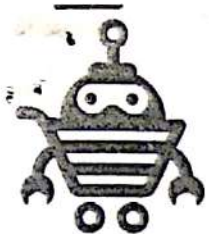
Acknowledgement Clause: I accept the above terms and conditions set out and discussed

Signature:

Name: Mayur Babusing Pawar

Date: - 22-08-2019





RoboKart
Share what you do

Bungalow-116, RSC-6,
Gorai 1, Borivali West,
Mumbai 400091.
E: care@robokart.com

OFFER OF EMPLOYMENT

Date: 12th June 2019

Dear Abhishek, (Rane)

We are Please to offer you, the position of "Jr. Research & Development Engineer" with ROBOKART.COM . We trust that this offer will meet with your approval.

Your starting salary will be (1,90,000 P.A). Your working hours are (9.30 am to 6.30 pm, Monday to Saturday) and your first day of work will be 12th June, 2019. This offer is conditional upon our satisfaction completion of your reference checks.

The entire team at ROBOKART is looking forward to working with you and we are confident you will be able to make a significant contribution to the success of our organization.

We welcome you aboard and wish you a pleasant, fruitful and mutually beneficial association with the Company.

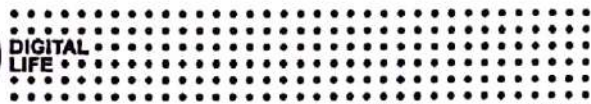
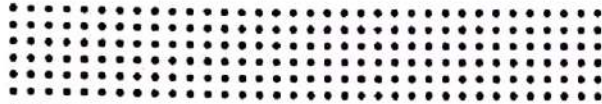
Warm Regards,



Chaitali Shah
HR Director
Robokart.com



www.robokart.com



JHTL/221119/0088

Date: 22nd November' 2019

Mr. Rahul Vaidya
Dave Compound, Shyam Nagar,
Jogeshwari (East), Mumbai-400060

Dear Mr Rahul,

This is with reference to your application and subsequent test / Interviews you had with us, we are pleased to offer you employment in the Executive Family as Executive in the job role of Analyst. Your place of posting will be at Mumbai.

You will join us on or before 25th November'19

You will receive an Annual Gross Compensation (including Basic and allowances) of INR 3,00,000 /- per annum (INR THREE LAKHS only) .

Details are mentioned in Annexure - I. Disbursement shall be as per the prevailing rules and guidelines.

You will also be entitled to Provident Fund as per applicable rules. Please note that salaries, allowances, facilities and other sums payable under this appointment are subject to Income Tax and other statutory deductions and you shall be liable for the same.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization.

Please review, acknowledge and accept the offer cum appointment letter with annexures including "Terms & Conditions of Employment" at Annexure III. These employment terms will be effective from the date of your joining the company, and sets forth the terms and conditions under which Company would employ you and your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

This offer cum appointment letter shall automatically stand withdrawn, in case we do not receive your acknowledgement and acceptance within five days from issue of this letter.

Your joining is subject to your timely accepting the offer cum appointment letter, verification of your pre-boarding documents.
We wish you a long successful association with us.

Sincerely yours,
Reliance Jio Digital Services Ltd

Authorized Signatory

Signature of the Employee:



Jio Haptik Technologies Limited (Formerly, Reliance Jio Digital Services Limited); CIN U72900GJ2013PLC107560

Registered Address: 101, Saffron, Nr. Centre Point, Panchwati 5, Rasta, Ambawadi, Ahmedabad 380006, Gujarat, India
Haptik Address: 8th floor, 801, A Wing, Cello Triumph, I B Patel Road, Goregaon East, Mumbai 400063



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— Forwarded message —

From: Snehal Khot snehal.khot@connected.org.in**Date:** 23 October 2018 12:30:45**Subject:** Offer Letter from ConnectEd Technologies**To:** singhdibesh22@gmail.com**CC:** 'Lehar Tawde' lehar.tawde@connected.org.in, 'Kaushal Dubey' kaushal.du

Dear Dibesh,

Welcome on board! Please find attached your offer agreement. In order for this agreement to

- Read the document carefully
- Take a black-and-white print-out of the offer agreement
- Fill in your address on Pg1
- Along with the duly filled and signed document, please submit:
 - PAN/Adhaar/Passport photocopy
 - Details of the bank account to which stipend is to be credited
 - o Your name as it appears on the bank statement
 - o Bank account number
 - o IFSC code
 - o Bank branch address

Regards

Snehal Khot

Project Associate

ConnectEd Technologies

+91 9530722100

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piyali

+





THYRON ENGINEERING PVT. LTD.

(AN ISO 9001-2008 CERTIFIED COMPANY)

DESIGNERS AND MFG. OF : D.C. MOTORS, A.C. MOTORS & INVERTER

Ref. _____

Date : _____

Date: - 01.08.2019

Offer Letter

Dear Sumit Sunil Rai

We are pleased to offer you a position of **Testing Engineer and QC Engineer** in our organization with effect from 8th August 2019. You shall initially be on probation for a period of 3 months from the actual date of joining. Your monthly gross salary will be Rs. 9,000/-.

Please sign a photocopy of the same and submit it along with necessary documents as a token of acceptance.

Welcoming you as a part of our Workaholics Family.

Regards

THYRON ENGINEERING PVT. LTD.

Rajesh R Chafekar (M.D.)
Thyron Engineering Pvt Ltd. Director



OFFER LETTER

Mr. Rehan Shaikh

Date: 2nd May, 2019

Haygot Services Private Limited is delighted to offer you employment as an **ACADEMIC CONSULTANT**, subject to the following terms and conditions.

1. Position and Date of joining:
Your position in the Company will be of an **ACADEMIC CONSULTANT**, after your successful completion of the training program. Your date of joining shall in no event be later than **6th June, 2019**.
2. Reporting and Employment Location:
You will initially report to **General Manager - Sales**. Your initial employment location will be **Mumbai**. The Company reserves the right to change your reporting manager and/or your employment location, at any time.
3. Compensation and Employee Benefits (Refer Annexure):
Your remuneration will have a fixed component of **Rs.3,60,000 per annum** and revenue based incentives which shall be paid out weekly or monthly.

The fixed component will be split as **Rs.3,00,000** of annual base compensation, paid monthly and **Rs.60,000** of fixed retention bonus, paid after completion of 1 year with the company.

Revenue based weekly incentives can be up to 15% of revenue realized in bank. At an achievement of **Rs. 1,00,000 per week**, these incentives can amount to **Rs. 60,000 per month** or **Rs. 7,20,000 per annum**. Please note that the Company's incentive structure and your targets will change based on the business needs.

4. Training Program:
You shall be required to undergo a training program designed by the Company for Academic Consultants, which shall be amended from time to time. You will operate as **TRAINEE ACADEMIC CONSULTANT** till you successfully complete the training program.

The training program will span for a total period of 9 weeks (i.e. 63 days) from your date of joining. This training program will be conducted in 3 different phases which are explained below in detail.

Phase 1

The 1st phase of your training is Class Room Training (CRT). You will undergo CRT held by the Company experts for a period of 1 week from your date of joining. You are required to successfully clear Phase 1 of your training to move to the next phase. In the event you are unsuccessful at clearing the CRT, this Offer Letter shall be null and void and the Company can terminate your employment immediately. The Company will not be liable to pay you for the number of days spent undergoing Phase 1. Further, all the out-of-pocket expenses during Phase 1 (conveyance, transport, food etc.) are not reimbursable by the Company.

Phase 2

The 2nd phase of your training is On Job Training - 1 (OJT-1). You will undergo OJT-1 for a period of 28 days from the successful completion of Phase 1. You will be required to generate a total of 3 enrolments at the end of 35 days (i.e., 7 days of Phase 1 + 28 days of Phase 2). In the event you do not achieve this target and are unsuccessful at clearing Phase 2, the continuation of your employment with the Company will be at the sole discretion of the Company's management.



Phase 3

The 3rd phase of your training is On Job Training - 2 (OJT-2). You will undergo OJT-2 for a period of 28 days from the successful completion of Phase 2. You will be required to generate a total of 9 enrolments at the end of 63 days (i.e., 7 days of Phase 1 + 28 days of Phase 2 + 28 days of Phase 3). In the event you do not achieve this target and are unsuccessful at clearing Phase 3, your employment with the Company shall be immediately terminated.

Separation during the training program

In the event you choose to leave the Company during the period of the training program, you will be required to serve a 7 days' notice period, unless the Company waives such requirement at its sole discretion.

5. Probation

On the successful completion of the training program, you will be designated as an **ACADEMIC CONSULTANT**. For a period of 6 months from your successful completion of the training program, you will be on probation ("*Probation Period*"). Your employment with the Company, during the Probation Period, can be terminated any time either by you or the Company, for any reason whatsoever. Depending on the circumstances of your separation from the Company, you will be required to serve a notice period of 7 days or be entitled to notice pay worth 7 days.

During the Probation Period, you will have a monthly revenue target of Rs. 2,50,000 (Rs 65,000 per week approximately).

6. Employment Relationship and Target:

After completion of the Probation Period, your employment with the Company as an **ACADEMIC CONSULTANT** shall be confirmed. You will have a monthly revenue target of Rs. 2,50,000 (Rs 65,000 per week approximately) or as amended by the Company from time to time.

Your employment with the Company is for no specific period of time. Post confirmation of your employment after the Probation Period, each party shall have the right to terminate the employment at any time and for any reason whatsoever, with or without cause, by giving a 30 days' notice in writing.

7. Absence/Leave:

Uninformed or unapproved absence from work for a continuous period of 3 days or beyond the period of approved leave, without prior approval of the reporting manager shall result in automatic termination of your employment without any further notice unless the Company waives such requirement.

8. Company Policies:

You shall be bound by all the active policies and procedures of the Company, which may be amended from time to time. The management of the Company reserves the right to amend the policies and procedures of the Company.

9. Reimbursement for Expenses:

You will be entitled to direct reimbursement for all pre-approved reasonable expenses incurred by you in performance of your duties, in accordance with the policies of the Company.

10. Laptop Policy:

You will be required to bring your own laptop to work. The Company will reimburse your laptop costs as per Company's existing policy.

11. Indemnity:

You are required to indemnify and keep indemnified the Company against any and all claims, damages, losses etc., which the Company might suffer, on account of any breach by you of any of the terms of your employment or the terms of any policies of the Company. The Company shall, in addition to any other remedies available by law, be entitled to an injunction restraining you from breaching or otherwise violating any terms of your employment.



12. Understanding:

This letter contains the entire understanding between you and the Company and supersedes all previous discussions, agreements and/or arrangements relating to engagement with the Company.

We hope that you find the above mentioned terms acceptable. Kindly indicate your agreement with these terms and conditions and accept this offer, by counter-signing and dating the duplicate original of this letter and returning it to the Company.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

Sincerely,

For and on behalf of **Haygot Services Private Limited**



Abhishek Jha
General Manager - Human Resources
2nd May, 2019

I have read and hereby accept this letter and terms thereof.

Name:

Date:

Signature:



Annexure

Employee name - Rehan Mohd Farooq Shaikh
Designation - Trainee Academic Consultant
Date of Joining - 6th June, 2019

Compensation structure

Category	Component	Monthly	Yearly
Taxable	Basic	15,001	180012
	HRA	7,501	90006
	Children Education Allowance	0	0
	Statutory Bonus	1250	15000
	Special Allowance	1249	14982
Reimbursements	LTA (1)	0	0
	Professional Training & Development	0	0
	Books & periodicals	0	0
Gross Salary		25,000	300000
Retirals	PF contribution (employer)	0	0
	ESIC contribution (employer)	0	0
Base cost to company (CTC)		25,000	300000
Deductions	PF contribution (employee)	0	0
	ESIC contribution (employee)	0	0
	Professional Tax (2)	208	2500
Net Pay before tax		24,792	297500
Fixed Retention bonus (3)			60,000
Fixed cost to company (CTC)		25,000	360,000
Variable sales incentives (4)		60,000	720,000
Total cost to company (CTC)		85,000	1,020,000

- (1) Tax deduction will be based on documents and bills submission
- (2) Can change as per state norms and monthly gross income
- (3) Will be paid out in salary cycle after completing 1 year with the company
- (4) Revenue based weekly incentives; current structure is between 3-15% of revenue realised in bank. At a target achievement of Rs. 1,00,000 per week, these incentives can amount to Rs. 60,000 p.m. Please note that the company's incentive structure and your targets can change based on business





(no subject)

1 message

Adinath Kadam <adikdm20@gmail.com>
To: adikdm20@gmail.com, adikdm007@gmail.com

Tue, 20 Aug 2019 at 13:16

Dear Adinath,

Subsequent to your application and interview, we are happy to offer you the position of design & site **Engineer** in Secutech Automation (India) Pvt Ltd.

We appreciate your interest in seeking employment with us and would like to welcome you to the family of Secutech Automation (India) Pvt Ltd.

We have attached for your Reference, the **Contract Terms and Conditions** which will need your Compliance and Sign Up. Along with the Contract Terms and Conditions, Annexure A indicates CTC break up which also needs to be Signed up and Returned.

You are requested to go through these Documents and comply with them by returning the Duplicate Copy of this Agreement.

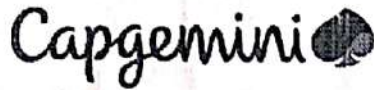
You are also requested to report to work as early as possible but not later than **1st July 2019** failing which this appointment will be withdrawn.

Kindly Acknowledge the Offer, Contract Terms & Conditions along with Annexure B, and have it sent back to us by **2 Days from Offer Date**.

Thanking You,

Warmest Regards,





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

Date: April 24, 2019

Ref No: HR/Campus/LO201951258/1

Anurag Bhatt
Viva Institute of Technology

Letter of Intent ("LOI")

Dear **Anurag Bhatt**,

With reference to your interview conducted by us at **Viva College**, 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 (if any) 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 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.



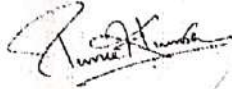
ANNEXURE 1

Anurag Bhatt

Analyst and A4

You will be under probation for six (6) months from your date of joining Capgemini Technology Services India Limited. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,00,000/- (Rupees Three Lakh only)**. Subsequent to your successful completion probation, your all-inclusive annual target compensation (on a cost to company basis) will be revised to **INR 3,80,000/- (Rupees Three Lakh and Eighty Thousand only)**. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini



Puneet Kumra
Head - Fresher Hiring

Signature: Anurag

Candidate Name: **Anurag Bhatt**

Date 27 April 2019



SHREE JAJOO INSTRUMENTS MANUFACTURING CORP.

F/2 Shree Laxmi Industrial Estate, New Link Road, Andheri (West), Mumbai - 400 053.
Tel: 2636 0635 E-mail: jajoov@gmail.com / info@jajooautomation.in

JULY 9,2019

Mr. Rahul Gupta

Room no.6,Neka Seth ki chawl,
Irani Wadi Road no.4,
Kandivali West,
Mum-400067
Cont-8286908349

Dear Mr. Rahul Gupta

This has reference to our Letter of Intent dated JULY 9,2019. We are pleased to offer you an appointment with us as **Assistant Engineer (Programming)** for our **Omron, Mitsubishi & Various other brand PLC , HMI & Scada**. The terms and conditions of your employment are as follows:

Section-I: Administrative

- | | |
|--|--|
| a) Your Position | : Assistant Engineer (Programming) |
| b) Your Senior Officer to whom you will report | : Team Leader or any other senior official(s) of JAJOO |
| c) Location | : Mumbai |
| d) Address | : 2F, Laxmi Industrial Estate, New Link Road, Andheri-west, Mumbai -400053 |
| e) Hours of Work | : Normally 8 hours a day, 6 days a week |
| f) Reporting Date | : July 9,2019 |
| g) Nature of Duties | : You will be responsible for assisting the Team Leader or any other senior official(s) of JAJOO on all matters relating to Programming of the project assigned to you |

Section-II: Financial Data

- | | |
|---------------------------|----------------------|
| a) Salary and Allowance:- | |
| i. Basic Pay | : Rs.12000 per month |
| ii. Transport Allowance | : As per Claim |



Section-III: Company/Miscellaneous Information

You shall be on probation for six (6) months. Thereafter, your performance will be reviewed and if found satisfactory, your services will be confirmed by a letter of confirmation. During probationary period, your employment can be terminated by either side by giving one month's notice or one month's gross pay in lieu of notice.

Statutory deductions, if any, will be made from your salary as per the prevailing law of the country. However, for your income tax you shall be personally responsible for filing returns etc. The company will provide you the tax deductions certificate, if applicable at the end of each financial year.

Your appointment shall be subject to your being declared physically fit. Even thereafter, in case it is considered essential, you shall have to undergo periodical or special medical examination from such a doctor as may be nominated by the company for the purpose of determining whether or not you are medically capable of carrying out your duties and if you are found medically unfit your services are liable to be terminated.

That you shall strictly abide by the rules, regulations, office order and instructions issued by Senior Management from time to time.

That you shall have to carry out such duties as are assigned to you and during such hours including split duty hours as may be directed by Senior Management and your superiors from time to time which in the event of your refusal will amount to gross misconduct.

That during your employment with us, you shall not work anywhere else directly or indirectly, part time, or full time, honorary or in any other capacity without written approval of Senior Management and you shall not disclose to anybody any confidential information available to you in the course of your employment with the company.

For all other matters not herein specified, the company's conditions of service and service rules and amended from time to time shall be applicable.

Any instance of improper conduct, misconduct, gross negligence or abandonment of the position to which you have been appointed shall constitute sufficient grounds for immediate dismissal. In such an event, payment of salary and all other payments shall cease as per the date of this dismissal. Improper conduct shall be deemed to include direct or indirect participation by the employee or authorised agents in any political activity in any country or in any professional or business undertaking or activity that could lead to a conflict of interest.

The written notice of termination of this contract of employment will be two (2) months by either party or two months' gross salary in lieu of notice period. In case you leave your employment without giving requisite notice, no relieving order will be issued and settlement of dues will be at the discretion of the Management. The Management reserves the right to deduct, as liquidated damages, an amount equal to two months' gross salary from any amount that may be due to you and if the same is not available or is insufficient then the Management shall have the right to recover such amount as found due from you in any manner deemed fit.



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

Yours faithfully,

for Shree Jajoo Instruments Mfg Corpn.

Vishal Jajoo
9/07/20

Vishal Jajoo

(Partner)



Rahul Gupta

Accepted

Rahul Gupta




SAVITA
Savita Oil Technologies Limited

(Formerly known as Savita Chemicals Limited)

Registered Office: 66/67 Nandan Bhawan, Nandan Fort, Mumbai 400 021 India

Tel: +91 22 2288 3061/64/6624 6200 Fax: +91 22 2202 9364 E-mail: corporate@savita.com

July 03, 2019

(Confidential)

Name: Kinjal Rashmikant Shah
Permanent Residential Address:
 D wing, Anand Nagar, 60 feet road,
 Near Nakoda hospital, Bhayander (West).
Personal Mobile +91 9821553418
Personal Email Id: kinjalshah1880@gmail.com

Dear Kinjal,

With reference to your application and subsequent interview you had with us, we are pleased to issue you this letter of Appointment confirming our intention to appoint you as "Graduate Engineer Trainee in our Renewable Energy Department" at our Head Office w.e.f July 03, 2019.

Terms and Conditions of your appointment will be as follows:

1. You are appointed as a Graduate Engineer Trainee for Fixed period of Twelve Months commencing from July 03, 2019 to July 02, 2020.
2. Your pay structure shall be as follow:
 - a) Basic Salary of Rs. 15,000/- pm
 - b) House Rent Allowance @ 25% of your Basic Salary.
 - c) Fixed Allowance of Rs. 4,450/- pm
3. This pay is payable to you subject to your punctuality, good conduct, satisfactory progress throughout the period of training.
4. You shall not be entitled to claim any other privileges/benefits which are applicable to other employees, during your trainee period.
 - The Company expects you to work, in the section in which you are placed, with a high standard of Initiative, efficiency and economy.
 - So long as you are working with us as trainee, you shall obey all lawful orders given to you by your superiors or by other duly constituted authorized person or persons and you shall carry out the assignments given to you diligently and conscientiously.

N. S. S. S.

Website : www.savita.com

CIN : L24100MH1961PLC012066

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Savita Oil Technologies Limited

(Formerly known as Savita Chemicals Limited)

Registered Office: 65/67 Narman Bhawan, Narman Point, Mumbai 400 021, India
Tel: +91-22-2238 3061/64/6624 6200 Fax: +91-22-2202 9364 E-mail: corporate@savita.com

- You shall devote your whole time and attention on the project/assignment given to you and shall not engage in any other business or occupation whatsoever or be interested directly or indirectly in any business or undertaking having interests opposed to or competitive with the interests of the company or in any business or undertaking having transactions with the company except with the company's consent in writing.
 - You shall not be guilty of any misconduct or any unseemly behavior or you shall not be absent from your duties, without reasonable cause. In the event of any of these happening or if you become incapable of attending to your duties, it shall be sufficient ground for the company to immediately terminate your Training.
 - Either during or after your training hereunder, you shall not divulge or utilize any confidential information belonging to the company or any of its Associate Companies (including confidential information as to formula, process and manufacturing methods and confidential information as to the business and affairs of the company) which may have come to your knowledge during your employment hereunder or during your employment under any previous contract of service with the company or any of its Associate Company/Companies, and you shall, both during and after your employment hereunder, take all reasonable precautions to keep all such information secret.
 - Except so far as may be necessary for the purpose of your training you shall not, without the consent of the Company, retain or make originals or copies of telegrams, letters, maps, reports, drawings, calculations, specifications, formula, forms, licences, agreements, or other documents of whatsoever nature belonging to the Company or any of its Associate Companies or notes thereof, not retain samples of specimen in which the Company or any of its Associate Companies may be or may have been interested and which have come in your possession by reason of your employment. If, on the termination of your employment you are in possession of any originals or copies of telegrams, letters, maps, licenses, agreements, or other documents of whatsoever nature belonging to the Company or any of its Associate Companies, or any notes thereof, or any of specimen as aforesaid, you shall deliver the same to the company without being asked except so far as consent to retain them has been given to you by the company.
5. During the training period company shall have right to terminate with or without assigning any reason or any compensation in lieu of.
6. During the training period you shall not be entitled to any kind of leave.
7. After completion of your twelve months training period, you may be absorbed in the employment based on your performance evaluation during training period. Otherwise, your agreement will automatically come to an end.

Nasiridesai

Website : www.savita.com

CIN : L24100MH1961PLC012066

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Savita Oil Technologies Limited

(Formerly known as Savita Chemicals Limited)

Registered Office: 66/67 Nariman Bhavan, Nariman Point, Mumbai 400 021, India

Tel: +91-22-2288 3061-64 / 6624 6200 Fax: +91-22-2202 9364 E-mail: corporate@savita.com

8. All disputes arising out of this appointment are subject to jurisdiction of the competent Courts in Mumbai only.

For SAVITA OIL TECHNOLOGIES LIMITED

Nirmal S Sirdesai

General Manager – Personnel & Administration
Mumbai

I ACCEPT THE ABOVE SERVICE CONDITIONS

Signature:

Website: www.savita.com

CIN: L24100MH1961PLC012066

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