

Reference No : F4ECS/OFFER/2023/08/570

To,
Ms Gayatri Sudhakar Sutar
Phone: 9422160289
Email : gayatrisutar06@gmail.com

Date: 8th August, 2023
Place: Pune

Subject: Letter of Appointment

Dear Ms. Gayatri Sudhakar Sutar ,

This has reference to the discussion and subsequent exchange of information, we had with you. It is our pleasure to offer you a position of "Trainee Engineer" at Finite 4 Engineering Consultancy Services Pvt Ltd on the following Terms:

1. You will be paid Stipend of INR 15,000/- p.m. (INR Fifteen Thousand Only) .
2. You are requested to join us on or before 16th August, 2023.
3. At present you will be posted at Pune. However your services are liable to be transferred to any other client work sites, offices depending upon the exigencies of work.
4. During the employment, you will be required to report at regular office hours (shall be updated if there is any change).
5. Your appointment is conditional upon your being certified medically fit by your own doctor. You will be required to produce a medical certificate verifying this.
6. You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time
7. Though you have been engaged to a specific position, the company reserves the right to send you on deputation/transfer/assignment to any of the company's branch offices in India or abroad, whether existing at the time of your appointment or to be set up in the future.
8. Non Disclosure of information, Confidentiality of proprietary information : You will not during the course of your employment with the company or at any time there after divulge or disclose to any person or to company or to any other party whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the finite 4 company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so.



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ENGINEERING CONSULTANCY
SERVICES PVT. LTD.

9 Intellectual Property Rights and Patents

- a. Finite 4 will be sole owner of all the intellectual properties and technologies developed or used during the course of your employment. Finite 4 reserves the right to use, lease and sublease of all the IPRs and patents filed in your name during the course of your employment with finite 4.
 - b. The Employee agrees and acknowledges that all Intellectual Property Rights, title and interests in and to the work results or Material shall fully vest in Finite 4 and the creation of the same. To this end, Employee fully and effectively assigns and transfers to Finite 4 all rights, title and interests in and to the work results. In particular but without prejudice to the generality of the foregoing, all copyright and patent rights in and to the work results including but not limited to the right of transfer, sale, modification, sub-leasing and licensing of such work results to third parties shall vest in, and be assigned and transferred to Finite 4.
 - c. Employee hereby undertakes to fully indemnify and keep fully indemnified Finite 4 against any liability for loss, claims, demands, expenses and reasonable legal fees directly incurred in this connection arising out of any third party claim that the Services, Work Results or any part thereof constitutes an infringement or alleged infringement of the Intellectual Property Rights of a third party.
- 10 Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use.
- 11 You shall not under any circumstances either directly or indirectly, receive or accept for your benefit any commission, rebate, discount or profit from any person, company or firm having business transactions with Organization.
- 12 During your employment, you will be bound by the Company's Rules and Regulations framed and enforced from time to time. The Company reserves the right to amend or alter the said Rules and Regulations at its discretion, without any notice thereof, and these will be deemed as Rules and Regulations in terms of your employment.
- 13 The Company shall verify the facts stated by you in your resume submitted during the interview process. If any of the facts stated therein are found to be false, your services will be terminated immediately without any notice or any compensation in lieu of the notice period.
- 14 Termination of Service:
- 1) After your joining, you will be on probation for initial 6 months from the date of joining. After successful completion of 6 months, your performance will be reviewed and you will be eligible for a salary revision after a year. During probation period, your employment can be terminated with a notice of 1 months from employer side.
 - 2) The Employment Agreement cannot be terminated by you before the completion of 6 months of your probation period with Finite4.
 - 3) After Probation, either party can terminate this employment by serving a notice period of 3 months or by paying the 3 months' notice period amount equivalent to the 3 months' basic salary. However the company reserves the full rights of early relieving in case of employee buying of notice period.
 - 4) Unauthorized absence or absence without permission from duty for a continuous period of 7 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice or termination.

- 5) You will be governed by the laid down code of conduct of the company and if there is any breach of the same or nonconformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.
- 6) The employee should not indulge or party to any of the illegal activities mentioned and defined illegal as per the Indian Penal Code from time to time.
- 7) During any unprecedented situation or any business or financial losses incurred by the company, the company reserves the rights to terminate the contract with the employee.

15. Breaches and violations

Over and above the terms mentioned in this document you are also liable for disciplinary action including and not limited to warnings, suspensions, demotion, denial of promotion or increments for violations of codes of conduct and company policies.

The absconding candidate meaning, the candidates who without information to company management, absconds or found and remains absent or after resignation/termination notice fails to comply with the Notice period clause and fails to inform Management of Finite 4 for more than 7 continuous days, will be considered as absconding, and in such cases, the company will approach Indian Penal proceedings as deemed fit and will approach appropriate Government Authority to Register the cases, also when situations warrant, as in the case of breach of policies, breach of confidentiality in case of data and salary structure or salary value the company may decide to terminate the employment with immediate effect without any payment in lieu of notice period.

16. Please note that the matters pertaining to the salary are strictly confidential between you and the company and the employee is required to maintain the same level of confidentiality.

17. Applicability of Company Policy

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

18. Upon violation of the clauses aforementioned or those in offer letter, the employee shall be liable for damages of Rs.2 lakhs to compensate such losses.

19. At the time of joining, you are required to submit copies of all the following Documents:

- i. Copies of Mark sheets & certificates supporting your Educational Qualification & Work Experience (If Applicable).
- ii. Copy of the Relieving letter, last pay slip, appointment letter, increment letter.
- iii. Photocopy of your passport. (Or Photo ID's as applicable.)
- iv. PAN Card.
- v. 4 Passport – size color photographs
- vi. Correspondence & Permanent Address proofs

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Please note that your employment will be conditional upon you submitting some of these documents. The remaining documents are required for smooth administrative functioning. In view of this, please ensure that you carry all the documents on the day you join.



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20 . Acceptance

Please sign and return the duplicate copy of this letter and annexure as a token of your Acceptance of offer letter and the terms and conditions mentioned herein.

Gayatri , Welcome to Finite 4. We strongly believe in you fulfilling our expectations as a Member of our organization by continuously contributing towards achieving the goals of the Organization and that your performance will be satisfactory in all respects.
We look forward to work with you.

For Finite 4 Engineering Consultancy Services Pvt Ltd



Authorized Signatory



ENGINEERING CONSULTANCY SERVICES PVT. LTD.

Reference No : F4ECS/OFFER/2023/08/574

To,
Ms Rutuja Shahuraj Kalkute
Phone: +91 7219635285
Email : rutujakalkute02@gmail.com

Date: 14th August, 2023
Place: Pune

Subject: Letter of Appointment

Dear Ms. Rutuja Shahuraj Kalkute,

This has reference to the discussion and subsequent exchange of information, we had with you. It is our pleasure to offer you a position of "Trainee Engineer " at Finite 4 Engineering Consultancy Services Pvt Ltd on the following Terms:

1. You will be paid Stipend of INR 15,000/- p.m. (INR Fifteen Thousand Only) .
2. You are requested to join us on or before 16th August, 2023.
3. At present you will be posted at Pune. However your services are liable to be transferred to any other client work sites, offices depending upon the exigencies of work.
4. During the employment, you will be required to report at regular office hours (shall be updated if there is any change).
5. Your appointment is conditional upon your being certified medically fit by your own doctor. You will be required to produce a medical certificate verifying this.
6. You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time
7. Though you have been engaged to a specific position, the company reserves the right to send you on deputation/transfer/assignment to any of the company's branch offices in India or abroad, whether existing at the time of your appointment or to be set up in the future.
8. Non Disclosure of information, Confidentiality of proprietary information : You will not during the course of your employment with the company or at any time there after divulge or disclose to any person or to company or to any other party whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the finite 4 company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so.



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 - b. The Employee agrees and acknowledges that all Intellectual Property Rights, title and interests in and to the work results or Material shall fully vest in Finite 4 and the creation of the same. To this end, Employee fully and effectively assigns and transfers to Finite 4 all rights, title and interests in and to the work results. In particular but without prejudice to the generality of the foregoing, all copyright and patent rights in and to the work results including but not limited to the right of transfer, sale, modification, sub-leasing and licensing of such work results to third parties shall vest in, and be assigned and transferred to Finite 4.
 - c. Employee hereby undertakes to fully indemnify and keep fully indemnified Finite 4 against any liability for loss, claims, demands, expenses and reasonable legal fees directly incurred in this connection arising out of any third party claim that the Services, Work Results or any part thereof constitutes an infringement or alleged infringement of the Intellectual Property Rights of a third party.
- 10 Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use.
- 11 You shall not under any circumstances either directly or indirectly, receive or accept for your benefit any commission, rebate, discount or profit from any person, company or firm having business transactions with Organization.
- 12 During your employment, you will be bound by the Company's Rules and Regulations framed and enforced from time to time. The Company reserves the right to amend or alter the said Rules and Regulations at its discretion, without any notice thereof, and these will be deemed as Rules and Regulations in terms of your employment.
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- 5) You will be governed by the laid down code of conduct of the company and if there is any breach of the same or nonconformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.
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18. Upon violation of the clauses aforementioned or those in offer letter, the employee shall be liable for damages of Rs.2 lakhs to compensate such losses.

19. At the time of joining, you are required to submit copies of all the following Documents:

- i. Copies of Mark sheets & certificates supporting your Educational Qualification & Work Experience (If Applicable).
- ii. Copy of the Relieving letter, last pay slip, appointment letter, increment letter.
- iii. Photocopy of your passport. (Or Photo ID's as applicable.)
- iv. PAN Card.
- v. 4 Passport – size color photographs
- vi. Correspondence & Permanent Address proofs

Please note that your employment will be conditional upon you submitting some of these documents. The remaining documents are required for smooth administrative functioning. In view of this, please ensure that you carry all the documents on the day you join.



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20 . Acceptance

Please sign and return the duplicate copy of this letter and annexure as a token of your Acceptance of offer letter and the terms and conditions mentioned herein.

Rutuja , Welcome to Finite 4. We strongly believe in you fulfilling our expectations as a Member of our organization by continuously contributing towards achieving the goals of the Organization and that your performance will be satisfactory in all respects.
We look forward to work with you.

For Finite 4 Engineering Consultancy Services Pvt Ltd





SOFTENGER (INDIA) PVT. LTD.

Registered Office: S No 11/5, Plot No 16, Fire Brigade Road,
Vadgoan bk, Sinhagad Road Pune MH 411051

Tel: (020) 24348413

CIN: U72200PN1999PTC013923

website: www.softenger.com

LETTER OF INTENT

Date: 07-01-2023

To,
Sachin Sanjay Pethkar
Nivritti Nivas, Mali Galli,
Nilanga, Latur,
Maharashtra 413521.

Dear Sachin Sanjay Pethkar,

With reference to your application and subsequent tests / interview you had with us. We are pleased to offer you a position of Trainee in the role of Team Member under the Trainee profile at Softenger India Private Limited (SIPL). Once the final-year exams-dates are published by your university, we will convey the joining date to you.

OFFER VALIDITY

This offer is valid for a period of 4 days from the date of the offer. In case of acceptance of this offer, please let us know your decision within the next 4 days, This offer stands unconditionally revoked without any prejudice, if we do not receive email/written acceptance of our offer within the stipulated period.

BACKGROUND VERIFICATION

Our offer is based on information furnished by you. As a standard process, we will verify this information via an independent third party. We expect you to provide photocopies of certain documents to complete this verification process. If any discrepancy is found during this verification process, we retain the right to review and possibly revoke our offer of employment without any prejudice and without any notice.

PLACE OF POSTING AND TRANSFER

Your posting at present is at Pune. During your employment, you may be posted or transferred to any of the offices, subsidiaries/associate offices of SIPL to any town or city in India or abroad, at the sole discretion of the management. Refusal to join at such place shall mean your neglect of work and consequent exit from organization. Ready to work in 24x7 environment, across all shifts. No academic backlogs or pending project-work.



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website: www.softenger.com

REMUNERATION

During your service you are entitled to minimum gross emoluments as per the table below. These total emoluments (CTC-break-up) will be structured according to taxation and other legal requirements. We may restructure this CTC-break-up to keep in line with any change in taxation and/or statutory requirements. We will ensure that the gross monthly emoluments will remain unchanged after such restructuring. All statutory deductions will have to be borne by you. The salary will be credited directly to your bank account by 6th of every month.

Sr. No	Salary Head	Monthly	Annually
1	Basic	15000.00	180000.00
2	House Rent Allowance	750.00	9000.00
3	Softenger Allowance	10745.51	128946.12
4	Gross Salary	26495.51	
5	Provident Fund		21600.00
6	PF Admin Charges		1800.00
7	Gratuity		8653.84
8	Total CTC		350000.00

TRAINING

You will be trained in Skill for up to 180 days . Based on your performance, the training may be reduced or extended. A part of this training will be on the job. In consideration of the training provided entirely at the cost of the SIPL, you agree to work as part of our team for 30 months from your date of joining. You will provide SIPL a Security bond for Three Lacs Only. In case you leave us, before completion of this period, you agree to compensate us by paying INR 300000. The Security bond is considered to be an integral part of the Appointment Letter. The value of the Security bond will reduce as the time goes by and will become zero at the end of 30 months.

In the event of your resignation from the employment of the SIPL before completion of 30 months or in case of unauthorized absence exceeding 7 or in case of commission of any act involving fraud, criminal behavior and/or gross violation of any of the terms of this appointment letter, SIPL shall invoke security bond.

RELEASE OF SECURITY BOND

SIPL shall return security bond to you and release you from all further obligations under it in any of the following conditions

- If you complete 30 months of service with us.
- If we are unable to continue with your employment within the bond period.



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- c. If your performance is not up to the mark then your employment may be terminated without prior notice. In such a case we will return the Security Bond to you.

MEDICAL FITNESS

You are required to maintain yourself in a state of medical/ physical/mental fitness and ensure regular medical check-ups. Any neglect on your part in maintaining good health may render you medically unfit for the service. In such a case your services are liable for termination, notwithstanding any other conditions mentioned in the letter or otherwise.

For: Softenger India Private Limited

**ASHISH
DNYANDEO
NIRAWANE**

Digitally signed by ASHISH DNYANDEO NIRAWANE
DN: c=IN, st=Maharashtra,
2.5.4.20=ead7b3f4b2b02e15e095d5518c848207c5e
5d749cfaa165a018999f07ab2e6f4,
postalCode=411031, street=S/O DNYANDEO
NIRAWANE SH NO 11/5/2 UATTA LULUNY JAY
MHALAR NAGAR THERGAON PUNE CITY PUNE
MAHARASHTRA 411031,
pseudonym=8c607419183fec15aba65c4f59cb6ec3,
serialNumber=06610bc9d7360e1d3b4b3d63e06b42
36b24aacc5137ecaf02612206a2541db19,
o=Personal, cn=ASHISH DNYANDEO NIRAWANE
Date: 2023.01.09 09:18:09 +05'30'

Ashish Dnyanadeo Nirawane
Human Resource – Senior Executive

I, Sachin Sanjay Pethkar have read understood and agree to the terms and conditions as set forth in this letter. I agree with all terms given above and shall abide by all general rules of service which are now or may be hereafter is in force and accordingly I accept this offer and I will join the organization as joining date defined by Softenger

Date	10-01-2028
Place	Latur
Candidate Signature	



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Tel: (020) 24348413

CIN: U72200PN1999PTC013923

website: www.softenger.com

LETTER OF INTENT

Date: 02-03-2024

To,
Amul Hingmire
At post : Shambhu
umarga , village :
Shambhu
umarga, Udgir, Latur-
413517

Dear Amul,

With reference to your application and subsequent tests / interview you had with us. We are pleased to offer you a position of Trainee in the role of Team Member under the Trainee profile at Softenger India Private Limited (SIPL). Once the final-year exams-dates are published by your university, we will convey the joining date to you.

OFFER VALIDITY

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For: Softenger India Private
Limited

Digitally signed by SURABHI
YOGESH NERKAR

Date: 2024.03.02 16:54:37 +05'30'

Surabhi Nerkar
Human Resource – Senior Executive

I, Amul Hingmire have read understood and agree to the terms and conditions as set forth in this letter. I agree with all terms given above and shall abide by all general rules of service which are now or may be hereafter is in force and accordingly I accept this offer and I will join the organization as joining date defined by Softenger

Date	
Place	
Candidate Signature	



Offer: Computer Consultancy
Ref: TCSL/DT20222750262/Pune
Date: 28/12/2022

Ms. Shivani Shivaji Kadam
Bappa Residency Old Ausa Road,
Old Ausa Road,
Latur-413512,
Maharashtra.
Tel# -

Dear Shivani Shivaji Kadam,

Sub: Letter of Offer

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

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

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

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

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

TCS Confidential
TCSL/DT20222750262

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

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

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

Offer of Employment

To,

Mete Shriniwas Goroba

Date: 22/10/2022.

Dear Mete Shriniwas Goroba,

We are extremely pleased to offer you a position of “**Solution Analyst**” with Sankey Business Solutions. Your date of joining will be confirmed after we get permission from your college.

Type of work

As a **Solution Analyst**, you will be required to learn multiple technologies and tools that is required to solve client’s business problems you will also be expected to take initiative and additional responsibility in any other activity that requires traction in our company at a particular time.

It is our pleasure to extend the following offer of employment to you.

- Your overall annual CTC will be 4 lakhs per annum. You will be on Probation Period for six months during which your salary will be Rs.2,40,000/ year After Probation your annual CTC will be revised to Rs.4,00,000/year. All of the above will be dependent on the performance.
- There will be a performance incentive of Rs.1,00,000/- as a part of this annual package, to be given after completion of 18 months at Sankey Business Solutions, as a full-time employee, subject to individual and company performance.
- The offer of employment with Sankey Business Solutions is dependent on your performance during probation with us. Details of your variable payment parameters are annexed with this letter (Annexure II).

Offer of Employment

- We would expect you to be aligned with our company goals and policies, as well as committed to its deliverables, during the period of employment.
- You are required to send acceptance of this offer letter by signing each page, scanning it and emailing it by **27th October 2022** failing which Company will have right to withdraw the offer letter.
- Also post acceptance, during joining, you will be required to submit photocopies of following documents:
 1. Proof of Academic Qualification (Class 10th Equivalent and above):
 - 10th & 12th mark lists
 - Under graduate / degree mark list and degree certificates
 - Post-Graduation mark list and degree certificates (if any)
 - Other qualifications - mark lists and certificates (if any)
 2. Proof of identity i.e. PAN card, driving license, Electoral card
 3. Photographs (2 copies)

We take great pleasure in welcoming you to our Organization and sincerely hope that your period of employment with us will be exciting, rewarding and full of learning.

Sandeep R Patil

Best Regards,
Sandeep Patil
Director,
Sankey Business Solutions
Email - sandeep@sankeysolutions.com
Ph: +91 8291645656

The content of salary breaks up of 400,000/-
is as below

SALARY PACKAGE ON COST TO COMPANY BASIS		
ANNEXURE I		
Employee Name		
COMPONENTS	MONTHLY	ANNUAL
Basic	8700	104400
HRA	4350	52200
Travel Allowance	1600	19200
Medical Allowance	1250	15000
Other Allowance	7821	93852
Gross Salary (A)	23721	284652
Deduction:		
Provident Fund	1044	12528
Professional Tax	200	2500
ESIC	0	0
Total Deduction (B)	1244	15028
Net Salary	22477	269624
Other		
ESIC (Employer)	0	0
EPF (Employer)	1044	12528
Insurance benefits (C)	235	2819
CTC Without Bonus & Insurance	24765	297,181
CTC without Bonus (including Insurance)	25000	300,000
Variable Pay		100,000
CTC (Including Bonus)		400,000

APPENDIX A

Employment Terms and Conditions: -

Profile Verification -

This offer is provisional to the verification of details furnished by you during the discussions and interviews held so far. If any of these details are found to be incorrect or falsified at any point of time during your employment, this offer letter, and/or subsequent employment status stands cancelled with immediate effect.

Employee Duties and Responsibilities-

You will be starting at the Company at the designated position as per the Offer Letter. However, you will be expected to perform the duties and responsibilities of the roles that will be assigned to you time to time by the Company.

You will be expected to display high levels of initiative and efficiency in your work. You are also expected to perform your duties and responsibilities meticulously and to the best of your capabilities and to the satisfaction of the Company. You are expected to show this level of commitment for tasks that are part of your job profile and also any other task that you would be reasonably expected to perform during your employment with the Company. It is your responsibility to ensure quality output in all activities that you engage in either directly as an individual or as a team member/leader. As a full time, employee, you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree to not engage in commercial activities that could conflict with your time and availability for delivering your responsibilities with the Company during your employment with the Company. You are however free to engage in not-for-profit activities while you are not under official duty and outside of your office hours.

Tax-

You will bear the implications of the tax liabilities owed to the government and local authorities by you through this employment.

Increments and Promotions-

Your career path in the company will depend solely on your performance and your capability. Your individual performance will be reviewed on a regular basis by your managers and by your peers providing the criteria for your increments and promotions. Regular performance reviews will be conducted every six months.

Quality Matters-

You will be required to learn the processes being followed at Sankey Business Solutions from time to time and comply with the quality standards that are being enforced as part of these processes. Your adherence to these quality standards and your general attitude towards quality will be an important parameter used in evaluating your performance.

Expenses and Reimbursement-

You will be reimbursed necessary and reasonable out-of-pocket expenses incurred by you as part of delivering your responsibilities subject to submission of bills/tickets or associated documents and approval of the same by the Company.

Travel-

You may also be required to travel and relocate for project purposes, as part of your employment. You will be intimated ahead of time to give you sufficient time to prepare for this.

Posting / Transfer-

Although your first posting is as per the Offer Letter you are liable to be posted to any department / office of the Company or its partners or customers in India or abroad as required by your job profile and needs of the business at the discretion of the company.

Medical-

Company may decide to terminate your employment based on valid medical advice that you have become physically/mentally incapacitated to such an extent that you are unable to deliver the responsibilities entrusted to you.

Working Hours, Holidays and Leave-

Normal working hours of the company are 9:30AM to 7:30 PM. Employees are provided with the opportunity to take 12 paid leave every year accrued at the rate of 1 leave per month.

The company also provides 10 annual holidays announced at the beginning of every year. Except for emergencies and medical reasons leave will be granted only on 3 days prior notice and approval by your managers.

Intellectual Property Rights-

The company will retain ownership of all intellectual properties generated during the course of your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during the course of your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any associated documents to

further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

Non-Solicitation-

During your employment with Sankey Business Solutions and for an year thereafter you shall not solicit any employee of the Company to leave their employment in order to join another company or provide services to another company/person/entity which is not affiliated to Sankey Business Solutions. You shall also not directly or indirectly on behalf of another person or entity solicit or entice any customers or potential customers away from the company.

Non-Disclosure-

You agree that all the company and project related information is considered confidential and proprietary to Sankey Business Solutions. You shall hold the same in confidence and shall disclose it only to Sankey Business Solutions officers, directors, or employees with a specific need to know. You will not disclose, publish or otherwise reveal any of the Confidential Information received to any other party whatsoever. You also hereby agree to comply with the terms of any policies of the Company relating to the protection of confidential information from time to time. You are also required to strictly maintain as confidential and not divulge or communicate in any manner, any information regarding your remuneration / terms of employment to any other employee of the Company except your immediate superior. Any disclosure of confidential information will be considered a serious misconduct and breach of the terms of your employment.

Non-Compete-

By joining this company in the designated position, you hereby agree to not engage in any competing activity or business, or clients you have worked during the course of your employment and thereafter for a period of 1 year after the termination of your employment

with the company. This does not however prevent the employee from seeking employment in other IT companies after termination of employment with SankeyBusiness Solutions.

Personal Information-

It is the responsibility of the employee to keep their personal contact information up to date with company and also to notify duly any changes thereof. Additionally, you will also be required to update the company of changes in your civil or marital status

Termination-

On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company: any material items belonging to the Company per inventory, and all non-material items in your possession including but not limited to Intellectual property (documentation, software, email correspondence) and any other information required for the continued execution of the duties of your role (login credentials, business contact information), any physical company documents that you may have in your possession any other company assets within your control like apartments, leases etc You are also bound to repay any and all outstanding debts or loans due to the company and the company is hereby authorized to deduct from any payments due to the employee the amount due to the company. You will also be bound by any previous confidentiality, non-disclosure or non-compete agreements that you had signed as part of your employment until the individual termination of such contracts.

Breaches and violations-

Over and above the terms mentioned in this document you are also liable for disciplinary action including and not limited to warnings, suspensions, demotion, denial of promotion or increments for violations of codes of conduct and company policies. The said policy and related company manuals shall be treated as part and parcel of this Agreement. The company reserves the right to modify/amend terms and conditions, and will notify

employees of the same. The company may also decide to terminate employment subsequent to disciplinary action and proper investigation.

Other Rules and Regulations

During employment you are subject to rules and regulations and policies of the Company as made applicable by the company and revised at the company's discretion from time to time, irrespective of whether such details are individually notified to you. You are requested to keep yourself up-to-date with such information from the company intranet/company manual. You will also be liable to face action from the company if you are found in violation of these.

Notice Period-

A notice of 2 months is required to be served during your employment with the company to terminate this contract. However, during the probation period of employment which is of 6 months, the notice period will be immediate or maximum one month. Notice period is considered to start from the point the termination letter is received to you from the Company. However, when situations warrant, as in the case of breach of policies, the company may decide to terminate the contract with immediate effect. You may also be requested to extend your period of stay, based on company needs.

Warranty-

You represent and warrant to the Company that the terms and conditions of your employment are legal, valid and binding upon you and the performance of your obligations pursuant to your employment by the Company does not and will not constitute a breach of, or conflict with the terms or provisions of, any agreement or understanding to which you are a party.

Jurisdiction-

Your employment shall be governed by and construed in accordance with the laws of India and the courts of Maharashtra shall have the jurisdiction, to decide any dispute arising from or in connection with your employment with the Company or any of the terms and conditions of your employment with the Company.

Amendments-

The Company, at its discretion, may alter, replace or annul any of the above, should circumstances so warrant either as a result of statute or otherwise. All changes will duly be updated on the company intranet and will be duly notified to the employees through proper channels.

A handwritten signature in blue ink that reads 'Sandeep R Patil'.

Best Regards,
Sandeep Patil
Director,
Sankey Business Solutions

Agreed to and accepted:

Candidate Name

Signature

Date & Place

SERVICE
AGREEMENT

This agreement is made between **Sankey Business Solutions** (hereinafter referred to as the “Company”) and (hereinafter referred to as the “employee”).

Effective Date:

This agreement shall be effective from the date of joining.

Declaration:

I, Mr. / Ms. _____ hereby acknowledge and agreed that I would serve **Sankey Business Solutions** for a period of 18 months from the date of joining. I also agree to, failing of which will result to pay an amount of Rs 75,000 as penalty as well as no personal documents (release letter, experience certificate etc.) will be released to me.

WITNESS:

1) Name: _____ 2) Name: _____

Address: _____ Address: _____

Contact No: _____ Contact No: _____

Candidate Name & Signature

Date & Place

Offer of Employment

Annexure II		
Parameters	Objectives	Target
Interpersonal Skills	Presentation Skills, highly responsiveness, organizing & planning	20%
Team Development	Team Building, Upgrading the team through learning & process improvement	15%
Technical Competencies	New technology learning, upgrading continuously, Setting process & scaling up- depth wise & breadthwise	25%
Innovation/New business	Ability to come with new ideas, proposals etc.	15%
Quality	Ability to catch quality issues, attention to details, ability to set up quality processes	15%
VOC(Voice of Customer)	Customer satisfaction, client relationship management, Client confidence(Crisis & Experience management)	10%
	Total	100%

Grade	Performance
A	Exceed expectation, payment would be given 100%
B	Meet Expectation, payment would be given is 50%
C	Not satisfactory performance, will not be eligible for any given amount 0%



Letter of Intent

January 14, 2022
Sanyukta Deshpande
MS Bidve Engineering College, Latur

Dear Sanyukta Deshpande,

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

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. 4 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training programme.

We will keep you posted with respect to the start of the training program at the Hexaware office in Siruseri, Chennai for your development as a Maverick. Before joining Hexaware and commencement of your training program, you will undergo the Early Intervention Program (EIP) to be conducted by Hexavarsity, our Corporate University.

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 campusconnect@hexaware.com confirming your interest in joining Hexaware.

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

A handwritten signature in black ink that reads 'Monica Mathur'.

Monica Mathur
Vice President, Recruitment-India & APAC



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

2069917 / ELTP-CAMPUS / 2022

21-Jun-2022

Subject: Letter of Intent

Dear Aazam,

This refers to the campus interview that you had attended.

We are pleased to inform that you have been shortlisted for a position of **Associate Software Engineer at Band U and Sub Band U1** in our Organization provided:

- ø You being medically fit, having completed your qualifying academic course with a minimum grade of **First Class or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria, including minimum of First Class/60% or equivalent grade in all other courses completed by you prior to your qualifying academic course
- ø You complete the set of learning courses and earn course completion certificate for each course mentioned in **Annexure - A** and

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- ø You will be under **probation for a period of 3 (Three) months** from the date of joining.
- ø You will be eligible for an Annual Salary package of **INR 325,000 (Indian Rupees Three Hundred and Twenty-five Thousand Only)**. Please refer to **Annexure - B** for breakup of your intended Annual Salary package.
- ø In addition, you will also be entitled for a one-time settlement Allowance not exceeding **INR 15,000, (Indian Rupees Fifteen Thousand Only)** if eligible, as per Tech Mahindra policy.
- ø At the time of joining, you are required to sign a service bond with Tech Mahindra. As per this bond, you will be required to serve Tech Mahindra for a period of at least 2 years from the date of your joining, failing which, you will need to pay a sum of **Indian Rupees 100,000/- (Indian Rupees One Hundred Thousand Only)** as liquidated damages to Tech Mahindra.
- ø You are required to mandatorily possess a valid Passport and Income Tax PAN Card at the time of joining the Company.





Tech Mahindra Limited
Infocity, Hitech City Layout,
Madhapur, Hyderabad 500081, India.

Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400 001, India.
www.techmahindra.com
CIN L64200MH1986PLC041370

We request you to confirm to us your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter to Campus Joining Team on Campusjoining@techmahindra.com

This Letter of Intent shall cease to be valid on **19-Sep-2022** or issue of Offer of Appointment, whichever is earlier.

We look forward to you having a rewarding career with us.

Yours sincerely,
For Tech Mahindra Limited,

A small rectangular box containing a handwritten signature in blue ink that reads 'R. Krishna'.

Krishna Ramaswamy

Head - Resource Management Group

Annexure A

Learning and Certification

Selects to learn the below Udemey courses in self-learning mode and earn the course completion certificate for each course

To start learning courses use tmfih.udemy.com link.

Detailed learning instructions will be communicated separately.

Category	Udemey Course Name	Course Duration (in Hrs)
Programming Foundations	Programming 101	4
Data Structures & Algorithms	Data Structures A-Z : Data Structures + Algorithms Bootcamp	7.5
Web Programming	Complete Web Design Course: HTML, CSS, Javascript and jQuery	20.5
Linux Fundamentals	Learn Linux in 5 Days and Level Up Your Career	6.5
Shell Scripting	Bash Shell Scripting: Crash Course For Beginners	5.5
SQL	SQL for Beginners: Learn SQL using MySQL and Database Design	8
Python basics	The Python Bible Everything You Need to Program in Python	9
Cloud Computing	A Practical Introduction to Cloud Computing	2.5
Agile & Scrum	Agile Fundamentals: Including Scrum and Kanban - 2021	4.5
Software Testing	Certified Tester ISTQB Foundation Level (CTFL) - Updated 2021	6.5
Communication	The Art of Communications ? Become a Master Communicator	3.25
Email Writing	Write Better Emails: Tactics for Smarter Team Communication	1.36
Business Etiquettes	Business Etiquette 101: Social Skills for Success	4.7

Annexure B

Total Cost to Company (TCC) (Per Annum)	325000
Components of Total Cost to Company	INR. (Per Annum)
Basic (@40% of Total Fixed Pay)	112394
HRA (@70% of Basic Pay)	78676
Bonus/Statutory Bonus	48000
Employer's contribution to Provident Fund (@12% of Basic Pay)	13487
Flexible Components of TFP ^	28428
Total Fixed Pay (Per Annum)	280985
Total Variable Pay (TVP) (Per Annum) (*)	31221
Total.....(A)	312206
Additional Benefits....(B)	12794
Gratuity	5407
Insurance Premiums (towards GTLI, GMIP and GPAL)	7387
Total Cost to Company (Per Annum) -----(A) + (B)	325000
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.	
LTA	12,000
Meal Card (Max INR. 2200 per month)	26,400
Bonus / Statutory Bonus , if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.	
(*) Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -	
i) Gratuity : As per Payment of Gratuity Act	
ii) Insurance	
a) Group Term Life Insurance (GTLI) Coverage: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of INR 20 lakhs to the beneficiary on the unfortunate death of the associate	
b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of INR 3 lakhs (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be INR 2 lakhs .	
c) Group Personal Accident Insurance (GPAL) coverage: You would be enrolled under the Company's GPAL scheme with a cover of upto INR 5 lakhs payable in case of permanent disablement arising out of any unfortunate event of an accident.	

HRD/3T/1003445479/22-23

June 30, 2022

Ms. Shailaja Suryawanshi
At Post Andhori
Latur
Latur-413523
India

Ph: +91-7499936744

Dear Shailaja,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2022.06.30 19:28:02 IST
Reason: Digitally Signed
Location: Bangalore

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

HRD/1003445479/22-23

June 30, 2022

Ms. Shailaja Suryawanshi
At Post Andhori
Latur
Latur-413523
India

Ph: +91-7499936744

Dear Shailaja,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment ("**Offer Letter**" hereinafter).

"**Affiliates**" means any entity that controls, is controlled by, or is under common control with the Company.

"**Company**" refers to Infosys Limited.

"**Control**" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"**Training**" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **15-Sep-2022**.

Location

Your location for employment is **MYSORE, India** .

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

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

Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company's pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

- a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;
- b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.
- c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

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

Probation and Confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

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

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

Increments and Promotions

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

Transfer

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

Compensation and Benefits

Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

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

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

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

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

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

Passport & Driving License

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

Notice Period

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

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

Background Checks

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

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

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

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

Other Terms and Conditions

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

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

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

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

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

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20____

Sign your name

Print your full Name Location

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2022.06.30 19:28:02 IST
Reason: Digitally Signed
Location: Bangalore

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

ANNEXURE - I
(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Shailaja Suryawanshi			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
TOTAL GROSS SALARY				25,000
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

ANNEXURE - II
(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Shailaja Suryawanshi			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY			15,000	
BASKET OF ALLOWANCES			4,478	
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)			2,850	
MONTHLY GROSS SALARY			22,328	
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)			150	
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary			1,800	
GRATUITY - 4.81% of Basic Salary*			722	
FIXED GROSS SALARY (1+2+3)			25,000	
4. INCENTIVE COMPONENTS				
		At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)		1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)				26,250
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)				27,500
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)				30,000
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

TRAINING AGREEMENT AND CONDITIONAL OFFER FOR EMPLOYMENT

This Upskilling & Training Agreement ("Agreement") is entered into and made effective as of the **30th June 2022**, between

Talodyn Networks Private Ltd., a company incorporated under the laws of India, with its registered office at 1st Floor, Tower 2, TVH Beliciaa Towers, 94 MRC Nagar, Chennai 600028 (hereinafter referred to as "Diamondpick")

AND

Avishkar Kathare, son/daughter of **Rachana Kathare** PAN/Aadhar **IORPK1510J** and residing at **Samata Housing Society, Ajinkya Honda Showroom backside Vikram Nagar, Latur**. (hereinafter referred to as "Candidate")

Diamondpick and the Candidate shall hereinafter be individually referred to as "Party" and collectively as "Parties".

RECITALS:

WHEREAS Diamondpick is in the business of providing Talent Solutions and Consulting Services in the Information Technology Domain.

WHEREAS the specialised, technical, and professional skills ("Skills") requisite to work in Diamondpick and/or its Clients, and the effective use of such Skills can be acquired mainly through special training and/or on the job training ("Training")

WHEREAS Diamondpick, as part of its business strategy to improve service delivery, runs various upskilling / training programs to improve the Skills and quality of its current and potential employees. And as a part of a specific Client engagement with TATA Elxsi, Diamondpick has designed an upskilling/training program for potential candidates to be employed with Diamondpick and deputed to TATA Elxsi ("Client") upon successful completion of the program subject to terms and conditions.

WHEREAS the Candidate is in search of employment and is found to be eligible for participating in this program according to Diamondpick's guidelines.

WHEREAS the above-mentioned Training involves considerable expenditure - both direct and indirect, financial and unliquidated - related to faculty, computer techniques, cost of external assessment and certifications, cost of training facilities, training aides (hardware and software), time, support facilities, and stipend of the Candidate while under Training.

WHEREAS this Training substantially improves the professional capacity and reputation of the Candidate and has been imparted by Diamondpick at considerable expenditure as an investment by Diamondpick in the Candidate. Diamondpick expects and requires a financial and professional commitment from the Candidate to recover its expenditure or seek compensation for non-fulfilment of the same.

WHEREAS the expenditure involved in imparting the said Training to the Candidate is far in excess of the expenditure incurred by the Candidate personally.

WHEREAS the main purpose of this agreement is to preserve the interest of Candidate and the interest of Diamondpick.

IT IS NOW HEREBY AGREED AS UNDER:

1. Broad Engagement Terms:

- 1.1 The Candidate will undergo a Training Program on Embedded systems sponsored by Diamondpick.
- 1.2 The Training Program shall be subject to the terms, conditions and guidelines laid down by Diamondpick, which may be updated from time to time and communicated to the Candidate
- 1.3 The Candidate shall be eligible to receive a stipend during the Training period
- 1.4 Upon successful completion of the Training Program, and subject to the satisfaction of Diamondpick, the Candidate will be offered an employment with Diamondpick.
- 1.5 On employment with Diamondpick, the candidate will be deputed with a TATA Elxsi, a Client of Diamondpick as part of services provided by Diamondpick.
- 1.6 In consideration of the time, effort and investment by Diamondpick, the Candidate is expected to serve a minimum Period of Employment or compensate Diamondpick in case of failure to do so

2. Training Period:

- 2.1 The initial training period will be for a period of two months, or such other term as may be decided by Diamondpick from time to time, which will cover virtual classroom, blended learning, project work and certification.
- 2.2 During the training period Candidate is required to attend Training from Monday to Friday, to ensure they capitalize on the blended learning structure.
- 2.3 Candidate will not be eligible for any leave or absence during the training period. Such continual training is to ensure that the Candidate does not miss any training sessions and completes the program on time. If Candidate takes any leave due to personal emergency, the same will be treated as loss of pay and will reflect in the Stipend as such.

3. Performance During Training:

- 3.1 Candidate's performance will be reviewed on regular basis during the training period. Diamondpick will provide all assistance, guidance, and mentorship to enable the Candidate to successfully complete the Training.
- 3.2 During the training period Candidate will be required to successfully clear all knowledge and skill-based assessments, complete project work and applicable certifications required by Diamondpick.
- 3.3 Candidate is required to successfully complete the Week-on-Week Training and certification requirements. If Candidate fails to do so, the organization will provide the Candidate with an additional opportunity to complete the same before the subsequent week. If the candidate fails to successfully complete two consecutive Weeks of Training and Certification, Diamondpick reserves the right to terminate the agreement with immediate effect and not provide an employment offer to the candidate
- 3.4 If candidate fails to clear the first/second online assessment test the employment offer stands invalid.

4. Stipend:

- The Candidate shall be eligible for a stipend of Rs 15,000/- . This will be paid over the period of three-months in the following schedule.
- Pay-out 1: 5,000/- after 30 days of Training and upon clearing the first assessment test
- Pay-out 2: 5,000/- after 60 days of Training and upon clearing the second assessment test
- Pay-out 3 : 5,000/- After successful completion of deployment with TATA Elxsi post completion of first and second assessment.

- 4.1 The last instalment of the agreed internship fee will be paid along with the first month salary.
- 4.2 Stipend payment batches is generally scheduled on the 15th day and last day of every month. When a candidate is eligible for Stipend, it will be included in the upcoming payment batch for payout.

5. Employment Offer and Project Deployment:

- 5.1 Upon successful completion of the Training Program, and subject to the satisfaction of Diamondpick, the Candidate will be offered an employment with Diamondpick.
- 5.2 Such Offer shall include a compensation of Rs 3,00,000/- Cost to Company per annum. The sample Offer Letter is provided in annexure hereto. Also, the joining date will be considered as of the date of deployment with Tata Elxsi. The probation period will be 3 months.
- 5.3 Other terms shall be in accordance with the Diamondpick Terms of Employment applicable at such time.
- 5.4 The Candidate may be required to work (i) at any of Diamondpick's offices or associated centres to which the Candidate may be transferred; (ii) from such premises as may be directed by the Diamondpick's Client to whom the Candidate may be deployed; or (iii) remotely where required / approved by Diamondpick and/or its client.
- 5.5 Your confirmation of employment on completion of the training program is subject to submission of all certificates in line with the following parameters
 - A) 70% in 10th, 12th and UG and PG
- 5.6 Your employment with Diamondpick and subsequent with TATA Elxsi will not be fulfilled in the event of your failure to submit all your educational certificates in line the preconditions.

6. Minimum Period of Employment:

- 6.1 In consideration of the Training to be imparted by Diamondpick, the Candidate undertakes to irrevocably to work in Diamondpick for a minimum period of ten months from the date of joining Diamondpick.
- 6.2 The Candidate is giving this undertaking in view of the considerable expenditure incurred by Diamondpick on the Employee.
- 6.3 The candidate will be absorbed by TATA Elxsi on their direct roles on successfully completion of 10 months.

7. Alternate Employment:

- 7.1 The Candidate agrees not to take employment with any other person, firm or company during the period of applicability of this agreement.
- 7.2 If the Client where such Candidate gets deputed, offers to absorb the Candidate into their payroll during the minimum period of Deployment, and subject to the terms of the contract between Diamondpick and the Client, Diamondpick shall provide the Candidate an opportunity to take up such employment and shall not object to the same

8. Liquidated Damages:

- 8.1 During the training period and the minimum period of employment, for any reason whatsoever, if the Candidate
 - (i) Does not take up the Employment Offer with Diamondpick upon completion of Training; or
 - (ii) leaves/resigns/abandons the services with Diamondpick; or
 - (iii) violates the terms of this Agreement or his potential Employment Agreement; or
 - (iv) is deemed guilty of any fraud, gross negligence or wilful misconduct,

- (v) is found to be non-cooperative, or exhibits wilful underperformance, insubordination with regard to Training and during deployment at Diamondpick's Client,
 - (vi) Does not clear the final online assessment test, or
 - (vii) is unable to continue the employment with Diamondpick and/or the Diamondpick Client as applicable. the Candidate is required to pay in lieu thereof liquidated damages amounting to Rs. Fifty Thousand (Rs.50,000/-) only.
- 8.2 The Candidate shall further give two (2) month's written notice or salary (Basic Salary) in lieu thereof as applicable in Diamondpick.
- 8.3 The Candidate agrees that the said liquidated damages can be recovered / adjusted by Diamondpick from the legal dues, if any, payable to the Candidate
- 8.4 Diamondpick can withhold all Candidate relieving formalities till all the dues required to be paid to Diamondpick are complied with by Candidate.
- 8.5 Diamondpick, solely at its discretion, after giving due consideration to exigent circumstances (like death or disability), may agree to waive full or part of the agreed Liquidated Damages.

9. Term and Termination:

- 9.1 The terms of this Agreement shall be valid till the completion of the Minimum Period of Employment as envisaged in Clause 6 above.
- 9.2 For the purpose of clarity, where any Candidate has been transferred to the payroll of a Diamondpick Client, the terms of this Agreement shall continue to be valid till the completion of the remaining term of minimum period under the employment of such Diamondpick Client.
- 9.3 Diamondpick can terminate the Candidate for non-performance with a notice period of one (1) month served on the Candidate.

10. Dispute Resolution and Jurisdiction:

- 10.1 Where any controversy, dispute or disagreement arises between the Parties as to the interpretation or application of any terms, conditions, requirements or obligation under this Agreement or the performance hereof which the Parties are unable to resolve by mutual agreement, the Parties hereby agree to refer the controversy, dispute or disagreement to arbitration by a panel of three (3) arbitrators, with one (1) arbitrator chosen by each of the Parties and the third appointed by the other two (2) arbitrators.
- 10.2 All Arbitration Proceedings shall be conducted in English and the venue for conducting such proceedings shall be at Chennai. Any arbitral award so rendered may be made to such Court having jurisdiction, or application may be made to such Court for a judicial acceptance of the award and an order to enforcement, as the case may be.
- 10.3 This Agreement shall be governed by and construed in accordance with the laws of Tamil Nadu, India and in any dispute arising out of or relating to this Agreement, the same shall be referred to the exclusive jurisdiction of the Courts situated at Chennai, India.

11. **Notices:** Any notice or communication permitted or required by this Agreement shall be deemed effective when personally delivered or deposited, postage prepaid, addressed to the appropriate party at the address set forth below:

1. Notices to Diamondpick

Talodyn Networks Pvt. Ltd:

Legal Department

1st Floor, Tower 2, TVH Beliciaa Towers, 94 MRC Nagar, Chennai 600028

2. Notices to the Candidate:

Name:

Address: (will be shared by my team)

Email:

12. Confidentiality:

12.1 Candidate agrees that at all times and notwithstanding any termination or expiration of this Agreement, it will hold in strict confidence and not disclose to any third party Confidential Information of Diamondpick or its Clients, except as approved in writing by Diamondpick, and will use the Confidential Information for no purpose other than for the purposes for which it was disclosed.

13. Miscellaneous:

13.1 Entire Agreement and Amendments: This Agreement contains the entire agreement of the parties relating to the subject matter hereof and replaces and supersedes all other agreements or understandings, whether written or oral. Any waiver, change, modification, extension or discharge of this Agreement and its terms, may not be changed orally but only by an agreement in writing signed by both parties.

13.2 Binding Effect and Assignment: This Agreement shall be binding upon and shall inure to the benefit of Candidate and Diamondpick and to their successors and assigns. Nothing in this Agreement shall be construed to permit the assignment by either parties of any of its rights or obligations hereunder without the prior written consent of the other party.

13.3 Force – Majeure: The Candidate hereby agrees that the services will be rendered as per the agreed terms, except when there is any delay caused by fire or mob (not attributable to the fault of the Consultant), earthquake, flood, tempest, lightning, violence of any army or any act of god beyond Diamondpick's control.

13.4 Severability: If any provision of this Agreement shall be held or deemed to be, or shall in fact be, inoperative or unenforceable as applied in any particular case because it conflicts with any other provision or provisions hereof, or any statute, or for any other reason, such circumstances shall not have the effect of rendering the provision in question inoperative or unenforceable to any extent whatsoever. The invalidity of any one or more phrases, sentences, clauses, sections or subsections of this Agreement shall not affect the remaining portions of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year mentioned above by authorized signatories.

Diamondpick
Talodyn Networks Pvt Ltd

Candidate

Signature :
Name :
Title :

Signature :
Name :
Title :

SELF DECLARATION

I _____ S/o | D/o _____ residing at _____
_____ have clearly read and understood the terms and conditions mentioned in the attached agreement and I am willing to take up the 8 Weeks training program on _____ conducted by Talodyn Networks through its training partner _____

1. I am aware that the stipend amount of Rs.15,000/- is spread across 3 Payments as outlined in the agreement is subject to the successful clearance of the Online assessment.
2. I am aware that I have not been charged any training fee for the 8-week training & the entire cost of the training program is borne by Talodyn Networks subject to me successfully clearing the 1st & 2nd Online Assessment.
3. I am aware that I am liable to payback the training cost of Rs.50,000/- in the event of:
 - a) Not Clearing the Final Assessment.
 - b) Declining the offer after the successful completion of the Final Assessment.
 - c) Voluntarily resigning from the 8 Week training program due to my personal reasons.
 - d) Not actively participating in the training sessions.
4. I am aware that I can address my grievances to the support team through mail/call.

I hereby declare and confirm that I will attend all the classes using my laptop and I will attend all the classes and Meetings without fail.

I am aware that the Company also reserves the right to terminate my services without any notice or salary in lieu thereof on the grounds of misconduct.

Candidate Signature: _____

Date : _____

Annexure A – Sample Offer Letter

Date: xxxx

Candidate Name	XXXX	Designation	XXXX
Mobile #	XXXX	Offer ID	XXXX

Dear <Name>,

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of < Designation> with **Talodyn Networks Pvt Ltd. (Diamondpick)**, under the terms and conditions provided herein, with effect from **xxxx**

Location of Work & Project

- As agreed, your base location of work would be Chennai.
- The Company reserves the right to transfer you to the other locations, within the Company and/or other affiliated entities.
- The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.
- Given the current situation, you will be onboarded virtually and will work remotely till you are specifically advised to report to your base location.

Compensation:

- Your **Annual Total Compensation will be revised to INR 300,000 (Rupees Three Lakhs Only)**
- The Company shall deduct tax at source at the time of making payment in accordance with the provisions of the Income Tax Act and rules made there under as also other applicable laws, if any, as may be in force from time to time.
- A detailed salary structure is mentioned in **Annexure A**

Benefits:

- We believe in creating a work life integration for all our associates, where all of us can create synergy between our job, family, personal wellbeing, health and community.
- As an employee of the Company, you shall be entitled to the following benefits to address your physical, financial, and emotional health.
- The benefit programs are subject to any change made by the Company from time to time

Working Hours

- The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. You will have to work between 09.00 A.M. and 06.00 P.M. from Monday to Saturday.

Conditions of Hire

By accepting the offer, you will be deemed to confirm that:

- a. Prior to joining our employment, you have to complete your education in accordance with the terms and conditions.

- b. Your qualifications and employment will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the company, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials, and criminal records, etc. If you fail to submit the documents sought by the Company within the stipulated timeline or if any information provided by you to the Company proves to be false or if you are found to have wilfully withheld any information, the Company reserves the right to revoke and/ or terminate this contract of employment, without any notice or compensation.
- c. The timeline for the candidate to submit the degree completion certificates is 4 months from the date of your employment letter, failure to submit the same will result in the termination of contract.

At the time of joining, please ensure you submit the following soft copy documents in HRMS as requested by HR representative.

- d. Original and photocopies of educational certificates and mark sheets.
- e. Relieving letter & experience certificate from previous employer[s].
- f. Salary certificate from previous employer.
- g. Original & copy of your passport.
- h. Three passport-size photographs.

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 two (2) 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. Any disputes arising out of this offer letter shall be governed by and construed in accordance with the laws of India and the courts in Chennai shall have exclusive jurisdiction.

Separation

- Your voluntary separation will be two months' notice, or the time agreed in the training agreement whichever is greater.
- The Company reserves the right to terminate your services without assigning any specific reason whatsoever for such termination by giving you one months' notice or one month basic pay.
- The Company also reserves the right to terminate your services without any notice or salary in lieu thereof on the grounds of misconduct.

For **Diamondpick**

M Senthil Kumar
Human Resources

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.

Candidate Signature:

Date:

Annexure A – Salary Structure

Offer Date	XXXX	Name	XXXX
Designation	XXXX	Expected DOJ	XXXX

	Salary Structure	
	Monthly	Yearly
Basic Pay	10,000	120,000
House Rent Allowance (HRA)	5,000	60,000
Statutory Bonus	757	9,084
Special Allowance	7,443	89,316
Gross salary (A)	23,200	278,400
Employers PF contribution	1,800	21,600
Retirals & Health Benefits (B)	1,800	21,600
Total Cost to company (A+B)	25,000	3,00,000

- I. It is a condition of your service that you shall abide by the company's policy maintaining the strictest confidentiality of your compensation information and not disclose such information to any other person.
- II. Standard deductions are applicable including PF, Tax and others.
- III. Rate of TDS is subject to Declaration and submission of related information and documents by employee.

Date: 21/02/2022

Intent to Offer

Dear Shinde Bhausahab,

Syntellect ID: ASBE20137657

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (GCM 1)** with Syntel Private Limited ("Company").

Upon your acceptance of this Intent to offer and subject to you meeting all the applicable requirements under this Intent to offer, we will share a definitive offer letter, which will outline the specific employment terms and conditions. Please note that, unless you receive a offer letter this Intent to offer is merely to record the intended offer of employment and it shall not be construed as an employment with company nor it will be a legally binding offer/contract of employment.

The contents of this Intent to Offer are strictly confidential between you and the Company. Please treat this Intent to Offer and the contents hereof as personal and confidential.

This Offer of Intent is valid subject to:

- a) Your successful completion of the **Graduate/Diploma/Post-Graduate** program within the stipulated period of 8 semesters / 6 semesters as the case may be, with a minimum percentage of **60%** and no standing backlogs
- b) You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit
- c) You producing all the relevant documents pertaining to your education, identity, residence etc. as required by the Company

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.

This Offer of Intent is also contingent upon us working to determine an appropriate start date for your employment. The training is for a period of one (1) year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

You will be continuously assessed during your training. If you do not complete the class room/on job training to our satisfaction, your appointment stands cancelled. That the intent of on-boarding will automatically expire if the candidate fails to respond to this Letter of Intent in writing/e-mail on or before the end of **5 days** from date of its issuance.

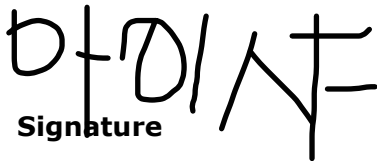
If the above stated terms are acceptable to you, kindly sign and return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions herein.

For the sake of information, an indicative break up of salary and the designation that will apply in case an offer is made to you is attached herewith as Annexure A. Some of the foundation skills on which you need to brush up your concept are attached here as part of Annexure B. We take this opportunity to welcome you into Company family and look forward to a very fruitful association with you.

Yours Sincerely,

For Syntel Pvt. Ltd,

I have read this Offer of Intent and accept the stipulated terms and conditions


Signature

Encl: Annexure

ANNEXURE A

SALARY DISTRIBUTION

Name:	Shinde Bhausheb	
Designation:	Associate Consultant	
Band & Grade:	GCM 1	
Pay and Allowance	Monthly	Yearly
Basic Salary	11,667	140,000
Basket of Allowances (BOA)	12,308	147,700
Gross Pay & Allowances	23,975	287,700
Provident Fund (PF)	1,800	21,600
Statutory Bonus	2,558	30,700
Statutory & Retirals Benefits	4,358	52,300
Cost to Company (OTE)	28,333	340,000

ANNEXURE B

We would also like you to brush up your concepts on the below foundation skills - your expertise on the aforesaid topics could enable you get an opportunity to work on some in-demand skills which are critical to the organization. You would have an opportunity to be fast tracked into training and get assigned to projects sooner.

SQL	DML, DDL, DQL, TCL, DCL, Sub Query, Joins, Sets, Date & String Functions, Constraints
HTML5	Form Elements & Attributes, Video, Audio, Events, Doctypes
CSS3	Selectors, Box Model, Backgrounds
Java Script	Statements, Functions, Events, Array, Date, Conditions
JS JSON	JSON basic, JSON vs XML
Core Java	OOPS concepts, Access Specifiers & Modifiers, Packages, Exception Handling, Collections, JDBC

Capgemini congratulates you on your selection and presents you our Letter Of Intent Inbox



Capgemini via S... Jan 24
to me ▾



Dear Jyoti Vyankatrao Bhise,

At **Capgemini**, we work with the world's leading brands to enhance and transform the way they do business. We do this with passion. And we do this by applying the human touch to business and technology. In fact, passionate people are **Capgemini's** ace of spades.

During our interaction with you, we found you to be equally passionate about what you do. We are pleased to announce you have successfully cleared our initial selection process and been shortlisted for a suitable position with us. This decision is purely based on your merit and performance during your interactions with us.

As the next step in taking your candidature ahead, please go to **Job Profile Tab** and complete the process of accepting the Letter of Intent.

We request you to ensure that you complete all the pre requisite information as well as update all the required documents asked during the course of this process before Jan 31, 2022 11:59 PM IST.

To ensure ease of process, please find below list of documents that would be needed to complete the process.

You have a job offer for Systems Engineer role at Infosys

Inbox



Infosys Freshers... Apr 22
to Infosys ▾



Dear Student,

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

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

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

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

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

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

We look forward to welcoming you into the Infosys family.

Best regards,

Talent Acquisition

Infosys



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

Superset ID: 2278562

Letter of Intent ("LOI")

Dear Amruta udgirkar,

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

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

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

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

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

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

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

Upon joining Capgemini,

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

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

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

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

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

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

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 2278562**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 2278562**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 2278562**

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Puneet Kumra

Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

Amruta udgirkar
Analyst and A4

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

For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

This is a system generated document and does not need a signature

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



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

Superset ID: 1705703

Letter of Intent ("LOI")

Dear Shivani Sangave,

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

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

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

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

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

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

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

Upon joining Capgemini,

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

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

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

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

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

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

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1705703**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1705703**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1705703**

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

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ANNEXURE 1

Shivani Sangave
Analyst and A4

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

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

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



APPOINTMENT LETTER

January 25, 2022

Dear Gayatri Loni,

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

1. Appointment Details:

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

2. Compensation:

You will be eligible for:

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

relevant criteria.

3. Other Benefits:

You will also be eligible for:

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

4. Responsibilities:

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

5. Conflict of Interest:

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

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

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

8. Non-Compete

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

9. General:

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

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

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

and 60% in post-graduation.

v. You have any pending backlogs/ arrears on the date of appointment.

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

10. Training Agreement:

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

11. Notice Period & Termination:

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

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

12. Pre Joining Program (PJP):

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

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

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

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

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

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

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

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

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: polycyclclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on

the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Gayatri Loni, 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;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

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

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

ANNEXURE III

SALARY OFFER SHEET

Name: Gayatri Loni

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

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

Total Cost to Company per annum**3,50,004**

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

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

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- 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.

ANNEXURE – IV

Bonus Details

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

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

Please note the terms and conditions:

I. The special bonus is subject to:

- a. you being "active" in the services of the company through to retention date as applicable
- b. your employment has not been terminated for poor performance or for cause prior to retention date
- c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

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

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

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

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

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

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

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

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

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

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

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax

exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

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

3. Non-transferable Meal card:

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

4. Education Allowance:

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

5. New Pension System:

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

Retirement Benefits:

It consists of:

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

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

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

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

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

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

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

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

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

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

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

Survivor Benefit Pension Program**:

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

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

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

Loans:

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

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

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

1. Your Life and Accident Cover :

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

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

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

2. Voluntary Superannuation Policy (VSS)

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

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

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

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

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

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

☒ Accept

☐ Decline

☒ Signature **Gayatri Loni** 25/1/2022 2:54 PM

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

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com



Infosys Campus Recruitment Program: Congratulations, you have a job offer

1 message

Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>

Mon, 4 Jul 2022 at 3:54 pm



Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

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

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

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

We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

Infosys



APPOINTMENT LETTER

May 3, 2022

Dear Aishwarya Bhosale,

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. The retirement age is 58 years.
- c. 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.
- d. 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.
- e. 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.
- f. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

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

3. Other Benefits:

You will also be eligible for:

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

4. Responsibilities:

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

5. Conflict of Interest:

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

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as

secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

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

7. Assignment of Intellectual Property

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

8. Non-Compete

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

9. General:

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

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

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

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your

online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

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

11. Notice Period & Termination:

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

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

12. Pre Joining Program (PJP):

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

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

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

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

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

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

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

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

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on

the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Aishwarya Bhosale, 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;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

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

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

ANNEXURE III

SALARY OFFER SHEET

Name: Aishwarya Bhosale

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

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

Total Cost to Company per annum**3,50,004**

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

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

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- 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.

ANNEXURE – IV

Bonus Details

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

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

Please note the terms and conditions:

I. The special bonus is subject to:

- a. you being "active" in the services of the company through to retention date as applicable
- b. your employment has not been terminated for poor performance or for cause prior to retention date
- c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

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

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

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

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

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

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

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

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

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

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

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax

exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

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

3. Non-transferable Meal card:

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

4. Education Allowance:

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

5. New Pension System:

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

Retirement Benefits:

It consists of:

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

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

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

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

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

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

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

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

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

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

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

Survivor Benefit Pension Program**:

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

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

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

Loans:

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

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

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

1. Your Life and Accident Cover :

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

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

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

2. Voluntary Superannuation Policy (VSS)

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

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

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

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

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

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

☒ Accept

☐ Decline

☒ Signature Aishwarya Bhosale 3/5/2022 11:44 PM

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

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com



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

Superset ID: 1550356

Letter of Intent ("LOI")

Dear Neha Swami,

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

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

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

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

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

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

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

Upon joining Capgemini,

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

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

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

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

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

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

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1550356**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1550356**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1550356**

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

Neha Swami
Analyst and A4

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

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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



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

Superset ID: 1804740

Letter of Intent ("LOI")

Dear sruthi jadhav,

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

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

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

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

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

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

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

Upon joining Capgemini,

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

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

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

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

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1804740**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1804740**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1804740**

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

srusthi jadhav
Analyst and A4

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

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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

Offer Letter Body

Page 1 of 11



Reference: Persistent/Campus/1630223/3.0

Confidential

Jan 23, 2022

Johib Deshmukh
Latur at post katgaon
Latur Hardware , Barshi road latur
Latur 413512

Dear Johib,

Subject: **Your Appointment as Software Engineer**

Further to your application for employment with us, and the subsequent selection process, we are pleased to offer you the position of **Software Engineer** at grade **3.0** with **Persistent Systems** (Company).

Persistent follows a career structure consisting of attributes such as Grade, Job Family (Career Track) and Job title. As per the offered position, your Job Family is **Engineering - Development**. During your tenure with the company, you are expected to perform role(s) as may be deemed fit by the organization and business needs.

Due to the ongoing pandemic, your joining date will be communicated to you in due course of time as the situation unfolds.

The terms and conditions of this offer for employment are:

Salary -

Your Annual Cost To Company will be Rs. **471,008**. Your Annual Gross Salary will be Rs. **430,008**. A detailed break up of your salary is given in 'Annexure-A'.

You will be eligible for a Statutory Bonus / Ex-Gratia payment, which would be calculated at 20% of the 'Basic Salary' as mentioned in the Salary Break-up Sheet. The mode of payment will be as follows:

- 100% of the Statutory Bonus / Ex-Gratia amount mentioned in the Salary Break-up Sheet will be paid on a monthly basis.
- In case of change in any existing statute or introduction of new statute which requires any payments to be made, the Company reserves the right to adjust the salary components given within your Annual Gross Salary break up to ensure full compliance with such statutory payment obligations.
- In case of changes in any existing statute related to statutory bonus, the amount mentioned as 'Statutory Bonus / Ex-gratia' in the 'Salary break-up sheet' will be considered towards 'Statutory bonus' and the balance, if any, left shall be reserved for adjusting against liabilities of the Company arising out of statutory modification with retrospective effect.

If no such statutory modifications of retrospective nature are noticed, the remaining amount under the heading 'Statutory Bonus / Ex-gratia' will be eventually considered towards 'Ex-gratia'. If changes in statute take place with retrospective effect, Company reserves right to apply this logic of considering complete amount towards 'Statutory bonus' and balance, if any, left towards 'Ex-gratia' in retrospect.

(as per the Company policy) –

This payment is part of your annual gross salary, the payout will be based on Annual Performance of the Company and will be governed as per prevailing CPB policy.

Performance Pay component mentioned in the salary break-up sheet will be paid as follows

- 100% of the amount will be paid on a monthly basis.
- If you are put on Performance Improvement Plan (PIP) or equivalent plan resulting out of 'on the job' observation of below expectation performance, company reserves the right to withhold this amount till you successfully complete the PIP. In case your PIP commences in a month and stretches over the next month then the Performance Pay shall be proportionately paid to you for each month for the period you were not under the PIP.
- If you are found to be not in compliance with various internal policies / guidelines / requirements within the timelines specified in the respective policies / guidelines / requirements, company reserves the right to withhold this amount every month you remain non-compliant. Such deducted performance pay would be returned to you once you are found to be in compliance, in all respects.

Additional Terms –**1. Acceptance of Offer**

- a. The offer is valid till the date of joining decided by the Company.
- b. Please send us your acceptance of the offer on or before **February 5, 2022**.
- c. This offer for employment is subject to you passing your graduation/post-graduation without keeping any backlogs. You will ensure to update the Company about exam results.
- d. Upon acceptance of this offer letter, your employment with the Company will be effective from the date of your joining the Company.
- e. As per the business requirement, kindly take the following actions:
 - i. You are required to fill the Background Check Form and submit the filled form along with necessary documents to the HR person at the time of joining
 - ii. Register with National Skills Registry (NSR an Initiative by NASSCOM) within the time line stipulated by the Company.

The information produced by you at the time of recruitment as well as during joining is deemed to be true and correct. By accepting this offer letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided.

In case of your failure to take necessary steps as mentioned above, within the specified timeline or in case the information, particulars and data furnished to the Company by you are found to be erroneous, incomplete, inaccurate or untruthful, at any stage of recruitment process or in the background check or where the background check reveals undesirable results, the Company will have a right to take necessary disciplinary action including revocation of the offer or termination of your employment without any obligations or without any notice period or compensation.

Further, you allow the Company to provide your personal information (i) for internal business requirements (ii) for applicable legal compliance in or outside India (iii) as may be required by Company's customers as a part of the engagement between Persistent and customer e.g. sharing of profiles etc. (iv) if required by court or government authorities.

2. Work Location

At the time of joining you will be posted at **Pune** office. However, your services can be transferred to any of the Persistent group of Companies, other establishments of the Company, at Company's customer site or at partner's location anywhere in India or abroad subject to Company policies and business requirements from time to time.

3. Increments and Promotion

Your growth in the Company and increments in the salary will depend solely on your performance and contribution to the Company. The increments and salary revision will be driven as per the Performance Management Policy of the Company. You should be employed with the Company for a period of minimum six months, before being considered eligible for any salary review.

4. Probationary Period

You will be on probation for a period of six months, from the date of joining. Upon satisfactory performance during the probation period, your employment will be deemed confirmed unless otherwise communicated to you in writing.

In addition to your performance during the probationary period, confirmation of your employment is subject to your submitting the requisite documents as required at the time of you joining the Company.

5. Recovery of Expenses

Any expenses incurred by the Company for your recruitment such as your relocation, accommodation, joining bonus, reimbursement of short fall of notice period if any, etc. would be recovered from you if you voluntarily resign from the services of the Company within twelve months from your date of joining.

6. Notice Period

During probation, your employment can be terminated with ninety days' notice or payment of 'Basic Salary' (the 'Basic Salary' that is mentioned in the salary break-up sheet) in lieu of the notice period on either side.

After completion of probationary period and confirmation of employment, if you voluntarily resign from the services of the Company, you will be required to give ninety days' advance written notice or 'Basic Salary' in lieu of the notice period subject to the Company's discretion. In the event of you having any incomplete work assignment, the Company will have the discretion to relieve you only at the end of the ninety days' notice period. Similarly, the Company may terminate your employment by giving you ninety days' notice or 'Basic Salary' in lieu of notice period.

The Company can terminate your service without any notice period and without paying the salary in lieu of notice period, in case your employment is terminated on the grounds of

- Breach of confidentiality or IP related obligations
- Violation of law
- Gross misconduct
- Material breach of Company policy, on your part. In such event, the Company will not be liable to make payment in lieu of notice period.

In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediate previous working day.

7. Mediclaim Insurance Policy

Mediclaim Insurance policy is a family floater policy and the maximum sum assured is Rs.2.5 Lakhs per year. Employees are requested to view the policy terms and conditions on Persistent intranet post joining.

8. Retirement

You shall retire on the day of completion of your sixty years of age. For this purpose, the date of your birth considered will be as per the certificate of proof of age submitted by you at the time of joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day.

9. Rules and Regulations

You will be governed by the rules and regulations applicable to the employees of the Company, including revisions in such rules as may be effected from time to time. During the continuance of your engagement with us, you shall not be associated, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever, but shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof.

Also, the Chart of Authority and Disbursement is published on our Intranet (as applicable). You may go through the same, once you join the organization.

10. Invention Assignment and Confidentiality Undertaking

The matters pertaining to terms and conditions of your employment including your remuneration are strictly confidential between you and the Company, and should be treated as such.

As part of the joining process, you will be required to sign 'Invention assignment and confidentiality undertaking'.

11. Code of Conduct

As part of the joining process, you will be required to sign 'Code of Conduct'.

12. Working Days

Normal working days are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other off day. Staff of Support Departments may be required to work on Saturdays.

You will be governed by the working hours policy of the Company. Based on the business need, you may be required to work in shifts, in extended working hours or on call. The same may be modified from time to time to keep it in line with the prevailing local statutory provisions.

13. Information and Security

The role assigned during your employment with the Company includes the Information Security responsibilities as required by organization and customer. This includes adhering, maintaining information security artifacts as required by Information Security Policy of the organization and customer.

During your employment with the Company, you shall not disclose any information to anyone including but not limited to Company's customers, prospective customers, people or entities outside the Company or to any Company's employee which is confidential or trade secret under your previous employment contract or disclosure of which is in violation of any law or third party intellectual property rights. If you disclose any such information, you shall be solely liable at your own cost and you agree to hold harmless the Company from and against any claims, actions, suits, demands, damages, claims for fees, costs, charges and expenses.

14. No Conflict

You warrant that if you accept this employment offer with the Company, it shall not be in conflict with :

- any other agreement that you may have entered into or
- any obligation that you may be bound to

15. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.

16. Transit Accommodation

If you need transit accommodation, it can be provided to you, in case you are joining from outstation to the work location. The accommodation will be for a period of maximum seven days from a day prior to your joining date. For availing this, you need to send an email request to **Akanksha Khandare** at **akanksha_khandare@persistent.com** one week prior to your joining date.

17. Joining Formalities

Kindly contact **Rajeshwari Joshi (Ph.No.- 020-66965038)** on the date of joining. We request you to report at 9:00 AM at the address mentioned below for completion of joining formalities.

Pune

Rigveda-Yajurveda-Samaveda-Atharvaveda Plot No. 39, Phase I, Rajiv Gandhi Information Technology Park,Hinjawadi,Pune, Maharashtra, India 411057.

Please find the details of the documents/information required at the time of joining, in Annexure-C.

We welcome you to the Persistent family and look forward to a long and mutually rewarding association.

Yours sincerely,

For Persistent Systems

Kalpana Kudlingar

Head - Campus Talent Acquisition

Annexure to and forming part of this letter:

- i.Salary Breakup Sheet (Annexure-A)
 - ii. Company Benefits (Annexure-B)
 - iii. Documents Required on the day of joining (Annexure-C)
-

Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this Appointment letter as a token of my having accepted employment with the Company and the terms and conditions set out in this letter. Also I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process. I will join the Company as per the joining date that will be communicated to me in due course of time.

Date:**Signature:**

SALARY BREAK-UP SHEET (Annexure – A)Date: **Jan 23, 2022**Grade: **3.0**Location: **Pune**Name: **Johib Deshmukh**Designation: **Software Engineer**

I	Monthly Components	% of basic salary	Amount (Rs.)
1	Basic Salary		11,800
2	House Rent Allowance	50%	5,900
3	Company contribution to E.P.F./Special Pay I (#)		1,800
4	Superannuation fund/Special Pay II	15%	1,770
5	National Pension Scheme/Special Pay III	10%	1,180
6	Leave Travel Assistance	10%	1,180
7	Performance Pay	10%	1,180
8	Statutory Bonus/Ex-gratia	20%	2,360
9	Upkeep Pay		4,608
	Total to be paid monthly (M)		31,778
	Total for the year [M * 12] [A]		381,336
II	Variable Components		
1	Company Performance Bonus[CPB] Per Month [M]		3,584
	Total CPB 10% of Annual Gross Salary [B]		43,008
III	Annual Component		
	Provision for your gratuity [C]	4%	5,664
	Annual Gross Salary [A + B + C]		430,008
IV	Major Benefits [Average cost per person p.a.]		
	Insurance* and Food* [D]		41,000
	Cost To Company (CTC) [A + B + C + D]		471,008

#Provident Fund Contribution Option:

As permitted by the Employees Provident Funds and Miscellaneous Provisions Act, 1952 and its Rules, at the time of joining, if you give your written consent, Company will provide you an option to limit your Provident Fund Contribution to maximum monthly wage ceiling defined by EPF authority (Currently it is Rs. 15,000/- per month) instead of on the entire basic salary mentioned in this salary break-up sheet. You understand and agree that if you explicitly consent to choose the above mentioned option, you will see following impact in your monthly pay slip.

- There is no impact on your Gross salary and CTC salary as stipulated under Annexure A.
- Both Employee's contribution and Company contribution to E.P.F will be lesser than what is mentioned in the salary break-up sheet under Annexure A -I point no. 3. Differential amount will be shown under "Special Pay I" in your pay slip. Income tax deduction benefit would reduce to that extent.
- As EPF deductions are less, your take home pay would be more than what is stipulated under Annexure A. This will attract appropriate income tax.

You agree and understand that as and when the EPF authorities revise maximum monthly wage ceiling (currently Rs. 15,000/- per month) appropriate changes will be made keeping the same principle, i.e. limiting both employee and employer contribution to statutory wage ceiling, as long as it is permitted by the law.

Yours sincerely,

For Persistent Systems

Kalpana Kudlingar

Head - Campus Talent Acquisition

Annexure-B

In addition to major benefits mentioned in "Annexure - A", Persistent provides the following benefits, as applicable/ as per company policy.

- Leaves
 - Privileged Leaves (PL) - 27 Days. Unused PL of ongoing year will be carried forward on an annual basis to a maximum of 21 days out of 27.
 - Maternity Leave (ML) - As statutory requirement
 - Paternity Leave (PAL) - 5 Days
 - Child Adoption Leave (CAL) - 10 Days
 - Study Leave (STL)
 - Long leave
 - Compensatory-Off
- Paid Holidays
- Employee Deposit Linked Insurance Policy
- Long Service Award
- Company sponsored Higher Education / certifications
- Night Shift Allowance
- Reward and Recognition
- Employee Engagement activities
- Project Party
- Flexi working hours
- Annual Health Check-up

Following facilities are available at certain locations

- Subsidized Transportation Facility
- Gymnasium Facility
- In-house Sports Facility
- Doctor on premises

****Food**

- Lunch, Snacks

*** Insurance Policy**

- Group Term Life Insurance
- Personal Accident
- Medclaim Hospitalization (Self, Spouse, 2 children and Parents)

"Food and Insurance" is a benefit being extended to the employees and cannot be paid in cash, under any circumstances.

Annexure – C
Guidelines for Joining Process

As a part of your joining process, you will receive an email from Persistent. This email will contain a link of the **Pre Joining Portal**. Pre-joining portal is system where you are required to complete following activities **before joining**

1) System Entries

You are requested to enter your details in Pre Joining portal. Some details, which we received during selection process, are already entered in the system. You are requested to go through the details. Please complete the process by entering all details in portal.

Details which are required to be entered in system are as below

- Personal Details
- Address Details
- Family Details
- Education Details
- Previous Employer Details
- Language Details

Please note that your joining form and Background Verification form will be generated based on the above mentioned details. These are Key details without which the forms cannot be generated. Hence you are requested to please complete all details. In case of queries, you can carry relevant documents on day of joining and after clarification, you can complete the details.

2) Upload Documents

You are requested to upload all relevant documents in Pre Joining Portal. Please use appropriate type of the documents and save.

Please upload documents in PDF format only.

Valid documents for each category are:

a) Identity proof: Any one of the below

1. Passport
2. Voter's card
3. Driving License

b) Current and Permanent Address proof – Any one of the below

1. Electricity bill
2. Telephone bills
3. Ration card
4. Corporation tax receipt
5. Copy of Index 2

c) Date of Birth Proof – Any one of the below

1. Birth Certificate
2. School leaving certificate
3. 10th pass Certificate
4. Notarized copy of date of birth proof

d) Educational Information: All documents (as applicable)

1. SSC mark sheet & certificate
2. HSC mark sheet & certificate
3. Diploma (if applicable) :Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
4. Graduation (if applicable): Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
5. Post-graduation (if applicable) : Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)

e) Professional Information: (As applicable)

1. Relieving Letter/Experience Certificate / Service Certificate from all previous employers (if applicable)
2. Resignation Acceptance Letter / Email / Relieving Letter / Experience Certificate from current employer (if not currently available, it is mandatory to submit the same on the date of Joining)
3. Latest Salary Slips for the last two months from your previous employer

f) Marriage Certificate (in case of name change for women employees)

g) Pan Card (Mandatory)

If you do not receive the link for the pre joining portal or you face any problem while uploading documents, please keep soft copy of the documents available in your personal email account. Necessary access will be provided to you on day of joining to upload documents.

Persistent Systems Limited, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000 | Fax: +91 (20) 6703 009
CIN – L72300PN1990PLC056696
Persistent Systems Inc., 2055 Laurelwood Rd., Suite 210 Santa Clara, CA 95054 USA | Tel: +1 (408) 216 7010
Persistent Systems France SAS, 1 rue Hector Berlioz, 38600 Fontaine, France | Tel: +33 (0) 4 76 53 35 80

Offer Letter Attachments

Response

Accept the offer

HRD/3T/1003063111/22-23

June 30, 2022

Ms. Mrunal Sarwade
At Post Poharegaon.
Tq-Renapur.
Latur-413512
India

Ph: +91-9763240072

Dear Mrunal,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2022.06.30 19:39:34 IST
Reason: Digitally Signed
Location: Bangalore

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

HRD/1003063111/22-23

June 30, 2022

Ms. Mrunal Sarwade
At Post Poharegaon.
Tq-Renapur.
Latur-413512
India

Ph: +91-9763240072

Dear Mrunal,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment ("**Offer Letter**" hereinafter).

"**Affiliates**" means any entity that controls, is controlled by, or is under common control with the Company.

"**Company**" refers to Infosys Limited.

"**Control**" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"**Training**" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **15-Sep-2022**.

Location

Your location for employment is **MYSORE, India** .

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

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

Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company's pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

- a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;
- b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.
- c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

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

Probation and Confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

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

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

Increments and Promotions

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

Transfer

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

Compensation and Benefits

Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

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

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

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

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

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

Passport & Driving License

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

Notice Period

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

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

Background Checks

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

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

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

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

Other Terms and Conditions

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

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

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

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

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

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20____

Sign your name

Print your full Name Location

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2022.06.30 19:39:34 IST
Reason: Digitally Signed
Location: Bangalore

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

ANNEXURE - I
(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Mrunal Sarwade			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
TOTAL GROSS SALARY				25,000
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

ANNEXURE - II
(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Mrunal Sarwade			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY	15,000			
BASKET OF ALLOWANCES	4,478			
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850			
MONTHLY GROSS SALARY	22,328			
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150			
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary	1,800			
GRATUITY - 4.81% of Basic Salary*	722			
FIXED GROSS SALARY (1+2+3)	25,000			
4. INCENTIVE COMPONENTS				
	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%	
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000	
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			26,250	
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			27,500	
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			30,000	
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

NTT DATA Global Delivery Services Private Limited
Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000



February 02, 2022

SAKSHI DATTATRAYA KIWANDE

MS BIDVE COLLEGE OF ENGINEERING

Dear SAKSHI DATTATRAYA,

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you **Information Technology Senior Associate** with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and condition. Please note that your subsequent employment with the Company is subject to your completing the training as given below.

Please note that this offer does not give you the employee status of the Company. Your appointment as **Technical Graduate Trainee** comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This communication does not confer you with any right against the company until you join for training.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. On your start date, please bring the documents as per Annexure A.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

- a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 60% aggregate.
- b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.

On successful completion of your training, you will be appointed as a **Information Technology Senior Associate** in Grade **5** and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be Rs. **500000** /- during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.

A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A. You shall be on the rolls of companies establishment at Bangalore and this offer shall be subject to jurisdiction of Bangalore, Karnataka. This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

The Company has filed an application before the National Company Law Tribunal ("NCLT") for amalgamation with its affiliate NTT DATA Information Processing Services Private Limited ("IPS") ("Merger") with IPS post-merger as the surviving entity. The matter is now pending for approval of the Scheme by the NCLT.

If the order of merger is received before your joining date, then all references to NTT DATA Global Delivery Services Private Limited in this letter will stand automatically amended to NTT DATA Information Processing Services Private Limited and the offer shall be deemed to be made by NTT DATA Information Processing Services Private Limited

Please note upon completion of merger you will be employed by the surviving entity viz., IPS and by signing this letter you have accepted and agreed to be bound by the terms and conditions of this trainee engagement letter and any other changes/amendments that may be required due to the merger.

Confidential

NTT DATA Global Delivery Services Private Limited
Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000



Annexure A


At the time of joining, you are requested to bring the following documents in **Original** along with two copies of each. The original certificates are required for verification only and will be returned the same day.

1. Certificates & mark sheets supporting your educational qualifications:
 - a. Xth Certificate and mark sheet
 - b. XIIth Certificate and mark sheet
 - c. Degree Certificate/Provisional Certificate and individual semester mark sheets, consolidated mark sheets, course completion certificate (for each graduation / post graduation)
2. Three copies of your recent Passport size color photograph (white background)
3. Copy of NTT DATA Global Delivery Services Private Limited offer letter and completed pre-employment form
4. You are required to carry your passport at the time of joining

For any further clarification you can mail to Campus.Connect@nttdata.com.

If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

**Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED**

DocuSigned by:

DD4D480B41314B9
URMIMALA SARKAR
DIRECTOR – TALENT ACQUISITION

We request you to please read and sign the enclosed copy of this letter and return it by **February 04,2022** to indicate your acceptance of this Offer. I agree & accept employment on the terms and conditions mentioned in this letter.

DocuSigned by:

Signature: AE4EDC1A4DAC4F6...
SAKSHI DATTATRAYA KIWANKE

Date: **February 02,2022**

Confidential

NTT DATA Global Delivery Services Private Limited
Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000



DECLARATION

I, **SAKSHI DATTATRAYA KIWANDE** S/o, D/O, W/O D/O Dattatraya Kiwande, having permanent address at at post. Nalgir Tq. Udgir Dist. Latur Maharashtra do hereby acknowledge, represent and confirm to NTT DATA Global Delivery Services Private Limited, (hereinafter referred to as "the Company", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns) that my offer will be subject to:

1. My willingness to relocate to any of the any of the locations of the Company. I agree that the Company reserves the right to depute / transfer my services to any other location/ centres of the Company/ client location/ Group Company in consistence with the Company's business/ project requirement and interests. In case I fail to accept such deputation or transfer, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.
2. My willingness to work in any of the shifts (i.e. either day or night shifts). I agree that the Company reserves the right to depute me to work in any of the shifts in consistence with the Company's business/ project requirement and interests. In case I refuse to work in any of the shifts as required by the Company, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.
3. My willingness to work in any kind of technology/ project. I agree that the Company reserves the right to depute me to work on any kind of technology/ projects in consistence with the Company's business/ project requirement and interests. In case I refuse to work on any kind of technology/ projects as required by the Company, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.

I, do hereby verify and declare that the contents of this declaration are true and correct and given with my free will and consent, no part of it is false and nothing material has been concealed therein and I am solely responsible for its accuracy and know of no agreements, obligations or restrictions which prevent or prohibit me from complying with them.

SIGNATURE: 
DocuSigned by:
AE4EDC1A4DAC4F6...

NAME: SAKSHI DATTATRAYA KIWANDE

DATE: February 02,2022

PLACE: PUNE

04/07/2022

To,
Shivangi Rajkumar Wattamwar
7620422104
Dept of IT
M.S Bidve Engineering College Latur
Training and Placement under CSR

Dear Shivangi Rajkumar Wattamwar

We are pleased to inform you that you have been selected for CSR-Incubation batch of Technology Training and Placement which is of free of cost for merit students.

By Palle Technologies, Bangalore.

The program will begin on 04TH JULY 2022 Course Duration (3.5 month)

The Mode of Training will be Online – Using Zoom App.

The Training will be conducted every day between 6:30 PM to 8 PM.

During this Program you will be having Technology Training

1. Monday to Friday – Training, and Saturday Evaluation & interview preparation.

Program features:

1. Aptitude & reasoning training
2. Technology training on Java, OOPs, sql, Web Technologies, & Python
3. Assignments – coding & aptitude
4. System tests on regular basis
5. Coding interview preparation
6. Mock technical interviews
7. Mock HR interviews
8. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 2.4 LPA to 6 LPA until student gets placed
9. Course Completion Certificate will be provided after the successful completion of the Technology training
10. If student misses any one class during training period, then student will be dropped from the program and will not be eligible for free training and placements.
11. If student has not attended any interview scheduled by Palle Technologies, then student will be disqualified from the program and will not be eligible for free training and placements.

Mandatory Requirements while joining:

- (1) Student has to send a photo copy of his or her X, XII mark sheets
- (2) Student has to send a photo copy of Engineering all semester mark sheets up to 6th semester
- (3) Student has to send photo copy of Aadhar card
- (4) Student has to send photo copy of college ID proof
- (5) Student has to send his or her pass port size photo

We look forward to welcome you on board.

**Sincerely,
HR Team
Palle Technologies**

Date: 10/05 /2022

Intent to Offer

Dear Shruti Chavare,

Syntellect ID: ASB22295432

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (GCM 1)** with Syntel Private Limited ("Company").

Upon your acceptance of this Intent to offer and subject to you meeting all the applicable requirements under this Intent to offer, we will share a definitive offer letter, which will outline the specific employment terms and conditions. Please note that, unless you receive a offer letter this Intent to offer is merely to record the intended offer of employment and it shall not be construed as an employment with company nor it will be a legally binding offer/contract of employment.

The contents of this Intent to Offer are strictly confidential between you and the Company. Please treat this Intent to Offer and the contents hereof as personal and confidential.

This Offer of Intent is valid subject to:

- a) Your successful completion of the **Graduate/Diploma/Post-Graduate** program within the stipulated period of 8 semesters / 6 semesters as the case may be, with a minimum percentage of **60%** and no standing backlogs
- b) You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit
- c) You producing all the relevant documents pertaining to your education, identity, residence etc. as required by the Company

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.

This Offer of Intent is also contingent upon us working to determine an appropriate start date for your employment. The training is for a period of one (1) year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

You will be continuously assessed during your training. If you do not complete the class room/on job training to our satisfaction, your appointment stands cancelled. That the intent of on-boarding will automatically expire if the candidate fails to respond to this Letter of Intent in writing/e-mail on or before the end of **5 days** from date of its issuance.

If the above stated terms are acceptable to you, kindly sign and return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions herein.

For the sake of information, an indicative break up of salary and the designation that will apply in case an offer is made to you is attached herewith as Annexure A. Some of the foundation skills on which you need to brush up your concept are attached here as part of Annexure B. We take this opportunity to welcome you into Company family and look forward to a very fruitful association with you.

Yours Sincerely,

For Syntel Pvt. Ltd,

I have read this Offer of Intent and accept the stipulated terms and conditions



Signature

Encl: Annexure

ANNEXURE A

SALARY DISTRIBUTION

Name:	Shruti Chavare	
Designation:	Associate Consultant	
Band & Grade:	GCM 1	
Pay and Allowance	Monthly	Yearly
Basic Salary	11,667	1,40,000
Basket of Allowances (BOA)	12,308	1,47,700
Gross Pay & Allowances	23,975	2,87,700
Provident Fund (PF)	1,800	21,600
Statutory Bonus	2,558	30,700
Statutory & Retirals Benefits	4,358	52,300
Cost to Company (OTE)	28,333	3,40,000

ANNEXURE B

We would also like you to brush up your concepts on the below foundation skills - your expertise on the aforesaid topics could enable you get an opportunity to work on some in-demand skills which are critical to the organization. You would have an opportunity to be fast tracked into training and get assigned to projects sooner.

SQL	DML, DDL, DQL, TCL, DCL, Sub Query, Joins, Sets, Date & String Functions, Constraints
HTML5	Form Elements & Attributes, Video, Audio, Events, Doctypes
CSS3	Selectors, Box Model, Backgrounds
Java Script	Statements, Functions, Events, Array, Date, Conditions
JS JSON	JSON basic, JSON vs XML
Core Java	OOPS concepts, Access Specifiers & Modifiers, Packages, Exception Handling, Collections, JDBC



APPOINTMENT LETTER

April 21, 2022

Dear Diptee Jadhav,

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

1. Appointment Details:

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

2. Compensation:

You will be eligible for:

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

3. Other Benefits:

You will also be eligible for:

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

4. Responsibilities:

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

5. Conflict of Interest:

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

6. Confidentiality:

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

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

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

7. Assignment of Intellectual Property

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

8. Non-Compete

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

9. General:

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

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

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

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

10. Training Agreement:

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

11. Notice Period & Termination:

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

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

12. Pre Joining Program (PJP):

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

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

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

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

Noted below are a few examples of conflict of interest:

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

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

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

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

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

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

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

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

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

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

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

ANNEXURE III

SALARY OFFER SHEET

Name: Diptee Jadhav

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

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

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

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

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

ANNEXURE – IV

Bonus Details

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

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

Please note the terms and conditions:

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

ANNEXURE – V

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

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

ANNEXURE – VI**Variable Pay - A BRIEF OVERVIEW****Variable Pay Policy Summary & Computation:**

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

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

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

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

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

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

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

1. Leave Travel Allowance:

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

2. Telephone/Mobile Phone Allowances:

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

3. Non-transferable Meal card:

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

4. Education Allowance:

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

5. New Pension System:

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

Retirement Benefits:

It consists of:

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

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

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

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

Accommodation, Food & other Miscellaneous Expenses

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

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

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

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

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

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

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

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

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

Survivor Benefit Pension Program**:

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

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

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

Loans:

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

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

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

1. Your Life and Accident Cover :

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

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

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

2. Voluntary Superannuation Policy (VSS)

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

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

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

& transparent fund management.

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

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

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



Accept



Decline



Signature [Diptee Jadhav 21/4/2022 3:12 PM](#)

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

Registered Office:

**Wipro
Limited**

T :+91 (80) 2844 0011

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

Sarjapur
Road

E :info@wipro.com

Bengaluru
560 035

W :wipro.com

India

C :L32102KA1945PLC020800

24254343



APPOINTMENT LETTER

January 22, 2022

Dear Pradumna Shelge,

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

1. Appointment Details:

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

2. Compensation:

You will be eligible for:

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

relevant criteria.

3. Other Benefits:

You will also be eligible for:

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

4. Responsibilities:

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

5. Conflict of Interest:

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

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

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

8. Non-Compete

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

9. General:

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

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

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

and 60% in post-graduation.

v. You have any pending backlogs/ arrears on the date of appointment.

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

10. Training Agreement:

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

11. Notice Period & Termination:

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

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

12. Pre Joining Program (PJP):

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

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

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

DECLARATION ON CONFLICT OF INTEREST

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

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

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

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

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

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: 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 policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Pradumna Shelge, 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;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

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

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

ANNEXURE III

SALARY OFFER SHEET

Name: Pradumna Shelge

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

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

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

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

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- 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.

ANNEXURE – IV

Bonus Details

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

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

Please note the terms and conditions:

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

ANNEXURE – V

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

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

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

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

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

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

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

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

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

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

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax

exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

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

3. Non-transferable Meal card:

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

4. Education Allowance:

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

5. New Pension System:

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

Retirement Benefits:

It consists of:

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

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

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

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

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

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

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

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

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

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

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

Survivor Benefit Pension Program:**

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

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

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

Loans:

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

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

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

1. Your Life and Accident Cover :

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

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

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

2. Voluntary Superannuation Policy (VSS)

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

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

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

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

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

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

☒ Accept

☐ Decline

☒ Signature Pradumna Shelge 22/1/2022 5:59 PM

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

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com



SEZ Unit 2-7th Floor, IT Building, M/s. Qubix Business Park Pvt. Ltd. SEZ, near Rajiv Gandhi Infotech Park, Phase-1 Hinjewadi, Pune- 411 057 Tel.: 02066046000/67119000

Ref:673134

Date: February 26, 2022

Ms Mrunal Mukund Joshi

304, Laxmi Diamond Apartment, Bhagya nagar ,
Latur, Maharashtra
India - 413512.

Dear Mrunal Mukund Joshi,

We are pleased to confirm our offer of employment to you as **Associate Software Eng.** in Grade **G1**.

During your training cum probation period of 12 months, you are entitled to an annual gross compensation package of **Rs.550,000 (Rupees Five Lakh Fifty Thousand Only)** (including Loyalty Bonus Applicable only once, on completion of 1st year from Date of joining) the breakup for which is given in Annexure A.

On successful completion of training cum probation period, you will be extended a full-time employment and your grade shall stand revised to G2. Changes in your compensation and other terms are subject to discretion of the company, statutory requirements, your performance in the company and other relevant criteria. Tax liability will be as per Income Tax rules.

LOCATION

The company may require you to work at any of the company locations or at the customer's site both within and outside India. You will be given reasonable notice of any travel or re-location requirement.

MEDICLAIM INSURANCE

- **Employee + Spouse + 2 Children:** All employees are entitled to a coverage of Group Mediclaim Insurance policy of an amount with maximum limit of Rs.3,00,000/- (Rupees Three Lakhs Only) from the day one with features like family floaters, maternity benefits etc. Employee can cover himself/herself and immediate family members i.e., legally wedded spouse and 2 dependent children (max. age up to 25 Yrs.) only.
- **Group Term Life Insurance:** All employees are entitled to a self-coverage of Group Term Life Insurance of an amount with maximum limit of Rs.20,00,000/- (Rupees Twenty Lakhs Only) from the day one.
- **Group Personal Accident Insurance:** All employees are entitled to a self-coverage of Group Personal Accident Insurance of an amount with maximum limit of Rs.25,00,000/- (Rupees Twenty-Five Lakhs Only) from the day one.
- **Parental Mediclaim Insurance:** In case, an employee wants to cover his/her dependent Parents or Parent-in-laws, he/she can enroll them under separate Voluntary Parents Mediclaim Policy.
- **Covid Insurance:** All employees are entitled to a self-coverage of Covid Insurance of an amount with maximum limit of Rs.50,000/- (Rupees Fifty Thousand Only) in case of hospitalization or home quarantine.

Times Square 7th Floor C Wing, Smartworks Coworking Spaces, Andheri- Kurla Road, Andheri East - 400059

Tel: +91 22 2617 2600 CIN: U72900MH2002PTC138380 www.xoriant.com

**SOLUTIONS PVT.LTD**

For more details on the above, employee can refer to the detailed Medclaim policy available on company intranet or contact your location Facility Management Team.

CODE OF CONDUCT

We at Xoriant are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of the Company including the Code of Business Conduct and other policies of the Company as they form an integral part of the terms of your employment with Xoriant. 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 the employees from time to time and you will be required to comply with the same.

PROFESSIONAL ETHICS

You will be required to deal with the Company's money, material and documents and other resources, with honesty and a high standard of ethics. If you are found guilty, at any point of time of moral turpitude or of dishonesty in dealing with the Company's money or material or documents or of theft or of misappropriation, regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in the appointment letter.

Times Square 7th Floor C Wing, Smartworks Coworking Spaces, Andheri- Kurla Road, Andheri East - 400059

Tel: +91 22 2617 2600 CIN: U72900MH2002PTC138380 www.xoriant.com

**ANNUAL LEAVE/PUBLIC HOLIDAYS**

You will be entitled to 18 days of Privilege leaves and 8 days of Casual leaves per calendar year of service, on pro-rata basis. Privilege leaves will get credited in the first week of every month for the previous month at the rate of 1.5 days per month on pro-rata basis. Casual leaves shall be credited in the first week of every quarter, at the rate of 2 days per quarter on pro-rata basis.

Also, in case of separation, balance Privilege leaves will be paid (encashed) in Full & Final Settlement on the basis of basic pay.

NO DUAL EMPLOYMENT

You shall devote your full time and attention to the performance of your duties incidental to your position with the Company. During your employment with the Company, you are refrained from taking up any other employment, consultancy, or any other job (with or without remuneration), without the prior written consent of the Company. In the event you breach the terms mentioned herein, the Company at its sole discretion may terminate your employment without any notice, with immediate effect.

NOTICE PERIOD/TERMINATION

a. This Appointment Letter may be terminated by either party by giving 60 Days written notice or gross monthly salary in lieu thereof ("Notice Period"). Any shortfall in the Notice Period shall be recovered from your full and final settlement. In case of resignation, the Company reserves the right to:

- i. relieve you earlier than the Notice Period;
- ii. extend your Notice Period for a satisfactory handover of charge and completing the pending assignments;
- iii. decide whether the Notice Period shall run concurrently with the period of any leave which may be granted to you;
- iv. direct you not to perform any of your duties and to remain away from the Company premises and/or not to contact clients or other employees of the Company for all or part of the Notice Period.

Your employment will be subject to termination by 60 Days written notice or salary in lieu of written notice from either side.

a.b. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediate previous working day. The Company reserves the right to pay or recover salary in lieu of notice period. Employees cannot use their accumulated leave to serve the notice period.

b.c. Company may terminate your employment immediately with or without notice on the occurrence of your:

- i. Embezzlement, intoxication or illegal drug abuse, unauthorized absence in excess of the Company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients;
- ii. Engaging in misconduct (wilful, intentional or otherwise) during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its sole discretion, may affect the performance of your obligations hereunder, may affect the Company and/or its affiliates and their employees, contractors and/or clients or may otherwise bring the Company and/or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; and/or
- iii. Involvement in any act of moral turpitude.
- iv. At any point of time during your service with the Company, you are found to be unfit or incapacitated on medical grounds and unable to work, you can be terminated from the services of the Company. The opinion of the Doctor appointed / authorized by the Company in this regard will be taken as final and binding.

RELOCATION EXPENSES

The termination of your employment with Xoriant Solutions for any reason on your own, or by the company for a cause like misconduct, fraud or moral turpitude, in each case within one year of your employment or transfer will result in forfeiture of your relocation expenses to be paid in full as part of the full and final settlement.

NON-DISCLOSURE AGREEMENT

I **Mrunal Mukund Joshi**, acknowledge that once I accept this offer letter any information concerning Xoriant Solutions Pvt. Ltd (including but not limited to pre-onboarding learning modules and learning platform details ,trade secrets and other proprietary information) is of a highly confidential nature, and that, as a result of my employment with Xoriant Solutions Pvt. Ltd prior to and during the Term are proprietary and confidential information concerning the business of Xoriant Solutions Pvt. Ltd and/or other members of the Xoriant Solutions Pvt. Ltd which, if known to the competitors, would damage Xoriant Solutions Pvt. Ltd businesses. Accordingly, I hereby agree that prior on onboarding, during the Term and thereafter, I shall not divulge or appropriate for my own use, or for the use or benefit of any third party (other than Xoriant Solutions Pvt. Ltd and its representatives, or as directed in writing by Xoriant Solutions Pvt. Ltd), any information or knowledge concerning the business or internal, proprietary information of Xoriant Solutions Pvt. Ltd which is not generally available to the parties outside Xoriant Solutions Pvt Ltd.

Mrunal Mukund Joshi, we believe that people form the strongest foundation pillar of our organization. Our commitment lies in maintaining a challenging and intellectually stimulating environment with a high degree of ethical sensitivity. We look forward to having you join Xoriant Solutions Pvt. Ltd. Please do not hesitate to contact me if you need any further assistance.

In case of any query please feel to contact **Akash Suresh Gaikwad** email:**AkashS.Gaikwad@Xoriant.com**.

Sincerely
For Xoriant Solutions Pvt.Ltd

A handwritten signature in dark ink, reading "Vaishali Walimbe", is written over a horizontal line. The signature is slanted upwards to the right.

Vaishali Walimbe
Director, Talent Acquisition

HR Signatory
Actual Date of Joining:

Agreed & Accepted on

Mrunal Mukund Joshi

Agreed & Accepted on

Mrunal Mukund Joshi



Annexure A		
SALARY STRUCTURE	PER MONTH	PER ANNUM
BASIC	11,250	135,000
HOUSE RENT ALLOWANCE	5,625	67,500
CONVEYANCE ALLOWANCE	1,600	19,200
FIXED ALLOWANCE	12,268	147,210
MEAL COUPON	2,200	26,400
GIFT CARD	417	5,000
FLEXI PLAN	0	0
A	33,360	400,310
MEDICAL ALLOWANCE	1,250	15,000
LEAVE TRAVEL ASSISTANCE	1,000	12,000
B	2,250	27,000
C = A + B	35,610	427,310
PROVIDENT FUND	1,350	16,200
GRATUITY	541	6,490
D	1,891	22,690
E = C + D	37,501	450,000
Loyalty Bonus*(Applicable only once, on completion of 1st year from Date of joining)		100,000
CTC = E + Loyalty Bonus		550,000

*Note- "If you remain continuously employed by the Company and provided that you have not received any type of Disciplinary Action, the Company will pay you a bonus in an amount of Rs. **100,000**, less applicable withholdings and deductions (the "Loyalty Bonus"). The Loyalty Bonus will be paid in a lump sum, post completion of one year along with confirmation appraisal."

Sincerely

For Xoriant Solutions Pvt.Ltd

Vaishali Walimbe
Director, Talent Acquisition

HR Signatory
Actual Date of Joining:

Agreed & Accepted on

Mrunal Mukund Joshi

Agreed & Accepted on
Mrunal Mukund Joshi



ANNEXURE B

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

BASIC

It is the basic amount of the CTC which is around 30% of the CTC and is taxable on all cases.

HRA

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

CONVEYANCE ALLOWANCE

Conveyance up to Rs.1600/- PM (Rupees One Thousand and Six Hundred Only Per Month) totaling to Rs.19200/- PA is taxable.

FIXED ALLOWANCE

Taxable

MEAL COUPON

These are the ticket coupons which are received on monthly basis and are exempt if claimed as coupons.

GIFT CARD

Tax free to the extent of Rs.5000/-pa (Rupees Five Thousand Only) per annum. It is given before Diwali. If Employee joins after Diwali, Gift card will be given in March.

FLEXI PLAN

This is a taxable portion wherein the employee claims (any or all) Meal Coupons, Gift Card, LTA, PF in their salary as taxable

MEDICAL ALLOWANCE

Medical Allowance up to Rs.1250/- PM (Rupees One Thousand Two Hundred and Fifty Only Per Month) totaling to Rs.15000/- PA is Taxable.

LEAVE TRAVEL ASSISTANCE

New employees are eligible for LTA provided leave is taken as per the rules of the Company. The maximum LTA that can be reimbursed is as per the amount mentioned in your CTC. This component is processed only on submission of bills. Employee can produce only Air / Train Tickets. If bills are not submitted then the entire amount is paid as taxable at the end of Year.

PROVIDENT FUND

You can participate in the Company's Employee's Provident Fund scheme, wherein the Company will match your annual contribution of 12% of your annual basic salary. The details are given in the Annexure.

**GRATUITY**

On completion of five years of service with the company, you will be eligible for gratuity as per the Payment of Gratuity Act. This amount will accrue to your account annually.

Sincerely

For Xoriant Solutions Pvt.Ltd

HR Signatory

Actual Date of Joining:

Agreed & Accepted on

Mrunal Mukund Joshi

ANNEXURE C
DOCUMENT CHECK LIST

At the time of joining, you are requested to submit one independent set of photocopies of all the following documents:

Sr.No	Particulars
1.	Colour passport sized photographs – 8 Nos.
2	Color photograph's soft copy for Company photo ID card · Specification as per Id photo design are: · Having fixed width of 520px · Left crop by right shoulder of employee , photo with standing position at 30 degree towards right side · Bottom crop by 3rd button of shirt just below the chest · Background should be white
3.	Certificates supporting your education qualifications: · SSC & HSC Mark sheets · Mark sheets (All Semesters) and convocation certificates of degree/ post graduation. · Additional Education Certificate and Mark sheets if any (Eg. Diploma, NIIT, MCSD, Novell Netware etc.)
4.	Following employment documents for previous all employers: · Appointment letter · Experience and relieving certificates. · Last 2 month's pay slip
5.	Valid passport (include if any previous visa / Work Permit authorization
6.	Pan Card
7.	Marriage Certificate
8.	Residential Proof Documents for opening bank account



SOLUTIONS PVT.LTD

I have read the contents of this letter and accept all the terms and conditions of this offer and the enclosed annexure in their totality and also confirm that I shall not be legally or otherwise entitled to any other perquisites, facilities, benefits, etc. than the mentioned in the same, either monetary or otherwise, unless and until the Company specifically agrees in writing ,herein after.

Name:Mrunal Mukund Joshi

Sign: _____

1) Annexure A: Salary Break up

2) Annexure B: Description of Salary Break up

3) Annexure C: Document

This Offer Letter is deemed to be treated as Appointment Letter upon you joining the company.

Sincerely

For XORiant Solutions Pvt.Ltd

A handwritten signature in dark ink, reading 'Vaishali Walimbe', is written over a horizontal line. The signature is slanted upwards to the right.

Vaishali Walimbe
Director, Talent Acquisition

Agreed & Accepted on

Mrunal Mukund Joshi

HR Signatory

Actual Date of Joining:

Agreed & Accepted on

Mrunal Mukund Joshi

From: ZenTAM
Sent: Saturday, January 8, 2022 2:00 PM
To: aanaikwade21@gmail.com
Cc: dhiraj.chawade@zensar.com
Subject: Zensar - Offer Letter



zensar™



Ref: 0081559_4/1639454

Dated: January 8, 2022

To
Anjali Naikwade

Sub: Offer of Employment

Dear Ms. Anjali Naikwade,

Thank you for the keen interest you have shown in joining our organization. With reference to the interview and the discussions you had with us recently, we are pleased to offer you a career at Zensar. Please accept our heartiest congratulations and warm welcome to the Zensar family.

Your date of joining will be communicated to you separately.

Your 'Annual Compensation' is attached herewith as in Annexure – A.

The terms and conditions of employment are in Annexure-B.

You shall be required to work from any of the Zensar office location or as may be instructed by Zensar at the time of joining.

CIN: L72200PN1963PLCO12621

www.zensar.com

Zensar Technologies Limited Zensar Knowledge
Park, Plot No. 4, MIDC Kharadi, Off Nagar Road,
Pune 411014

Tel: +(20) 6607 4000, 2700 4000

+(20) 6605 7888



zensar™



Please note, this job offer will be contingent upon results of your final year examination. Zensar reserves a right to withdraw this offer in case you fail to satisfactorily perform / pass the exam. Also, the offer is conditional to verification of documents listed in Annexure C.

Please confirm your acceptance, in writing via email within 10 days after receiving this letter.

**Yours Sincerely,
For Zensar Technologies Limited**

**Sanjeeva Maithani
Vice President – Human Resources**

Encl:Annexure – A (Salary Structure),
Annexure – B (Terms and Conditions of employment)
Annexure – C (Document Check List)



Annexure – A

Name: Anjali Naikwade
Designation: Jr. Software Engineer
Grade : G0

Component	Annual Gross (INR)	
Basic	192000	Base salary component.
Customized Allowance Pool*	159725	This is used towards HRA / CLA, LTA, Medical Allowance and Children's Education. You may want to split the basket as per your tax plans.
Bonus	16000	Paid out as per the Payment of Bonus Act if Basic is less than 21000
Total	367725	
Company's contribution to PF	23040	12% of Basic
Gratuity	9235	As per Gratuity Act
Gross Compensation	400000	
Group Personal accident Insurance	6864	Sum Insured is Rs. 11,50,000/- Please refer to policy
Group Health Insurance Scheme		Up to four family members (in order of: Associate, Spouse, 2 Dependent Children below age 25) are covered up to a limit of Rs. 2,00,000/- P.A
Term Life Insurance		Sum Insured is Rs. 5,00,000/-; Please refer to policy
Total Cost to Company	406864	





Annexure – B

1. GRATUITY:

For every associate, the organization contributes 4.81% of the Basic salary towards the Gratuity fund.

All associates who have completed minimum 5 years of continuous service with the organization are entitled for Gratuity.

The entitlements are as per the following slabs:

- 5 years or more, and less than 10 years of service, Gratuity will be calculated @ 15 days basic salary for the number of years completed.
- More than 10 years and less than 15 years of service, Gratuity will be calculated @ one month basic salary for the number of years completed.
- More than 15 years of service, Gratuity will be calculated @ 1¼ month's basic salary for the number of years completed, subject to maximum of 26 months' salary.

The gratuity amount is payable on resignation/retirement subject to above conditions.

In case of death of the associate during the service, the associate's nominee is entitled for the Gratuity benefit calculated on the basis of anticipated service subject to the conditions under the scheme entered with LIC.

2. PROVIDENT FUND:

The associate becomes a member of the provident Fund Trust administered by the company from the date of the joining.

- The company deducts 12% of the basic every month through payroll as the associate's contribution to PF. Additionally, the company contributes 12 % of the associate's basic salary and the same is deposited with the Provident Fund Trust.
- Out the associate's contribution, 8.33% (subject to maximum of Rs. 541 p.m.) is remitted to The Regional Provident Fund Commissioner (RPFC), Pune towards the contribution for pension administered by RPFC.





- The associate on resignation or retirement can apply to Trust for transfer or withdrawal of Provident Fund accumulation as per the Provident Fund rules.
- The associate is also entitled for Pension from RPFC on resignation or retirement as per the pension rules of RPFC.
- Voluntary Provident Fund: The associate, if wishes, may request for additional PF contribution minimum of 12% & maximum of 20% of Basic salary by way of deduction through payroll.

3. Other Benefits

- **Hospitalization**

You and your spouse will be eligible to avail of the medical insurance cover.

- **Leave**

You will be eligible to 30 days of total leave during a year. This will include 18 days of privilege leaves and 12 days of flexi leaves. Flexi leave can be availed as casual leave, sick leave and paternity leave reasons. The details of the policy would be available to you when you join.

4. Probationary Period

- You will be on probation for a period of 12 months from the date of joining and may be confirmed as a permanent associate upon successful completion of your probation. The period of probation can be extended at the discretion of the Company.
- During the probation period, the Company has the right to terminate your services at any time upon serving one day's notice to you.

5. Notice Period

- You will be required to give three months' notice in case you decide to leave our services and the same is subject to the company's discretion. The company reserves the right at its sole discretion, to substitute the notice period by paying whole or part of your base salary in lieu of the notice period.





- In case you leave the services of Zensar within 1 year of your joining the Organization, due to any reason, you will be required to repay the total expenses incurred by the company towards reimbursement to you on account of your relocation, notice pay buyout and joining bonus, if any.

6. Garden Leave : In a situation wherein continuation of your services for the specified notice period (whether in part or in full) are not considered detrimental to the interest of the Company, the Company may allow you to serve the notice period or require you to proceed on Garden Leave during the notice period which you would have otherwise served. However, if the Company receives your request to be relieved from your duties before the completion of the notice period or during Garden Leave, then the Company at its own prerogative may relieve you from your duties on or before the completion of notice period or Garden Leave subject to clauses 8 & 9 herein.

Garden Leave shall mean “an arrangement where an employee is not required to attend his duties and responsibilities at the workplace. However, for all purposes he shall continue to be considered as an employee of the Company and make himself available, as and when required by the Company for any work pertaining to his work responsibilities including transition of responsibilities.”.

7. Employee request for immediate release: In a situation wherein the Company receives your request to be relieved from your duties without serving the notice period, the Company may at its own discretion relieve you with immediate effect.

8. Notice Pay: (a) Notwithstanding the nature of termination of your employment under any of the scenarios as set out, the Company may at its discretion.

- allow you to serve the notice period or
- require you to proceed on Garden Leave during the notice period which you would have otherwise served or
- relieve you immediately or at any time while you are serving your notice period in which event you shall be entitled to receive salary for the unserved notice period.





(b) In the event, you request the Company for an early release at any time during the notice period being served, you shall be liable to pay the Company, in line with the Company policy on notice pay, for the unserved notice period. Subject to applicable laws and Company's discretion in this regard, the Company may deduct such amount from the payments that shall be payable to you as full and final settlement of your dues. The date of your release, in such event, shall be decided by your designated manager / head of department / business head, as the case may be.

The Company will not be liable for any additional severance obligations under any of the above scenarios

9. Your release from the Company's services shall be subject to satisfactory transition of your duties and responsibilities. You shall also be required to return all Company property in your possession to the person designated by the Company in this regard. Company property shall include all documents and any copies thereof in whatever form those copies may be made, whether on paper, tape, computer disc, cloud storage-based facilities or any other digital medium or otherwise. If you hold any information on any equipment which you own, you shall forthwith copy that information onto an appropriate medium, supply that copy and any other copies in your possession to the Company and then delete such information from all equipment in your possession. Subsequent to the completion of the formalities as mentioned herein, you will be notified of the date of your release. Such release date shall be at the sole discretion of Company notwithstanding your willingness to pay for the unserved notice period for an early release.

10. Statement of Facts: It must be specifically understood that this offer is made based on your proficiency on Technical / Professional skills you have declared to possess as per the application, and on the ability to handle any assignment / job independently anywhere in India or overseas. In case, at a later date, any of your statements / particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of minimum standards set by the company, the company shall have the right to terminate your services at its own discretion.

11. Group Insurances

- From the month following your joining, Company will provide you coverage under the Group Medclaim Policy and Group Accident Insurance Policy, at no cost to you.
- It is mandatory to declare dependent (Dependent Spouse, Dependent Children) information to include them in the company Medclaim Insurance policy.





12. Confidentiality

You agree at all times during the term of your employment and thereafter (without limit of time):

- Hold Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of the Company, and
- Not to disclose or divulge Confidential Information to any person or entity without written authorization of the Company
- You agree to return to Zensar all proprietary information, including copies of paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment.
- For the purposes of Clause, "Confidential Information" means any Company proprietary or confidential information, technical data, trade secrets or know-how, whether oral or written or in electronic format and whether marked confidential or not, including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of the Company with whom you become acquainted), markets, software, developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by the Company in any country or jurisdiction (until the same is generally available to the public), and any other business information of the Company including its business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, or information which is common to the business of the Company, or which is generally known outside the Company.





- You understand that retaining the confidential nature of Confidential Information is of utmost importance to the business of the Company and in addition to the terms stipulated in this agreement herein you agree to execute a Non-Disclosure Agreement with the company.
- While performing your duties, you shall not copy / use /infringe a third-party intellectual property or confidential information.
- Any breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

13. Non Solicitation of Associates and Clients

- You agree that during the period of your employment with the Company, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of the Company, you will not, either directly or indirectly:
 - Solicit, divert, take away, hire, or recruit, entice or attempt to solicit any associate of the Company or the business of any client, customer, potential client, potential customer, person, or entity with whom Associate had dealings for any purpose related in any manner to the business of the Company.
- Approach or seek employment with the Company's client(s) where you are/were deployed by the Company
- You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of the Company's present business and the duties of your employment.
- This clause shall be binding on you even after your separation from the company.





14. Intellectual Property

- All intellectual property rights, including but not limited to, patents, copyright and design rights as a result of the development of and/or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with the Company shall be the exclusive property of the Company and you agree to assign all such Intellectual Property created during your employment to the company.
- You agree, at the Company's expense, to provide, during and after this employment, all such assistance as the Company reasonably considers necessary, to secure the vesting of such rights in the Company or Terms of Employment.
- You shall indemnify and keep the Company indemnified and harmless against all claims by any third party for loss, damage, expenses suffered, arising out of infringement of any patent, trademark, label, design or application, including software programs and applications by reason of your acts, actions, activities not authorized by the Company or acts, actions, activities undertaken by you against Company's policies, guidelines instructions.

Retirement:

- You will retire/ superannuate from the company on reaching the age of 58 years.
- Notwithstanding the clause on retirement from the company's service, your employment with the Company is subject to termination on three month's prior notice by either side. The Company however, reserves the right to, at its sole discretion, substitute the notice period by paying you basic salary in lieu of the notice period.
- For abundant caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with the Company, and that your termination/resignation letter (by whatever name it is called) will be accepted by the Company only on your satisfying the required notice period as stated in our Company's HR manual.





- Notwithstanding anything else stated above, the Company shall also have the right to terminate your employment immediately without notice or payment in lieu of notice if:
 - You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with the Company policies and code of conduct; or
 - You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of the Company is likely to bring the Company any disrepute whether or not such act is directly related to the affairs of the Company; or o You commit any breach of any of your duties or obligations under this agreement or the policies of the Company.
 - There is a discrepancy in the documents/certificates given by you as a proof in support of the information provided by you at the time of interview and in the candidate data sheet.

Jurisdiction

Even though the company may depute you overseas for on-site work to any other location, any issues arising out of your contract of employment, shall be governed by the laws of India and the courts of Pune shall have the exclusively jurisdiction

15. Indemnification

- You agree to indemnify the Company for all loss, damage, liabilities and costs and expenses, including reasonable attorney fees, suffered or incurred by the Company or caused by or related to your breach of any of the provisions contained in this Terms of Employment.





16. Other Terms and conditions

- You agree not to undertake employment, whether full-time or part-time of any other organization / entity engaged in any forms of business activity without the consent of Zensar. The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at any time at the discretion of the company.
- This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize the company or any external agency through Zensar to verify your educational, previous employment, your conduct and any other background checks prior to your joining the company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or objection. However, if there is a discrepancy in the copies of the documents / certificates given by you as a proof in support of the above, the company reserves the right to terminate the employment at any time during your service. You agree to abide by all the policies of the Company in force from time to time.

17. SMS Notification

- You agree that the Company can contact you via SMS notifications or any other telephonic mode, before , during and after Zensar's joining process, in order to, inter-alia, keep you updated and well informed on joining and/or subsequent processes and developments.

18. Disciplinary Action:

- If at any point of time, Company has reasonable prima facie justification to believe that you may have indulged in act(s) that may have violated any of the conditions mentioned herein, Company's policies, processes, RPG Code of Corporate Governance & Ethics, any applicable law or regulatory provisions, and the Company decides to carry out further investigation into such acts, Company reserves the right to suspend you from its services pending investigation.





- During the period of suspension, Company may ask you not to report to work (physically or remotely) and may suspend the use of your company email. Further Company reserves the right to pay you only 50% (fifty percent) of applicable salary (excluding retirement benefits or performance bonus) for the period of suspension.
- Upon completion of investigation, if the company concludes that you have not committed any such misconduct or breach of your obligations, the salary retained as above during suspension will be paid to you in the next immediate payroll cycle.
- If upon completion of investigation, company concludes that you have committed any misconduct or violated any of the conditions mentioned herein, Company's policies, processes, RPG Code of Corporate Governance & Ethics, any applicable law or regulatory provisions, Company may impose such punishment as it deems fit, including suspension or fine or stoppage of annual increment or reduction in rank or termination of your service for cause as provided hereunder. In such event, the salary retained as above during suspension will not be paid to you and the Company reserves the right to adjust the same against any damages or fine recoverable from you in connection with the acts committed by you.



This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them:

Name in Full: Naikwade Anjali Ashok

Signature:

Address: Azad Nagar Ausa, Dist-Latur, Maharashtra

Phone: 9766802776

E-mail ID: aanaikwade21@gmail.com

Date: 15/01/2022

Place: Latur

Note: This document gives indicative details of all plans. Their implementation is governed by policies of Zensar and applicable legal agencies and may change from time to time without prior notice. Latest Details and specifics of each plan are available with the Human Resources Function.





Annexure – C

At the time of joining, you are requested to bring the following documents in Original, along with a copy of each

1. Proof of Age either copy of passport or school leaving certificate
2. Last Qualification Certificate
3. Mark sheet of last qualification
4. Last salary slip
5. Two passport size color photographs
6. Copy of Pan Card
7. Copy of Passport (if available)
8. Bank Account Number and details

You must provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN number

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents / certificates given by you as a proof in support of the above, the company reserves the right to terminate the employment at any time during your service

Please submit all the certificates supporting your educational qualifications along with mark sheets in original for verification only.

Private & Confidential





Zensar – Offer Letter

1 message

ZenTAM <ZenTAM@invalidemail.com>

Sat, Jan 8, 2022 at 14:00

Reply-to: do_not_reply@invalidemail.com

To: rukhsarjamadar2@gmail.com

Cc: dhiraj.chawade@zensar.com



Ref: 0081559_4/1639470

Dated: January 8, 2022

To
Rukhsar Jamadar

Sub: Offer of Employment

Dear Ms. Rukhsar Jamadar,

Thank you for the keen interest you have shown in joining our organization. With reference to the interview and the discussions you had with us recently, we are pleased to offer you a career at Zensar. Please accept our heartiest congratulations and warm welcome to the Zensar family.

Your date of joining will be communicated to you separately.

Your 'Annual Compensation' is attached herewith as in Annexure – A.

The terms and conditions of employment are in Annexure-B.

You shall be required to work from any of the Zensar office location or as may be instructed by Zensar at the time of joining.

An  RPG Company

CIN: L72200PN1963PLCO12621

www.zensar.com

Tel: +(20) 6607 4000, 2700 4000

+(20) 6605 7888

Zensar Technologies Limited Zensar Knowledge
Park, Plot No. 4, MIDC Kharadi, Off Nagar Road,
Pune 411014



Please note, this job offer will be contingent upon results of your final year examination. Zensar reserves a right to withdraw this offer in case you fail to satisfactorily perform / pass the exam. Also, the offer is conditional to verification of documents listed in Annexure C.

Please confirm your acceptance, in writing via email within 10 days after receiving this letter.

Yours Sincerely,
For Zensar Technologies Limited

Sanjeeva Maithani
Vice President – Human Resources

Encl: Annexure – A (Salary Structure),
Annexure – B (Terms and Conditions of employment)
Annexure – C (Document Check List)

An  **RPG** Company

CIN: L72200PN1963PLCO12621
Tel: +(20) 6607 4000, 2700 4000
+(20) 6605 7888

www.zensar.com

Zensar Technologies Limited Zensar Knowledge
Park, Plot No. 4, MIDC Kharadi, Off Nagar Road,
Pune 411014



Name: Rukhsar Jamadar
Designation: Jr. Software Engineer
Grade : G0

Component	Annual Gross (INR)	
Basic	192000	Base salary component.
Customized Allowance Pool*	159725	This is used towards HRA / CLA, LTA, Medical Allowance and Children's Education. You may want to split the basket as per your tax plans.
Bonus	16000	Paid out as per the Payment of Bonus Act if Basic is less than 21000
Total	367725	
Company's contribution to PF	23040	12% of Basic
Gratuity	9235	As per Gratuity Act
Gross Compensation	400000	
Group Personal accident Insurance	6864	Sum Insured is Rs. 11,50,000/- Please refer to policy
Group Health Insurance Scheme		Up to four family members (in order of: Associate, Spouse, 2 Dependent Children below age 25) are covered up to a limit of Rs. 2,00,000/- P.A
Term Life Insurance		Sum Insured is Rs. 5,00,000/- Please refer to policy
Total Cost to Company	406864	

An  **RPG Company**

CIN: L72200PN1963PLCO12621

www.zensar.com

Zensar Technologies Limited Zensar Knowledge Park, Plot No. 4, MIDC Kharadi, Off Nagar Road, Pune 411014

Tel: +(20) 6607 4000, 2700 4000
+(20) 6605 7888

03



Annexure – B

1. GRATUITY:

For every associate, the organization contributes 4.81% of the Basic salary towards the Gratuity fund. All associates who have completed minimum 5 years of continuous service with the organization are entitled for Gratuity.

The entitlements are as per the following slabs:

- 5 years or more, and less than 10 years of service, Gratuity will be calculated @ 15 days basic salary for the number of years completed.
- More than 10 years and less than 15 years of service, Gratuity will be calculated @ one month basic salary for the number of years completed.
- More than 15 years of service, Gratuity will be calculated @ 1¼ month's basic salary for the number of years completed, subject to maximum of 26 months' salary.

The gratuity amount is payable on resignation/retirement subject to above conditions.

In case of death of the associate during the service, the associate's nominee is entitled for the Gratuity benefit calculated on the basis of anticipated service subject to the conditions under the scheme entered with LIC.

2. PROVIDENT FUND:

The associate becomes a member of the provident Fund Trust administered by the company from the date of the joining.

- The company deducts 12% of the basic every month through payroll as the associate's contribution to PF. Additionally, the company contributes 12 % of the associate's basic salary and the same is deposited with the Provident Fund Trust.
- Out the associate's contribution, 8.33% (subject to maximum of Rs. 541 p.m.) is remitted to The Regional Provident Fund Commissioner (RPFC), Pune towards the contribution for pension administered by RPFC.

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- The associate on resignation or retirement can apply to Trust for transfer or withdrawal of Provident Fund accumulation as per the Provident Fund rules.
- The associate is also entitled for Pension from RPFC on resignation or retirement as per the pension rules of RPFC.
- Voluntary Provident Fund: The associate, if wishes, may request for additional PF contribution minimum if 12% & maximum of 20% of Basic salary by way of deduction through payroll.

3. Other Benefits

▪ **Hospitalization**

You and your spouse will be eligible to avail of the medical insurance cover.

- **Leave**

You will be eligible to 30 days of total leave during a year. This will include 18 days of privilege leaves and 12 days of flexi leaves. Flexi leave can be availed as casual leave, sick leave and paternity leave reasons. The details of the policy would be available to you when you join.

4. Probationary Period

- You will be on probation for a period of 12 months from the date of joining and may be confirmed as a permanent associate upon successful completion of your probation. The period of probation can be extended at the discretion of the Company.
- During the probation period, the Company has the right to terminate your services at any time upon serving one day's notice to you.

5. Notice Period

- You will be required to give three months' notice in case you decide to leave our services and the same is subject to the company's discretion. The company reserves the right at its sole discretion, to substitute the notice period by paying whole or part of your base salary in lieu of the notice period.

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- In case you leave the services of Zensar within 1 year of your joining the Organization, due to any reason, you will be required to repay the total expenses incurred by the company towards reimbursement to you on account of your relocation, notice pay buyout and joining bonus, if any.

6. Garden Leave : In a situation wherein continuation of your services for the specified notice period (whether in part or in full) are not considered detrimental to the interest of the Company, the Company may allow you to serve the notice period or require you to proceed on Garden Leave during the notice period which you would have otherwise served. However, if the Company receives your request to be relieved from your duties before the completion of the notice period or during Garden Leave, then the Company at its own prerogative may relieve you from your duties on or before the completion of notice period or Garden Leave subject to clauses 8 & 9 herein.

Garden Leave shall mean “an arrangement where an employee is not required to attend his duties and responsibilities at the workplace. However, for all purposes he shall continue to be considered as an employee of the Company and make himself available, as and when required by the Company for any work pertaining to his work responsibilities including transition of responsibilities.”.

7. Employee request for immediate release: In a situation wherein the Company receives your request to be relieved from your duties without serving the notice period, the Company may at its own discretion relieve you with immediate effect.

8. Notice Pay: (a) Notwithstanding the nature of termination of your employment under any of the scenarios as set out, the Company may at its discretion.

- allow you to serve the notice period or
- require you to proceed on Garden Leave during the notice period which you would have otherwise served or
- relieve you immediately or at any time while you are serving your notice period in which event you shall be entitled to receive salary for the unserved notice period.

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(b) In the event, you request the Company for an early release at any time during the notice period being served, you shall be liable to pay the Company, in line with the Company policy on notice pay, for the unserved notice period. Subject to applicable laws and Company's discretion in this regard, the Company may deduct such amount from the payments that shall be payable to you as full and final settlement of your dues. The date of your release, in such event, shall be decided by your designated manager / head of department / business head, as the case may be.

The Company will not be liable for any additional severance obligations under any of the above scenarios

9. Your release from the Company's services shall be subject to satisfactory transition of your duties and responsibilities. You shall also be required to return all Company property in your possession to the person designated by the Company in this regard. Company property shall include all documents and any copies thereof in whatever form those copies may be made, whether on paper, tape, computer disc, cloud storage-based facilities or any other digital medium or otherwise. If you hold any information on any equipment which you own, you shall forthwith copy that information onto an appropriate medium, supply that copy and any other copies in your possession to the Company and then delete such information from all equipment in your possession. Subsequent to the completion of the formalities as mentioned herein, you will be notified of the date of your release. Such release date shall be at the sole discretion of Company notwithstanding your willingness to pay for the unserved notice period for an early release.

10. Statement of Facts: It must be specifically understood that this offer is made based on your proficiency on Technical / Professional skills you have declared to possess as per the application, and on the ability to handle any assignment / job independently anywhere in India or overseas. In case, at a later date, any of your statements / particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of minimum standards set by the company, the company shall have the right to terminate your services at its own discretion.

11. Group Insurances

- From the month following your joining, Company will provide you coverage under the Group Mediclaim Policy and Group Accident Insurance Policy, at no cost to you.

- It is mandatory to declare dependent (Dependent Spouse, Dependent Children) information to include them in the company Mediclaim Insurance policy.

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12. Confidentiality

You agree at all times during the term of your employment and thereafter (without limit of time):

- Hold Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of the Company, and
- Not to disclose or divulge Confidential Information to any person or entity without written authorization of the Company
- You agree to return to Zensar all proprietary information, including copies of paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment.
- For the purposes of Clause, "Confidential Information" means any Company proprietary or confidential information, technical data, trade secrets or know-how, whether oral or written or in electronic format and whether marked confidential or not, including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of the Company with whom you become acquainted), markets, software, developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by the Company in any country or jurisdiction (until the same is generally available to the public), and any other business information of the Company including its business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, or information which is common to the business of the Company, or which is generally known outside the Company.

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- You understand that retaining the confidential nature of Confidential Information is of utmost importance to the business of the Company and in addition to the terms stipulated in this agreement herein you agree to execute a Non-Disclosure Agreement with the company.
- While performing your duties, you shall not copy / use /infringe a third-party intellectual property or confidential information.
- Any breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

13. Non Solicitation of Associates and Clients

- You agree that during the period of your employment with the Company, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of the Company, you will not, either directly or indirectly:
 - Solicit, divert, take away, hire, or recruit, entice or attempt to solicit any associate of the Company or the business of any client, customer, potential client, potential customer, person, or entity with whom Associate had dealings for any purpose related in any manner to the business of the Company.
- Approach or seek employment with the Company's client(s) where you are/were deployed by the Company
- You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of the Company's present business and the duties of your employment.
- This clause shall be binding on you even after your separation from the company.

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14. Intellectual Property

- All intellectual property rights, including but not limited to, patents, copyright and design rights as a result of the development of and/or the application of all work produced by you during or as a consequence

of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with the Company shall be the exclusive property of the Company and you agree to assign all such Intellectual Property created during your employment to the company.

- You agree, at the Company's expense, to provide, during and after this employment, all such assistance as the Company reasonably considers necessary, to secure the vesting of such rights in the Company or Terms of Employment.
- You shall indemnify and keep the Company indemnified and harmless against all claims by any third party for loss, damage, expenses suffered, arising out of infringement of any patent, trademark, label, design or application, including software programs and applications by reason of your acts, actions, activities not authorized by the Company or acts, actions, activities undertaken by you against Company's policies, guidelines instructions.

Retirement:

- You will retire/ superannuate from the company on reaching the age of 58 years.
- Notwithstanding the clause on retirement from the company's service, your employment with the Company is subject to termination on three month's prior notice by either side. The Company however, reserves the right to, at its sole discretion, substitute the notice period by paying you basic salary in lieu of the notice period.
- For abundant caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with the Company, and that your termination/resignation letter (by whatever name it is called) will be accepted by the Company only on your satisfying the required notice period as stated in our Company's HR manual.

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- Notwithstanding anything else stated above, the Company shall also have the right to terminate your employment immediately without notice or payment in lieu of notice if:
 - You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with the Company policies and code of conduct; or
 - You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of the Company is likely to bring the Company any disrepute whether or not such act is directly related to the affairs of the Company; or
 - You commit any breach of any of your duties or obligations under this agreement or the

policies of the Company.


- There is a discrepancy in the documents/certificates given by you as a proof in support of the information provided by you at the time of interview and in the candidate data sheet.

Jurisdiction

Even though the company may depute you overseas for on-site work to any other location, any issues arising out of your contract of employment, shall be governed by the laws of India and the courts of Pune shall have the exclusively jurisdiction

15. Indemnification

- You agree to indemnify the Company for all loss, damage, liabilities and costs and expenses, including reasonable attorney fees, suffered or incurred by the Company or caused by or related to your breach of any of the provisions contained in this Terms of Employment.

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16. Other Terms and conditions

- You agree not to undertake employment, whether full-time or part-time of any other organization / entity engaged in any forms of business activity without the consent of Zensar. The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at any time at the discretion of the company.
- This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize the company or any external agency through Zensar to verify your educational, previous employment, your conduct and any other background checks prior to your joining the company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or objection. However, if there is a discrepancy in the copies of the documents / certificates given by you as a proof in support of the above, the company reserves the right to terminate the employment at any time during your service You agree to abide by all the policies of the Company in force from time to time.

17. SMS Notification

- You agree that the Company can contact you via SMS notifications or any other telephonic mode, before , during and after Zensar's joining process, in order to, inter-alia, keep you updated and well

informed on joining and/or subsequent processes and developments.

18. Disciplinary Action:

- If at any point of time, Company has reasonable prima facie justification to believe that you may have indulged in act(s) that may have violated any of the conditions mentioned herein, Company's policies, processes, RPG Code of Corporate Governance & Ethics, any applicable law or regulatory provisions, and the Company decides to carry out further investigation into such acts, Company reserves the right to suspend you from its services pending investigation.

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- During the period of suspension, Company may ask you not to report to work (physically or remotely) and may suspend the use of your company email. Further Company reserves the right to pay you only 50% (fifty percent) of applicable salary (excluding retirement benefits or performance bonus) for the period of suspension.
- Upon completion of investigation, if the company concludes that you have not committed any such misconduct or breach of your obligations, the salary retained as above during suspension will be paid to you in the next immediate payroll cycle.
- If upon completion of investigation, company concludes that you have committed any misconduct or violated any of the conditions mentioned herein, Company's policies, processes, RPG Code of Corporate Governance & Ethics, any applicable law or regulatory provisions, Company may impose such punishment as it deems fit, including suspension or fine or stoppage of annual increment or reduction in rank or termination of your service for cause as provided hereunder. In such event, the salary retained as above during suspension will not be paid to you and the Company reserves the right to adjust the same against any damages or fine recoverable from you in connection with the acts committed by you.

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This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them:

Name in Full: Rukhsar Khayyum Jamadar

Signature: *Rukhsar*

Address: Islampura Near Bilal Majeed Latur-413512 ,Maharashtra,India

Phone: 8600873473

E-mail ID: rukhsarjamadar2@gmail.com

Date: 14-01-2022

Place: Latur-413512

Note: This document gives indicative details of all plans. Their implementation is governed by policies of Zensar and applicable legal agencies and may change from time to time without prior notice. Latest Details and specifics of each plan are available with the Human Resources Function.

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Annexure – C

At the time of joining, you are requested to bring the following documents in Original, along with a copy of each

1. Proof of Age either copy of passport or school leaving certificate
2. Last Qualification Certificate
3. Mark sheet of last qualification
4. Last salary slip
5. Two passport size color photographs
6. Copy of Pan Card
7. Copy of Passport (if available)
8. Bank Account Number and details

You must provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN number

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents / certificates given by you as a proof in support of the above, the company reserves the right to terminate the employment at any time during your service

Please submit all the certificates supporting your educational qualifications along with mark sheets in original for verification only.

Private & Confidential

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Dec 9, 2022

Internship Based Hiring Program Selection Letter

Dear Aniket Sambhaji More,

Congratulations on your selection for the Internship Based Hiring Program offered by CareerLabs Technologies Pvt. Ltd. in association with Pratian Technologies. You will have another interaction with a member of the team from Pratian Technologies before you start your program with us.

This offer is made to you based on your performance in the Discoveri Assessment conducted today. Consequently, you are required to undergo the 10-months intense SkillAssure Internship Program by CareerLabs, in which 6-months will be Online training and 4-months of Offline training after which you will be hired as a full-time employee of **Pratian Technologies Pvt Ltd.**, headquartered in Pratian Innovation Campus, Bengaluru or Noida.

You will be paid the following stipend during your internship tenure and the break up is given below:

- 143. 1-6 months - Rs 4000 /- (Online training)
- 144. 7-10 months - Rs 12000 /- (Offline training in Bangalore/Noida)

Post successful completion of the CareerLabs SkillAssure Internship Program, you will be hired on the payrolls of Pratian Technologies Pvt. Ltd. and will be offered the position of **"Software Engineer"**. You will hence be paid an overall annual compensation of **INR 3,50,000** (Three Lakhs Fifty Thousand Indian Rupees only). The break-up of your CTC is attached for your reference in Appendix A.

You will be **trained on-the-job** and you will be given an option to pay the training fee in EMIs starting from Rs. 5000 (Rupees Five Thousand Only). Please reach out to the Careerlabs Team for a detailed break up of the EMI structure.

You need to get in touch with the CareerLabs team with all your documents (Originals and attested) to complete your joining formalities. We request you to get in touch with our team in case you need any further assistance and support at support@thecareerlabs.com

This program selection letter is valid for 24 hours from the date of this letter.

Please let us know your acceptance of joining by indicating the same by return email.

For CareerLabs,

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<https://thecareerlabs.com> | support@thecareerlabs.com | www.linkedin.com/company/thecareerlabs

Scanned with CamScanner

APPENDIX A

Compensation & Benefit Sheet		
Employee Name		
Designation		
Location		
Component	Monthly	Annual
Part A - Gross Salary		
Basic & DA	14,583	1,75,000
HRA	5,833	70,000
Medical	1,250	15,000
Conveyance	1,600	19,200
Special Allowance	3,300	39,598
Total - A	26,567	3,18,798
Part B - Employer Contribution		
Employer ESI (3.25% of Gross)	-	-
Employer PF (13% of Basic)	1,896	22,750
Gratuity (4.83% on Basic)	704	8,453
Total - B	2,600	31,203
Part C - Employee Deductions		
Employee ESI (0.75% of Gross)	-	-
Employee PF (12% of Basic)	1,800	21,000
Professional Tax	200	2,400
Total - C	2,000	23,400
Fixed CTC (Part - A + B)	29,168	3,50,000
TOTAL CTC	29,168	3,50,000
Fixed Net Take Home (Part A - C)*	24,567	2,94,804
<p>*Net take home is subject to TDS deductions as per income tax norms</p> <p>* This Annexure is subject to change with respect to any amendment in any of the Statutory Acts. The CTC would not be revised in the event of any such changes.</p> <p>* All Unused Earned Leaves Lapse / can be encashed at the end of the Financial Year / Full & Final Settlement</p> <p>* Employer contribution of PF = Pension scheme 8.33% + Provident Fund 3.67% + EPF Admin charges 0.5% + EDLI 0.5%</p>		

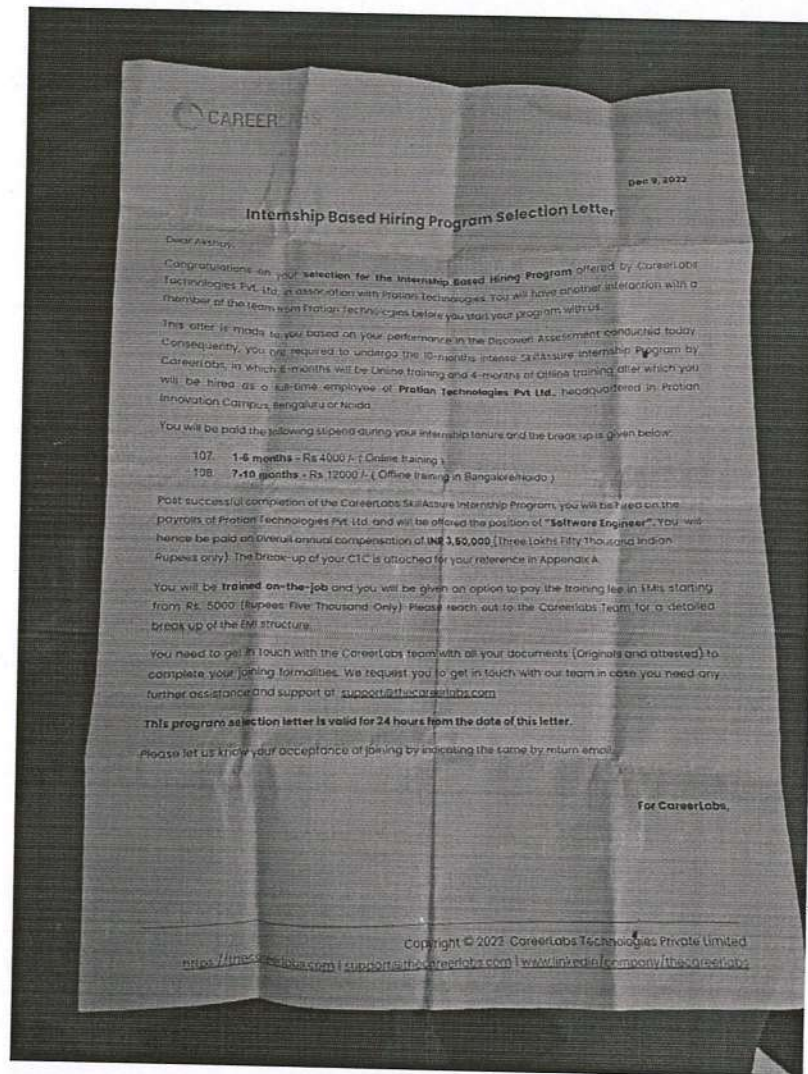


Wale

today at 12:37 pm



22-23



Dec 9, 2022

Internship Based Hiring Program Selection Letter

Dear Sandesh Mirajkar,

Congratulations on your **selection for the Internship Based Hiring Program** offered by CareerLabs Technologies Pvt. Ltd. in association with Pratian Technologies. You will have another interaction with a member of the team from Pratian Technologies before you start your program with us.

This offer is made to you based on your performance in the Discoveri Assessment conducted today. Consequently, you are required to undergo the 10-months intense SkillAssure Internship Program by CareerLabs, in which 6-months will be Online training and 4-months of Offline training after which you will be hired as a full-time employee of **Pratian Technologies Pvt Ltd.**, headquartered in Pratian Innovation Campus, Bengaluru or Noida.

You will be paid the following stipend during your internship tenure and the break up is given below:

- 145. 1-6 months - Rs 4000 /- (Online training)
- 16. 7-10 months - Rs 12000 /- (Offline training in Bangalore/Noida)

Post successful completion of the CareerLabs SkillAssure Internship Program, you will be hired on the payrolls of Pratian Technologies Pvt. Ltd. and will be offered the position of **"Software Engineer"**. You will herice be paid an overall annual compensation of **INR 3,50,000** (Three Lakhs Fifty Thousand Indian Rupees only). The break-up of your CTC is attached for your reference in Appendix A.

You will be **trained on-the-job** and you will be given an option to pay the training fee in EMIs starting from Rs. 5000 (Rupees Five Thousand Only). Please reach out to the Careerlabs Team for a detailed break up of the EMI structure.

You need to get in touch with the CareerLabs team with all your documents (Originals and attested) to complete your joining formalities. We request you to get in touch with our team in case you need any further assistance and support at support@thecareerlabs.com

This program selection letter is valid for 24 hours from the date of this letter.

Please let us know your acceptance of joining by indicating the same by return email.

For CareerLabs,

APPENDIX A

Compensation & Benefit Sheet		
Employee Name		
Designation		
Location		
Component	Monthly	Annual
Part A - Gross Salary		
Basic & DA	14,583	1,75,000
HRA	5,833	70,000
Medical	1,250	15,000
Conveyance	1,600	19,200
Special Allowance	3,300	39,598
Total - A	26,567	3,18,798
Part B - Employer Contribution		
Employer ESI (3.25% of Gross)	-	-
Employer PF (13% of Basic)	1,896	22,750
Gratuity (4.83% on Basic)	704	8,453
Total - B	2,600	31,203
Part C - Employee Deductions		
Employee ESI (0.75% of Gross)	-	-
Employee PF (12% of Basic)	1,800	21,000
Professional Tax	200	2,400
Total - C	2,000	23,400
Fixed CTC (Part - A + B)	29,168	3,50,000
TOTAL CTC	29,168	3,50,000
Fixed Net Take Home (Part A - C)*	24,567	2,94,804
<p>*Net take home is subject to TDS deductions as per income tax norms.</p> <p>* This Annexure is subject to change with respect to any amendment in any of the Statutory Acts. The CTC would not be revised in the event of any such changes.</p> <p>* All Unused Earned Leaves Lapse / can be encashed at the end of the Financial Year / Full & Final Settlement.</p> <p>* Employer contribution of PF = Pension scheme 8.33% + Provident Fund 3.67% + EPF Admin charges 0.5% + EDLI 0.5%.</p>		

Dec 9, 2022

Internship Based Hiring Program Selection Letter

Dear Samruddhi Sanjay kshirsagar,

Congratulations on your **selection for the Internship Based Hiring Program** offered by CareerLabs Technologies Pvt. Ltd. in association with Pratian Technologies. You will have another interaction with a member of the team from Pratian Technologies before you start your program with us.

This offer is made to you based on your performance in the Discoveri Assessment conducted today. Consequently, you are required to undergo the 10-months Intense SkillAssure Internship Program by CareerLabs, in which 6-months will be Online training and 4-months of Offline training after which you will be hired as a full-time employee of **Pratian Technologies Pvt Ltd.**, headquartered in Pratian Innovation Campus, Bengaluru or Noida.

You will be paid the following stipend during your internship tenure and the break up is given below:

7. **1-6 months** - Rs 4000 /- (Online training)
8. **7-10 months** - Rs 12000 /- (Offline training in Bangalore/Noida)

Post successful completion of the CareerLabs SkillAssure Internship Program, you will be hired on the payrolls of Pratian Technologies Pvt. Ltd. and will be offered the position of **"Software Engineer"**. You will hence be paid an overall annual compensation of **INR 3,50,000** (Three Lakhs Fifty Thousand Indian Rupees only). The break-up of your CTC is attached for your reference in Appendix A.

You will be **trained on-the-job** and you will be given an option to pay the training fee in EMIs starting from Rs. 5000 (Rupees Five Thousand Only). Please reach out to the Careerlabs Team for a detailed break up of the EMI structure.

You need to get in touch with the CareerLabs team with all your documents (Originals and attested) to complete your joining formalities. We request you to get in touch with our team in case you need any further assistance and support at support@thecareerlabs.com

This program selection letter is valid for 24 hours from the date of this letter.

Please let us know your acceptance of joining by indicating the same by return email.

For CareerLabs,

APPENDIX A

Compensation & Benefit Sheet

Employee Name

Designation

Location

Component

Monthly

Annual

Part A - Gross Salary

Basic & DA

14,583

1,75,000

HRA

5,833

70,000

Medical

1,250

15,000

Conveyance

1,600

19,200

Special Allowance

3,300

39,598

Total - A

26,567

3,18,798

Part B - Employer Contribution

Employer ESI (3.25% of Gross)

-

-

Employer PF (13% of Basic)

1,896

22,750

Gratuity (4.83% on Basic)

704

8,453

Total - B

2,600

31,203

Part C - Employee Deductions

Employee ESI (0.75% of Gross)

-

-

Employee PF (12% of Basic)

1,800

21,000

Professional Tax

200

2,400

Total - C

2,000

23,400

Fixed CTC (Part - A + B)

29,168

3,50,000

TOTAL CTC

29,168

3,50,000

Fixed Net Take Home (Part A - C)*

24,567

2,94,804

*Net take home is subject to TDS deductions as per income tax norms.

* This Annexure is subject to change with respect to any amendment in any of the Statutory Acts. The CTC would not be revised in the event of any such changes.

* All Unused Earned Leaves Lapse / can be encashed at the end of the Financial Year / Full & Final Settlement.

* Employer contribution of PF = Pension scheme 8.33% + Provident Fund 3.67% + EPF Admin charges 0.5% + EDLI 0.5%

2022

PRECISA
Consultants Private Limited

Ref. No. PCPL/HR/03/2023-24

22nd February 2024

APPOINTMENT ORDER

Dear **Ms. Rutuja Patil**,

This has reference to your application and interview. The Management is pleased to offer you employment in the Company on the following Terms and Conditions.

1. You will be appointed as **"Junior Engineer"** in Civil department w.e.f. **07th December 2023**. You will be based at Pune office.
2. You will be entitled to the Salary of **Rs 15,000/-** as CTC per month.
3. You will be appointed on probation for **six months** w.e.f. the date of your actual joining. You will be confirmed in the employment of the Company only if your performance and parameters are found to be satisfactory and useful to the organization. In the event the same are not found so in the opinion of the management, you will not be confirmed in the services. Your probation will be deemed to be continued until you are confirmed in the employment of the Company by an order in writing. The Company reserves the right to extend your probation period to a further period up to three months after the expiry of the probation period. Your services are liable to be terminated at any time without assigning any reason during the period of probation.
4. The contract of employment is liable to be terminated, by either party by giving **one months'** clear notice to the other side in writing or by paying **one months'** salary in lieu of notice".
5. During the period of your employment, you may be sent, transferred, deputed to any other location for the purposes of the Company's business from time to time. You shall not join or engage in any employment, occupation, service, trade, business, profession etc., in the location so visited during your presence either there or thereafter.
6. While in the employment of the Company you shall serve the Company on full time basis diligently and wholeheartedly. You shall not engage yourself, directly or indirectly, in any other employment, service, business, trade, occupation, profession, part-time or full-time whatsoever. After the termination of this contract of employment for any reason from either side, you will not engage yourself directly or indirectly in any employment, service, occupation, trade, business, profession etc., in competition with the Company for a period of two years from the cessation of your employment.
7. Your services are liable to be terminated by the Company without notice at the discretion of the Company, in the event of your performance is unsatisfactory or in the event you are involved in any act unbecoming of an employee of the Company or in any act of misconduct or unlawful and unethical activities. The Company will, however, observe the provisions of law applicable if any, in such a situation before taking the action.

Office address : Office No -79, 80, Wing -A, 03rd Floor, K K Market, Survey No 19A/38, Dhanakawadi, Pune Satara Road, Pune-411037

Name: **Rutuja Rajeshwar Patil**

Date: **22th Feb 2024**

Rutuja

Please return the duplicate copy of this order duly signed in token of acceptance.

We welcome you to the Precisa Consultants Pvt Ltd *FAMILY* and hope your association with the organization will be mutually rewarding.

For Precisa Consultants Pvt. Ltd.



Renu Petkar

Director- HR and Admin



Accepted By

Name : Rutuja Rajeshwar Patil

Date : 22th Feb 2024

8. Your services are liable to be transferred to any division, branch offices in India of the Company.
9. You will be required to undergo and pass medical tests as and when directed by the Management.
10. You shall, at all times, maintain complete secrecy about the Company's business affairs, inventions, techniques and processes and Management and the like which may come to your knowledge during your employment.
11. You will not at any time either during the continuance of the appointment or at any time thereafter except by the prior permission in writing of the Company, divulge or disclose either directly or indirectly, to any person, firm or body corporate any knowledge or information which you may acquire during the course of or incidental to your employment concerning the affairs or the business, trade secrets, client details, policies etc., of the Company or any activity, business or transaction in which the Company may be or may have been concerned or interested whether directly or indirectly.
12. You will abide by all rules and regulations made by the Company from time to time.
13. You will not resort to / indulge in use of tobacco in any form, i.e. smoking and chewing on the premises of the Company.
14. You shall maintain and render an account of all such Company properties and equipment entrusted to you and shall be liable for the proper up-keep and maintenance of the same.
15. At the end of the six months period of probation, you are required to give a pre-confirmation presentation to the Head of the Departments / senior members of the Management.
The following needs to be presented in the pre-confirmation presentation:
 - (i) job responsibilities carried out during this period
 - (ii) major achievements in terms of your work
 - (iii) the goals to be achieved in the next one year
 - (iv) Any improvements which can be made in the organization / department for its smooth functioning.
16. On the basis of the satisfactory pre-confirmation presentation and taking into account the overall performance and personal attributes, appropriate decision regarding your confirmation or otherwise will be taken and intimated to you.
17. You will be reporting to **Mr. sadanand Petkar- Director Operations** or whomsoever the Management designates from time to time.
18. You are required to keep the Company informed of any change pertaining to any of the declarations made by you at the time of your appointment including residential address.
19. You will retire from the services of the Company on completion of 58 years of your age as per rules of the Company.

Office address : Office No -79, 80, Wing -A, 03rd Floor, K K Market, Survey No 19A/3B, Dhanakawadi, Pune Satara Road, Pune-411037

Name: Rutuja Rajeshwar Patil

Date: 22th Feb 2024

Rutuja

Ref: HRD/OFFER/112023

Date: 30-11-2023

Somnath Hanmant Shinde
S/O Hanmant Shinde, Dhoki Yali,
Latur, Maharashtra- 413511
Contact Number - +91 9834344976

Pan No.: LWQPS6179D
Aadhaar No.: 877847072436

OFFER OF EMPLOYMENT

Dear Somnath Hanmant Shinde,

With reference to your application and the subsequent interviews/discussions that you had with us; we are pleased to offer you employment within our organization, as **Graduate Engineer Trainee** at Grade **M3**, at our **AP81 Office**. Kindly note, the position may be transferable to any other location / office / site of the company or Subsidiary / Associate Companies.

Your fixed gross emoluments per annum will be **Rs. 300000/- (Three Lakh Rupees only)**. In addition to this, you will be eligible for a Performance Linked Incentive (PLI) up to **7.5 %** of your fixed gross CTC.

Refer to the salary break up given in Annexure I & Other benefits mentioned in Annexure II. The other terms and conditions of your employment will be communicated to you after joining.

Please note that the above offer of employment is subject to your getting declared medically fit by the registered medical practitioner. You are requested to get yourself medically examined by a Registered Medical Practitioner covering following tests:

- Physical Check Up
- Hemogram
- Blood Group
- Blood Urea
- Blood Sugar (Random)
- Sr. Cholesterol
- Urine Examination
- X- Ray Chest
- ECG
- Ophthalmic Check - Up

Please arrange to send us the above listed medical reports along with the fitness certificate as enclosed before joining.

You will be reimbursed for an amount at actual, subject to a maximum limit of Rs. 750/- for the medical examinations / investigations, on submission of bills upon joining.

Please hand over the following documents to the HR department on the day of joining -

- Copies of certificates relating to your academic qualifications
- Copy of Appointment Letters / Increment Letters
- Last 3 pay slips / latest salary certificate
- PAN, Aadhar & Passport Copy
- 2 passport size photographs
- Relieving & Experience letter from your previous employer's (as applicable)
- Personal References (02 nos.) with their Names, Postal Addresses and Contact Nos.

We would like you to join us on or before 11-12-2023.

This letter cannot be used to solicit other offers and will be null and void if so used.

Your acceptance copy of this offer letter is expected within next 3 working days from offer date followed with the resignation copy acceptance from your existing employer.

**With best wishes,
Sincerely,**

**For Sorigin RE Services Private Limited
Authorized Signatory**

Annexure I

Name : Somnath Hanmant Shinde
Cadre/Grade : Graduate Engineer Trainee / M3
External Designation : Graduate Engineer Trainee - AMS
Location : Pune, Maharashtra

Date: 30-11-2023

SALARY COMPUTATION		
Components	Per Annum	Per Month
FIXED COMPONENTS		
BASIC	135000	11250
HRA	54000	4500
CHILDREN EDUCATION ALLOWANCE	2400	200
STATUTORY BONUS	16800	1400
MISC ALLOWANCE	33706	2809
Total A	241906	20159
REIMBURSEMENT COMPONENTS		
BOOKS AND PERIODICALS ALLOWANCE	12000	1000
FUEL REIMBURSEMENT	18000	1500
Total B	30000	2500
GROSS SALARY	271906	22659
STATUTORY COMPONENTS		
PROVIDENT FUND	21600	1800
GRATUITY	6494	541
Total C	28094	2341
Total CTC	300000	25000

For Sorigin RE Services Private Limited
Authorized Signatory

Accepted by,
Somnath Hanmant Shinde

Annexure II

- **PLI Eligibility:** - PLI is paid to employees who are on rolls of the company on the day of disbursement of Performance Linked Incentive amount. Employees who have tendered their resignation and serving notice period shall not be eligible for PLI.
- **Insurances:** You will be covered under Group Medclaim and Group Personal Accidental Policy of the company for your family. Family definition is 6 members (1+5 nos , including one set of Parents). The insurance coverage will be as per your grade applicability.
- **Retirals:** You will be part of the companies' Provident fund & Gratuity scheme as per Company policy and applicability.
- **Leaves & Absences:** -
 - a) **Paid Leaves:** Employees are eligible for 26 Paid Leaves from January to December (Calendar Year), which will be credited to your account on pro rata basis, as prevailing leave policy.
 - b) **Holidays:** Employees are granted twelve (12) fixed holidays and three (03) flexible holidays in a Calendar Year.
 - c) **Short Leaves:** Employees are allowed to take 2 short leaves of 2 hours every month for any emergencies.
All Applications for leave/absences must be requested as per policies and procedures of the Company and require approvals of reporting Managers.
- **Business Travel & Logistics:**
 - a) All travel for company business is expected to be booked via the company travel desk.
 - b) All costs related to Lodging, Meals, local Transportation, visa or any other expenses will be reimbursed on submission of expense claim as per policy.
- **Other Facilities:** internet, mobile SIM, laptop/desktop & software will be made available to you by the company on your joining.
- **Other benefits** as applicable as per existing company policies.
- **Taxes** as applicable shall be deducted from all aforesaid payments.

For Sorigin RE Services Private Limited
Authorized Signatory

Accepted by,
Somnath Hanmant Shinde

Shruti Devidas Kotwad.

Mahatma Basweshwar Education Society's M.S.Bidve Engineering College.
Latur.

PRE-PLACEMENT LETTER OF INTENT FOR GRADUATE ENGINEER TRAINEE (GET)

Dear Shruti,

Congratulations on your selection as a **Graduate Engineer Trainee (GET)** with Adani Group.

You have been selected for Adani Electricity Mumbai Limited. Your posting will be at Mumbai.

The general terms and conditions of your appointment would be as follows:

1. This letter of intent is valid subject to you passing the qualifying exam with an aggregate 60% or above marks or with an equivalent grade, without any pending backlog/ATKT, and being found medically fit at the time of joining.
2. There will be a six-month probationary period during which you will be given objectives to achieve. Upon satisfactory completion of the probationary period, you will be considered a permanent employee.
3. The detailed breakup of the CTC is given as per Annexure-A.
4. Your CTC will be changed only on the basis of merit increases based on your performance appraisal. Offered CTC will not change on the basis of your job or business transferred to another location within two years of your joining. (Refer to clause 6 of Annexure-B).
5. Other terms and conditions for this job offer are enclosed in Annexure-B.
6. You are required to present documents as mentioned in Annexure-C in original at the time of joining. In the event of any deviation, you may submit the explanation to the satisfaction of management, failing which the management shall have the liberty to cancel the LOI if deemed necessary.

Please read and confirm your acceptance by e-mail within two working days of receipt of this Letter of Intent (LOI).

We wish you all the best and welcome you to be a part of Adani Parivar.

Yours sincerely.

For Adani Electricity Mumbai Limited.



Authorised Signatory

Sanjeev Muramkar

Annexure A

Name **Shruti Devidas Kotwad**

Salary Components	Monthly	Annual
Basic Salary	Rs. 21,667	Rs. 2,60,000
House Rent Allowance	Rs. 10,833	Rs. 1,30,000
Special Personal Allowance	Rs. 18,025	Rs. 2,16,294
Bonus	Rs. -	Rs. -
Provident Fund (Co.'S Contribution)	Rs. 2,600	Rs. 31,200
Gratuity (As Per Act)	Rs. 1,042	Rs. 12,506
Variable Pay*	Rs. -	Rs. -
Cost To Company	Rs. 54,167	Rs. 6,50,000

For Adani Electricity Mumbai Limited.



Authorised Signatory
Sanjeev Muramkar

Annexure B

General Terms & Condition

1. INCREMENTS

Increment and promotion are entirely merit-based, depending on your performance and abilities and shall always be dependent on the sole discretion and judgment of the Management of the company.

2. STATUTORY AND OTHER BENEFITS

You will be eligible for various benefits such as leave, provident fund & Gratuity (as per the Act) etc. as per the policies of the Company as per your grade/level as amended from time to time. As per policy, you will be covered under Group Medclaim schemes.

3. ACCOMMODATION

You will be responsible for your accommodation unless otherwise agreed by Company in writing in Annexure-A.

4. STATUTORY AND ANY OTHER DEDUCTIONS

All statutory deductions in respect of Professional Tax, Income tax and employees' contributions of PF / Pension Fund and ESI (if applicable) will be affected by the salary payable to you.

5. NO CONFLICT

You will devote full time to the work of the company and shall not undertake any direct/indirect business or work, honorary or remunerative, except with the permission of the Management.

Also, you shall not seek membership in any local or public bodies without first obtaining written permission from the management.

6. WORK LOCATION AND TRANSFERABILITY

Your place of appointment will be at present at «Mumbai». However, you are liable to be transferred to another department, post or place whether in existence or coming into existence hereafter, either at the place of posting or at any other place where the management may establish/open its branch later on. You are also liable to be transferred to any station and in any company in which Adani Group or any of its holding/subsidiary companies have an interest. Upon such transfer, the rules and regulations applicable to such a post or at the place of transfer will automatically become applicable to you and you will be deemed to be in the continuity of service (unless prevented by some legal depravity) and all previously accrued social security benefits would ensue and passed on in your favour in the transferred company.

7. RULES, REGULATIONS & GOVERNANCE

During employment, you will be bound by the company's rules and regulations, framed and enforced from time to time. The company reserves the right to amend or alter these at its discretion, without any notice thereof and these will be deemed as rules and regulations in terms of your employment.

8. MAINTAINING DIGNITY, LOYALTY AND COMPANY INTEREST

Company holds in high esteem, the dignity and respect for human rights at the workplace and expects you to adopt the humane approach in dealing with employees and stakeholders in your area of work and carry out your duties with diligence and loyalty at all times, keeping the Company's interest paramount. You will abide by the tenets of POSH policy (Prevention of Sexual Harassment at workplace) of the company in letter and spirit.

9. CONFIDENTIALITY

The terms and conditions of service are confidential and may not be disclosed to or discussed with anyone not authorized for the same. You hereby give an undertaking that during employment you will not take out any copies whatsoever of drawings, plan specifications, reports or any written statements either prepared by you or by any other employee of the company and will not disclose, divulge or communicate to any person(s) whomsoever, any information/business data of a secret or confidential nature regarding trade or business of the company or to any of the matters mentioned above including methods, processes or appliances used by the company, failing which appropriate action would be taken, including dispensing with your services.

10. PRINT, DIGITAL AND SOCIAL MEDIA INTERACTION

You will not interact with the media - print, electronic and social media or otherwise;

- i. India or overseas, during or outside work hours, either in a personal capacity or on behalf of the Company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only persons duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory or those specified by the Management is prohibited.
- ii. Disclosure of information on proceedings of meetings (board/ committee/ internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.
- iii. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage/ discrimination.
- iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company's business, policies, and processes, you must take the approval of the Management before its release.
- v. Any violation of the Company's media policy, is tantamount to a breach of the terms & conditions of employment and may result in termination of the contract of service.

11. INTELLECTUAL PROPERTY RIGHTS AND IT'S OWNERSHIP

You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall absolutely/exclusively be the property of the company. You can be directed to apply at the Company's expense for the latter's Patent, Licenses or other rights, privileges or protection in respect of any such discovery, invention, process or improvement for accrual of benefits to the company and you will execute and do all instruments, acts, deeds and things, which may be required for assigning, transferring or otherwise vesting the same and all accruing benefits in company's favour or such other person or persons, firms or companies, as we may direct as the sole beneficiary thereof.

12. NON-SOLICITATION AND NON-COMPETE

You shall not at any time during the tenure of your employment with the Company and thereafter, directly or indirectly solicit or attempt to solicit the Company's and/or any of its subsidiaries and/or its affiliates and /or group Companies' personnel to leave the employment of the Company and/or its subsidiaries and/or its affiliates. You have further agreed that you will not engage in soliciting business or allied business that in any way, similar, identical, or competitive with the business, activities, or services of the Company or with those customers with whom you may have contact during your employment with the Company and for a period of one year after your employment ceases with the company.

13. PROPER MAINTENANCE AND SAFE CUSTODY OF COMPANY'S PROPERTIES

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

14. INFORMATION TO COMPANY ON PERSONAL RECORD CHANGES

You will be responsible to communicate in writing to Management about any change of address, professional qualification or any other particulars including your family members already given by you in the application form.

15. SAFETY

The company is committed towards occupational health, safety and well-being of its employees and always strive for zero workplace injuries and occupational illness and influences employee behaviour so that safety becomes a way of life both on and off the job.

The Company requires you to comply with all health, safety and environment standards that apply to your workplace. It is expected that you shall,

- i. Read, and understand the Company's Safety and Environment Policies and other Company policies.
- ii. Follow all Company safety and health rules and regulations, and wear or use prescribed protective equipment while working.
- iii. Follow safe work practices for your job, as directed by your superior.
- iv. Report any job-related injury or illness to your supervisor, superior or safety committee.
- v. Report hazardous conditions to your supervisor, superior or safety committee.
- vi. Be accountable for your safety performance.
- vii. Be obliged to stop a job or decline to perform a job if it is not safe or cannot be performed safely.

16. SMOKING

- i. Smoking is discouraged and prohibited in all open areas and buildings of the Adani Business Sites / Locations except in areas that are specifically designated as smoking areas.
- ii. Any contravention of the smoking rules will result in strict disciplinary action.

17. SUBSTANCE ABUSE

- i. Unauthorized possession, distribution, consumption, dispensing or misuse of substances (banned drugs, tobacco, gutka, pan masala etc.) and alcoholic beverages, are in violation of Company regulations and is prohibited whilst on the duty of the company.
- ii. Employees violating this policy will be subject to strict disciplinary action up to and including termination of employment.

18. POSSESSION OF DANGEROUS WEAPONS

Irrespective of any license granted by any authority, whether on duty or not, you are not permitted to carry firearms or other weapons when on company premises and are liable for instant dismissal if you do so. Only authorized personnel are permitted to carry the Weapons within the company premises.

19. CODE OF CONDUCT

You will abide by the code of conduct of Adani Group which you will read and sign separately.

20. ARBITRATION CLAUSE FOR RESOLUTION OF DISPUTES

Any controversy or claim arising out of or relating to this contract of appointment, or the breach thereof, shall be settled by arbitration administered by the Indian Arbitration and conciliation Act 1996. The number of arbitrators shall be [one or three]. The place of arbitration shall be at Mumbai (Maharashtra).

21. JURISDICTION

Any dispute arising out of this contract of employment will be subject to the jurisdiction of the court of law at Ahmedabad in the state of Gujarat.

22. AGE OF SUPERANNUATION

You shall superannuate/retire from service upon completion of the age of 58 years, which is presently the age of superannuation/retirement in the Company. However, the company may grant an extension of service after attaining the age of superannuation if you are found physically fit and based on the requirements of the company.

23. Probation Period

There will be a six-month probationary period during which you will be given objectives to achieve. Upon satisfactory completion of the probationary period, you will be considered a permanent employee. Unsatisfactory performance at any time during the probation period could lead to the further extension of the Probation period or termination of your employment upon 1 months of notice.

24. SEPARATION

- i. Your services can be terminated by giving 90 Days notice or basic salary in lieu thereof from either side.
- ii. However, if the exigencies of work are so required, the management may not relieve you earlier than the expiry of the entire period of notice. It shall, however, be open to the management to accept your resignation with effect from any date earlier than the one offered by you in your resignation or stipulated as per terms of your notice period.
- iii. In the event of your elevation to a higher level by the company, the notice period and all rules and regulations applicable in that new level will be applicable to you.
- iv. The company reserves its rights to terminate your services without notice or payment of any kind in lieu of notice or holding of enquiry in case of any act of misconduct, moral turpitude or loss of confidence/conviction by a court of law in criminal case, financial irregularity, continued ill-health/ incapacitation including loss of efficiency or breach of any of the terms of this employment implied or expressed on your part or any act or conduct or any altercation with superior/colleagues, indulging in act/acts of sexual harassment against anyone which is detrimental to company's interests. This is without prejudice to any other right or remedy which may be available to the company.

A. HANDING OVER COMPANY'S PROPERTY & DOCUMENTS ON CESSATION OF SERVICE

You are obligated to hand over the charge of Letter of Authority or Power of Attorney or any other instrument in your favour issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company.

B. NO DUES CLEARANCE

On your separation from the company due to any reason, you shall clear all the dues of the Company promptly and if at the time, any sum remains outstanding, the company shall have the right and your standing/consent/authority to deduct the same from amounts due and payable to you.

25. CONTINUOUS ABSENCE ON WORK WITHOUT NOTICE

Should you remain continually absent from work without reasonable explanation, including absence when on leave though applied but not granted or overstay of leave for more than seven consecutive days, it shall be presumed that you are no longer interested in having lien on the job of the company and have voluntarily abandoned your employment thereby terminating your contract of service. In such case, you will not be entitled to any notice period salary and separation compensation as you are presumed to have voluntarily terminated the contract of employment.

26. MEDICAL CHECK-UP AND FITNESS

- i. Your employment is subject to your having been found medically fit at the time of your appointment and remaining fit thereafter.
- ii. During your work, you may be required to undergo medical tests for fitness to work, including tests for detecting the presence of drugs or alcohol. These tests are intended to aid in protecting the health and well-being of individuals and their co-workers. They are designed to complement safe working practices.
- iii. if you refuse to submit to a prescribed test, or if the medical evaluation results are not satisfactory, you will be required to stop work that may be endangering your health and safety, the health and safety of other employees, or the proper functioning of the workplace.
- iv. In such cases before discharge from service, a reasonable period of time will be allowed to seek other employment.

27. REFERENCE & BACKGROUND VERIFICATION

This appointment is subject to acceptable feedback from references and data provided to the company about your qualification and experience. The background check shall be executed vide your background verification form and Information Release Form. In case, the information so provided by you in your forms or otherwise is found to be incorrect, the company shall have the right to dispense with your services forthwith without any notice and reserves the right to take legal action against you for providing false information to the company.

Annexure C

Name Shruti Devidas Kotwad

We request you to provide us with the following personal information for maintaining your service record file as applicable.

1. All Qualification Certificates and Mark Sheets (S.S.C. & above - Attested Copies & Original Copy for Verification)
2. Copy of Aadhar Card & PAN Card (Mandatory)
3. Permanent Address Proof
4. Passport Size Photographs: 3 nos.
5. Past employer relieving and experience certificate (if any)

You are requested to bring these documents at the time of your joining.

IMPORTANT:

Please declare immediately by filling Annexure D, if you are suffering from any disease or disorder or you are currently under any medical surveillance. You will be subject to screening for presence of alcohol and / or drugs either for pre-employment or on a random basis.

Self-Declaration:

I will submit all relevant copies of documents against each item that I require to submit at the time of joining the company. I declare that all the dates and records which will be furnished are correct and true. In the event of any false representation of facts and records, I consent to abide by the decision of the management including forgoing my employment offer.

I hereby confirm that I have secured minimum of **60% marks throughout in academics (10th, 12th, and Graduation & Post Graduation) with no history of backlogs throughout the education.**

I confirm that I will work with dedication and commitment in any department, business, or location assigned to me upon joining. I am also willing to accept a transfer to a different department, position, or location, whether currently in existence or established in the future within the Adani group, either at my current place of work or at any future branch location. Additionally, I am willing to accept a transfer to any company that is affiliated with the Adani Group or any of its holding or subsidiary companies.

Accepted:
Shruti Devidas Kotwad

Date: _____

Place: _____

Offer Letter

To,

Mr. **Shaikh Taslim Murtujalim**

Mo : 7709107574

Educational Qualification – (B - T e c h e e p)

Dear Candidate,

Greetings of the day!!!

We are very pleased to offer you a position of **Trainee** under the head NAPS in the origination **IGW India Technologies Pvt. Ltd. Gat No. 232 , Alandi Markal Road Village Dhanore , Tal Khed Pune - 412105**

Your salary will be 15000 / Month.

We are hopeful that you will contribute your skill to the growth of organization.

As per the declaration given by authorized person Mr. Yogesh Ubale and formal acceptance received from you we are offering you the position of trainee.

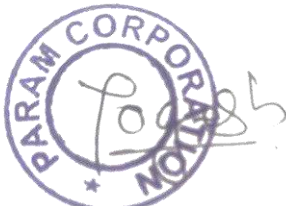
Your Joining date will be on 3rd June 2024 Please refer this offer letter for further completion of joining formalities.

We look forward to welcoming you on board.

We wish you a good luck!!!

Contact Person :- Yogesh Ubale-9764256325

For Param Corporation



Authorised Signatory

Ref: HRD/OFFER/012024

Date: 18-01-2024

Vinita Shamrao Jadhav
W/O Shamrao Jadhav,
Tandalwadi, Beed, Kille Dharur,
Maharashtra- 431124.
Contact Number - +91 8208368795

Pan No.: CBQPJ0962F
Aadhaar No.: 712187753445

OFFER OF EMPLOYMENT

Dear Vinita Shamrao Jadhav,

With reference to your application and the subsequent interviews/discussions that you had with us; we are pleased to offer you employment within our organization, as **Graduate Engineer Trainee** at Grade **M3**, at our **AP81 Office**. Kindly note, the position may be transferable to any other location / office / site of the company or Subsidiary / Associate Companies.

Your fixed gross emoluments per annum will be **Rs. 300000/- (Three Lakh Rupees only)**. In addition to this, you will be eligible for a Performance Linked Incentive (PLI) up to **7.5 %** of your fixed gross CTC.

Refer to the salary break up given in Annexure I & Other benefits mentioned in Annexure II.
The other terms and conditions of your employment will be communicated to you after joining.

Please note that the above offer of employment is subject to your getting declared medically fit by the registered medical practitioner. You are requested to get yourself medically examined by a Registered Medical Practitioner covering following tests:

- Physical Check Up
- Hemogram
- Blood Group
- Blood Urea
- Blood Sugar (Random)
- Sr. Cholesterol
- Urine Examination
- X- Ray Chest
- ECG
- Ophthalmic Check - Up

Please arrange to send us the above listed medical reports along with the fitness certificate as enclosed before joining.

You will be reimbursed for an amount at actual, subject to a maximum limit of Rs. 750/- for the medical examinations / investigations, on submission of bills upon joining.

Please hand over the following documents to the HR department on the day of joining -

- Copies of certificates relating to your academic qualifications
- Copy of Appointment Letters / Increment Letters
- Last 3 pay slips / latest salary certificate
- PAN, Aadhar & Passport Copy
- 2 passport size photographs
- Relieving & Experience letter from your previous employer's (as applicable)
- Personal References (02 nos.) with their Names, Postal Addresses and Contact Nos.

We would like you to join us on or before 20-01-2024.

This letter cannot be used to solicit other offers and will be null and void if so used.

Your acceptance copy of this offer letter is expected within next 3 working days from offer date followed with the resignation copy acceptance from your existing employer.

With best wishes,
Sincerely,

**For Sorigin RE Services Private Limited
Authorized Signatory**

Annexure I

Name : Vinita Shamrao Jadhav
Cadre/Grade : Graduate Engineer Trainee / M3
External Designation : Graduate Engineer Trainee - AMS
Location : Pune, Maharashtra

Date: 18-01-2024

SALARY COMPUTATION		
Components	Per Annum	Per Month
FIXED COMPONENTS		
BASIC	135000	11250
HRA	54000	4500
CHILDREN EDUCATION ALLOWANCE	2400	200
STATUTORY BONUS	16800	1400
MISC ALLOWANCE	33706	2809
Total A	241906	20159
REIMBURSEMENT COMPONENTS		
BOOKS AND PERIODICALS ALLOWANCE	12000	1000
FUEL REIMBURSEMENT	18000	1500
Total B	30000	2500
GROSS SALARY	271906	22659
STATUTORY COMPONENTS		
PROVIDENT FUND	21600	1800
GRATUITY	6494	541
Total C	28094	2341
Total CTC	300000	25000

For Sorigin RE Services Private Limited
Authorized Signatory

Vinita
Accepted by,
Vinita Shamrao Jadhav

Annexure II

- **PLI Eligibility:** - PLI is paid to employees who are on rolls of the company on the day of disbursement of Performance Linked Incentive amount. Employees who have tendered their resignation and serving notice period shall not be eligible for PLI.
- **Insurances:** You will be covered under Group Mediclaim and Group Personal Accidental Policy of the company for your family. Family definition is 6 members (1+5 nos , including one set of Parents). The insurance coverage will be as per your grade applicability.
- **Retirals:** You will be part of the companies' Provident fund & Gratuity scheme as per Company policy and applicability.
- **Leaves & Absences: -**
 - a) **Paid Leaves:** Employees are eligible for 26 Paid Leaves from January to December (Calendar Year), which will be credited to your account on pro rata basis, as prevailing leave policy.
 - b) **Holidays:** Employees are granted twelve (12) fixed holidays and three (03) flexible holidays in a Calendar Year.
 - c) **Short Leaves:** Employees are allowed to take 2 short leaves of 2 hours every month for any emergencies.
All Applications for leave/absences must be requested as per policies and procedures of the Company and require approvals of reporting Managers.
- **Business Travel & Logistics:**
 - a) All travel for company business is expected to be booked via the company travel desk.
 - b) All costs related to Lodging, Meals, local Transportation, visa or any other expenses will be reimbursed on submission of expense claim as per policy.
- **Other Facilities:** internet, mobile SIM, laptop/desktop & software will be made available to you by the company on your joining.
- **Other benefits** as applicable as per existing company policies.
- **Taxes** as applicable shall be deducted from all aforesaid payments.

For Sorigin RE Services Private Limited
Authorized Signatory

Vinita

Accepted by,
Vinita Shamrao Jadhav

SunBeam Infotech Private Limited

Registered Office :

'SunBeam', Plot No. R / 2, Behind Hotel Fulora,
Market Yard Road, Gultekadi, PUNE - 411 037 MH - INDIA
CIN : U72200PN2000PTC014865
Tel :- +91 - 20 - 24272383 Telefax :- +91 - 20 - 24260308
Email - siit@sunbeaminfo.com
Visit us at: www.sunbeaminfo.com



SunBeam

INFOTECH PVT. LTD.

Date : February 01, 2022

To,

Ms. Vishakha Harishchandra Walase
At Khandapur, Gangapur,
Latur 413531

Subject : Offer of Appointment as "Trainee Software Engineer".

Dear **Ms. Vishakha Harishchandra Walase**

We are pleased to inform you that we have decided to make an offer to appoint you as "**Trainee Software Engineer**". Your appointment will be governed by the following terms and conditions.

1. During your employment with us you will be entitled to pay and allowances as given below.

Basic	: ₹ 11,200/-
D.A.	: ₹ 1,100/-
HRA	: ₹ 738/-
Conveyance	: ₹ 0/-
Other Allowance	: ₹ 0/-

Gross Remuneration : ₹ 13,038/-

Company Contribution to PF	: ₹ 1800/-
Company Contribution to ESI	: ₹ 424/-
Gratuity Provisions	: ₹ 513/-

Monthly Term Incentive	: ₹ 3,293/-
Monthly CTC	: ₹ 19,067/-
Annual Bonus/Ex.Gratia	: ₹ 12,300/-*

Annual CTC	: ₹ 2,41,108/-
Eq. Monthly CTC	: ₹ 20,092/-

*Payment of Bonus/Ex Gratia shall be dependent on Company performance and eligibility as per act.

2. You will be entitled to reimbursement of travel fare and other allowances (as per your grade) subject to submissions of bills, whenever you are on an official duty.
3. Your place of posting will be at: Sunbeam Infotech Pvt. Ltd. Pune

4. You are liable to be posted at the discretion of the Director to serve at any of the company's offices/units/projects, anywhere in India or abroad.
5. Your appointment will be governed by Rules and Regulations and such other Administrative orders and policy guidelines as may be in force and made applicable to you from time to time.
6. In case you wish to resign, you will have to give **TWO MONTH'S** written notice to the management. Notice Period from employer side will be **ONE MONTH**.
In case you serve short notice and if it is acceptable to the management you have to pay for number of days short notice given & excess leaves availed, if any. The amount will be calculated on gross salary at the time of resignation
7. If you stay away from work for a continuous period of 15 (fifteen) days or more (including your absence when you have applied for leave but not granted) or if you overstay your sanctioned leave for a period of 15 (fifteen) continuous days, then it will be assumed that you have discontinued your services, in such cases of unattended absence the right of condonation of the absence shall rest with Managing Director. Your continuation in our employment is subject to your being remaining medically fit to work in the unit
8. Your appointment is subject to satisfactory verification of your character and antecedents.
9. Rights in respect of all intellectual property created at Sunbeam through the efforts of the members vest in Sunbeam and no member is entitled to any type of ownership claims.
10. Please also note that the salary / remuneration structure of the Organization may be altered / modified at any time without prior notice and your package of remuneration and other terms may accordingly be altered /modified from time to time. Further, salary, allowances and all other payment / benefits will be governed by the Organization's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
11. Your remuneration package is strictly confidential between you and the Organization and should not be discussed with any one nor divulged to any one in any manner whatsoever.
12. During the employment of the Organization, you will, at all times, observe secrecy in respect of any technical, trade or business data, customers' names / business details or any other information that might come to your knowledge or possession, which according to the Organization necessarily confidential and form valuable property of the Organization. You shall not disclose nor cause the disclosure of any such data in any manner whatsoever. You will be also responsible for protection and furtherance of the Organization's best interests at all times, including after you cease to be on the Organization's rolls. In addition, during your Organizations services, you are expected not to take up employment or enter into any type of business/commercial association with any of the Organization's clients or their associates.
13. You are required by the Organization rules not to undertake any employment or enter into any other type of association anywhere else, even on part-time basis whether for any consideration or not without prior permission of the Director. Contravention of this will lead to termination of your

services from the Organization without any notice, with no liability on the part of the Organization for payment of any compensation in lieu of such notice.

14. The working hours applicable to you will be the same as are observed depending upon your place of posting and as amended from time to time. Further, you should be prepared to work on any shift, as may be warranted by the Organization's/Client's work requirements.
15. Your service also will be governed by the terms & conditions mentioned in the appropriate security bond.
16. JOB SPECIFICATIONS: As per **Appendix 'A'**.

You shall resume your duties on 01/02/2022.

We welcome you to our Organization and look for a long and happy association.

If the terms and conditions offered herein are acceptable to you, please return the acceptance copy (attached) to the undersigned, duly affixing your full signature on the last page and initials on the remaining pages.

Regards

For Sunbeam Infotech Pvt. Ltd.


Authorized Signatory



I HAVE READ AND UNDERSTOOD THE ABOVE TERMS AND CONDITIONS OF MY APPOINTMENT AND UNDERTAKE TO ABIDE BY THEM UNCONDITIONALLY.

Signature:

Name:

Date:

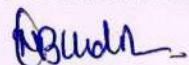
APPENDIX 'A'

Name of the Employee	: Ms. Vishakha Harishchandra Walase
Designation	: Trainee Software Engineer
Reporting Authority	: Mr. Nitin B. Kudale

Duties & Responsibilities

1. Lab Support for Full time / Part time courses at Pune & KARAD
2. Software Development/Testing/Maintenance & work related to IT Services
3. Teaching part time/full time courses at Pune / Karad
4. Development of software utilities/ assignments as per the requirement of Training unit
5. Additional activities whenever informed by Head of the department related to Organization.

For Sunbeam Infotech Pvt. Ltd.



Authorized Signatory





3294

Date: August 23, 2023.

To:
Mr. RUSHIKESH ANANT INGALE,

Address:-Saubhagya Nagar , Latur.

Sub: Offer Letter

Dear **Rushikesh,**

This has reference to your application and subsequent interview you had with us on **23.08.2023**; we are pleased to offer you a position of **Trainee – Onsite Calibration** in our organization.

You may join duties on or before **23th August 2023** at the above-mentioned address,

Kindly confirm your written acceptance along with Resignation Acceptance Letter of present employer to this offer within one week from receipt of this offer, failing which this Offer will be treated as cancelled.

On arrival, you are requested to contact **Mr. Rahul Nanaware (Executive – Human Resource)** for completing your Joining formalities.

The Appointment Letter with detailed Salary Break-up and Terms & Conditions will be issued to you upon your joining.

Meanwhile, please arrange to submit the following documents at the time of joining the duties.

1. Passport Size Photograph - 6 Nos
2. Experience Certificates
3. Educational Testimonials
4. Clearance Certificate from the last employer
5. Last Salary Certificate
6. Colour Copy Aadhar Card
7. Colour Copy Pan Card

We look forward to your Joining Universal Calibration Services Pvt. Ltd.

Thanking you,

For **Universal Calibration Services Pvt. Ltd.,**

K. M. Bhosale
Managing Director





ravishankar khudase <ravishankarkhudase@gmail.com>

Fwd: Campus Drive Selected Students List

Avinash Pedde <anpedde@gmail.com>
To: ravishankar khudase <ravishankarkhudase@gmail.com>

Fri, Sep 8, 2023 at 4:45 PM

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

From: Srikanth <srikanth.k@moldtekindia.com>
Date: Fri, Feb 3, 2023, 16:33
Subject: RE: Campus Drive Selected Students List
To: Nandkishor Dharashive <tpo.msbecl@gmail.com>, <anpedde@gmail.com>
Cc: Rajeev <rajeev@moldtekindia.com>, Subramanyam <subbuhr@moldtekindia.com>

Dear Team,

This is to confirm you, below are the Students selected in our campus drive.

Kindly confirm with their date of joining so that will share Bank Guarantee and offer letter details for further process.

Sr No.	Name of Candidate	Number	Email-ID
1	Dongre Pramod Balaji	8668353323	dongrep65@gmail.com
2	Waghmare Aniket Maharudra	7028632737	aniketwaghmare9102001@gmail.com
3	Salunke Pradip Prabhakar	9860302422	salunkepradip1900@gmail.com
4	Pawar Vishal Avinash	9960249131	vishalpawar42000@gmail.com
5	Patil Mayuri Dayanand	7378582020	patilm0205@gmail.com
6	Kamble Ritesh Dinkar	7083526438	riteshkumarkamble5615@gmail.com
7	Acharya Ashutosh Sopan	8767508993	ashuacharya358@gmail.com
8	Shelke Dnyaneshwar Namdev	9673023587	dnshelke0703@gmail.com
9	Shinde Indrajit Dilip	7776099158	shindeid7@gmail.com
10	Kshirsagar (patil) Suraj Dharmaraj	7410750194	surajpatil200114@gmail.com
11	Tamboli Sohail bablu Daud	9168132374	sohailtamboli0099@gmail.com

12	Zunjare Omkar Shivaji	7218464147	omkarzunjare123@gmail.com
13	Pathan Hadisa Ziya khan	9689378761	iamhadisa1999@gmail.com
14	Patil Shubham Madhukar	9561902213	sp4578929@gmail.com
15	Tandale Mayuresh Rajkumar	8626077828	tandalemayuresh077@gmail.com
16	Kumbhar Dnyaneshwar Digambar	8999584500	dnyaneshwark619@gmail.com
17	Yerule Sairaj Dhanraj	8625809556	sairajyerule8@gmail.com
18	Boratkar Vaibhav Babasaheb	8412944429	Vaibhavboratkar96@gmail.com
19	Dhoble Sanket Sugriv	9922964093	dhoblesanketl006410@gmail.com
20	Phulsundar Rohini Dipak	9823162401	phulsundarrohini@gmail.com

Regards

Srikanth

9731589854

From: Srikanth [mailto:srikanth.k@moldtekindia.com]

Sent: 30 January 2023 10:24

To: 'Nandkishor Dharashive'; 'anpedde@gmail.com'

Cc: Rajeev; Subramanyam

Subject: Campus Drive Selected Students List

Importance: High

Dear Team,

This is to confirm you, below are the Students selected in our campus drive for further process.

Sl.No	Name of Candidate	Number	Email-ID
1	Dongre Pramod Balaji	8668353323	dongrep65@gmail.com
2	Waghmare Aniket Maharudra	7028632737	aniketwaghmare9102001@gmail.com
3	Salunke Pradip Prabhakar	9860302422	salunkepradip1900@gmail.com
4	Pawar Vishal Avinash	9960249131	vishalpawar42000@gmail.com
5	Patil Mayuri Devanand	7278587070	patilm0705@gmail.com

6	Kamble Ritesh Dinkar	7083526438	riteshkumarkamble5615@gmail.com
7	Shelke Dnyaneshwar Namdev	9673023587	dnshelke0703@gmail.com
8	Shinde Indrajit Dilip	7776099158	shindeid7@gmail.com

Regards

Srikanth

9731589854

From: Nandkishor Dharashive [<mailto:tpo.msbecl@gmail.com>]

Sent: 13 January 2023 12:30

To: Srikanth

Subject: Re: Invitation for the placement drive.

Dear Mr. Srikanth,

Thank you for considering students' end sem examination schedule.

Here with I confirm the date January 23, 2023 as MoldTek placement drive in our campus.

This is for you reference and further processing.

Thank you.

On Fri, Jan 13, 2023, 47 AM Srikanth <srikanth.k@moldtekindia.com> wrote:

Dear Mr. Nandkishor/Mr. Avinash Pedde,

Reference to my discussion with Mr. Avinash, we would like to confirm your that, campus drive will be held on Jan 23, 2023 at your college campus.

Kindly confirm the same from your end for further process.

We are of two people coming for campus drive.

Regards

Srikanth

9731589854

From: Nandkishor Dharashive [<mailto:tpo.msbecl@gmail.com>]

Sent: 12 January 2023 13:46

To: Srikanth

Subject: Re: Invitation for the placement drive.

Dear Mr. Shrikant,

Greetings for the day.

First of all thank you for accepting the placement drive invitation. As per your telephonic discussion with Prof. Avinash Pedde I come to know that you decided 3rd February 2023 as the placement drive date in M.S.Bidve Engineering College campus. Infact we were expecting the drive in between 15th to 25th January 2023, as possibly students' University end semester examination may overlap the drive date. The University end sem examination time table is not published yet but we are expecting it to be published soon.

Hence we would appreciate if you prepone the drive date within 15th January to 25th January 2023, or will update you once we get the end semester examination time table to avoid possible overlapping of exam dates with drive date.

Thank you.

On Mon, Jan 9, 2023, 2:01 PM Nandkishor Dharashive <tpo.msbecl@gmail.com> wrote:

Dear Mr. Shrikant,

Thank you for your email and waiting for the Campus drive schedule.

On Mon, Jan 9, 2023 at 10:09 AM Srikanth <srikanth.k@moldtekindia.com> wrote:

Dear Mr. Nandkishor/Mr. Avinash Pedde,

Thank you for the details.

Very soon will let you know our Campus drive schedule. Looking forward for it.

Regards

Srikanth

9731589854

From: Nandkishor Dharashive [mailto:tpo.msbecl@gmail.com]

Sent: 07 January 2023 14:44

To: Srikanth

Subject: Re: Invitation for the placement drive.

Good Afternoon Mr. Shrikant,

New year greetings from M.S.Bidve Engineering College, Latur.

It was a bit late to share the asked information due to some unavoidable issue in collection of eligible candidates data.

Please refer to the attached excel sheet for your ready reference.

Waiting for the date of placement drive in my campus.

Thank you.

On Fri, Dec 30, 2022 at 5:12 PM Nandkishor Dharashive <tpo.msbecl@gmail.com> wrote:

Dear sir,

Thank you for the reply and allowing 60+% candidates.

Will share the data as asked for within 2 days.

On Fri, Dec 30, 2022 at 4:42 PM Srikanth <srikanth.k@moldtekindia.com> wrote:

Dear Sir,

Thank you for the mail. We are looking forward for campus drive.

We are okay with more than 60% in 12th Class but not less than or equal to 60%.

Please share the student's data in xls with below details.

Name

Number

Mail ID

10th Percentage

12th / Diploma Percentage

B.E/B. Tech- Mechanical Percentage

Pass out Year

Based on the above details received will plan for campus drive in Jan or Feb 2023.

Regards

Srikanth K

Deputy Manager-HR

001

1st Floor, Riverside Business Bay, #84, Wellesley Road, Near Pune RTO,

Sangam Bridge, Pune, Maharashtra 411001.

Mobile No: 9731589854

Email: srikanth.k@moldtekindia.com | **website:** www.moldtekgroup.com

From: Nandkishor Dharashive [mailto:tpo.msbecl@gmail.com]

Sent: 30 December 2022 13:58

To: srikanth.k@moldtekindia.com

Subject: Invitation for the placement drive.

Dear Sir,

Greetings from M. S. Bidve Engineering College, Latur.

Thank you for providing an opportunity to our students to appear for the selection process for CAD Engineer post in your esteemed organization. All these students from the final year pursuing B. Tech. in

Mechanical Engineering have already been given basic training in CATIA Design software in our institute and around 35 students have shown keen interest in joining your organization.

Moreover, their sincerity and hard working nature is assured which makes them more suitable for the job role you are offering. All the candidates are aware of and agreed on the terms and conditions your company has laid down for employment.

As we are expecting their 7th semester university examination to be over by the end of Jan 2023, i.e. from Feb 2023 the selected candidates may join your organization. As earlier mentioned to you in the telephonic conversation with Prof. Avinash N. Pedde, you have to grant around 15 days leave to the selected candidates to appear for their final semester examination probably in July 2023 and their service prior to that is to be treated as paid internship.

Also, I request you to bring down eligibility marks for 12th class to 60% as mentioned to you earlier.

Once again, I thank you for the opportunity you are providing to our students and I invite you and your talent acquisition team at our esteemed college campus for the placement drive.

Awaiting for your positive reply and hoping to receive a placement drive schedule soon.

Thank you.

--

Thanks & Regards,

Prof. Nandkishor G. Dharashive

Head, Training & Placement,

M.S.Bidve Engineering College,

Latur (M.S.) 413512

Ph: 02382-220755

Cell: **9422657166**

WhatsApp: 9422671846

Website: www.msbecl.ac.in

--

Thanks & Regards,

Prof. Nandkishor G. Dharashive

Training & Placement Officer

M.S.Bidve Engineering College,

Latur (M.S.) 413512

Ph: 02382-220755

Cell: 9422657166

Website: www.msbecl.ac.in

--

Thanks & Regards,

Prof. Nandkishor G. Dharashive
Training & Placement Officer
M.S.Bidve Engineering College,
Latur (M.S.) 413512
Ph: 02382-220755
Cell: **9422657166**
WhatsApp: 9422671846
Website: www.msbecl.ac.in

--

Thanks & Regards,

Prof. Nandkishor G. Dharashive
Training & Placement Officer
M.S.Bidve Engineering College,
Latur (M.S.) 413512
Ph: 02382-220755
Cell: 9422657166
Website: www.msbecl.ac.in



MTTL/HR/03/2023

Date: 15/03/2023

To
Mr. Acharya Ashutosh Sopan,
At post Pangoan,
Tal Renapur, Dist Latur,
Maharashtra-413512.

Sub: - Offer of Employment


Dear Acharya Ashutosh Sopan,

1. With reference to your application and subsequent interview we've had with you, we are pleased to offer you an appointment in our organization as a " **Trainee Design Engineer** " with Mold-Tek Technologies Ltd. at Plot No.700, Road No.36, Jubilee Hills, Hyderabad 500 033.
2. Your employment with us will be governed by the terms and conditions as mentioned in your appointment letter. You need to sign a service agreement for a minimum period of 03(Three) years at the time of joining the service. The appointment letter will be given to you on the date of joining. As part of the service conditions you need to submit us in original a Bank Guarantee for 1, 00,000 Rupees on your date of joining with us, the bank guarantee has to be raised through any of the nationalized/scheduled banks.
3. Your joining date will be on **27-March-2023**. Any change in the date of joining should be communicated to the HR Department in writing well in advance.
4. Please sign the acceptance of this offer as a token of your acceptance, mentioning the date of your joining in Mold-Tek

We welcome you to Mold-Tek Technologies Ltd, and look forward to a long and mutually beneficial association.

We wish you all the best.

For Mold-Tek Technologies Ltd.


Rajeev Kumar Ch
GM-Human Resources

ACCEPTANCE

I hereby accept the offer of employment as _____ Vide Letter

No _____ I will report for duty on or before _____

Signature of Acharya Ashutosh Sopan _____

Corporate Office :

Plot # 700, Road No. 36, Jubilee Hills, Hyderabad - 500 033, Telangana, INDIA.

Phone : +91-40-40300300/01/02/03/04, Fax : +91-40-40300328, E-mai l: ir@moldtekindia.com

Website : www.moldtekindia.com CIN No: L25200TG1985PLC005631



ENGINEERING CONSULTANCY SERVICES PVT. LTD.

Reference No : F4ECS/OFFER/2023/08/565

To,
Mr. Vishal Avinash Pawar
Phone: 9960249131
Email : vishalpawar42000@gmail.com

Date: 4th August, 2023
Place: Pune

Subject: Letter of Appointment

Dear Mr. Vishal Avinash Pawar,

This has reference to the discussion and subsequent exchange of information, we had with you. It is our pleasure to offer you a position of "Trainee Engineer" at Finite 4 Engineering Consultancy Services Pvt Ltd on the following Terms:

1. You will be paid Stipend of INR 15,000/- p.m. (INR Fifteen Thousand Only) .
2. You are requested to join us on or before 7th August, 2023.
3. At present you will be posted at Pune. However your services are liable to be transferred to any other client work sites, offices depending upon the exigencies of work.
4. During the employment, you will be required to report at regular office hours (shall be updated if there is any change).
5. Your appointment is conditional upon your being certified medically fit by your own doctor. You will be required to produce a medical certificate verifying this.
6. You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time
7. Though you have been engaged to a specific position, the company reserves the right to send you on deputation/transfer/assignment to any of the company's branch offices in India or abroad, whether existing at the time of your appointment or to be set up in the future.
8. Non Disclosure of information, Confidentiality of proprietary information : You will not during the course of your employment with the company or at any time there after divulge or disclose to any person or to company or to any other party whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the finite 4 company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so.

Reference No : DOCS/F4ECS/EXP/2015/07/001 : 01 Apr 2010.
Revision No : 003 : Date 28 July 2015

9 Intellectual Property Rights and Patents

- a. Finite 4 will be sole owner of all the intellectual properties and technologies developed or used during the course of your employment. Finite 4 reserves the right to use, lease and sublease of all the IPRs and patents filed in your name during the course of your employment with finite 4.
 - b. The Employee agrees and acknowledges that all Intellectual Property Rights, title and interests in and to the work results or Material shall fully vest in Finite 4 and the creation of the same. To this end, Employee fully and effectively assigns and transfers to Finite 4 all rights, title and interests in and to the work results. In particular but without prejudice to the generality of the foregoing, all copyright and patent rights in and to the work results including but not limited to the right of transfer, sale, modification, sub-licensing and licensing of such work results to third parties shall vest in, and be assigned and transferred to Finite 4.
 - c. Employee hereby undertakes to fully indemnify and keep fully indemnified Finite 4 against any liability for loss, claims, demands, expenses and reasonable legal fees directly incurred in this connection arising out of any third party claim that the Services, Work Results or any part thereof constitutes an infringement or alleged infringement of the Intellectual Property Rights of a third party.
- 10 Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use.
- 11 You shall not under any circumstances either directly or indirectly, receive or accept for your benefit any commission, rebate, discount or profit from any person, company or firm having business transactions with Organization.
- 12 During your employment, you will be bound by the Company's Rules and Regulations framed and enforced from time to time. The Company reserves the right to amend or alter the said Rules and Regulations at its discretion, without any notice thereof, and these will be deemed as Rules and Regulations in terms of your employment.
- 13 The Company shall verify the facts stated by you in your resume submitted during the interview process. If any of the facts stated therein are found to be false, your services will be terminated immediately without any notice or any compensation in lieu of the notice period.
- 14 Termination of Service:
- 1) After your joining, you will be on probation for initial 6 months from the date of joining. After successful completion of 6 months, your performance will be reviewed and then you will be eligible for a salary revision. During probation period, your employment can be terminated with a notice of 1 months from employer side.
 - 2) The Employment Agreement cannot be terminated by you before the completion of 6 months of your probation period with Finite4.
 - 3) After Probation, either party can terminate this employment by serving a notice period of 3 months or by paying the 3 months' notice period amount equivalent to the 3 months' basic salary. However the company reserves the full rights of early relieving in case of employee buying of notice period.
 - 4) Unauthorized absence or absence without permission from duty for a continuous period of 7 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice or termination.

- 5) You will be governed by the laid down code of conduct of the company and if there is any breach of the same or nonconformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.
- 6) The employee should not indulge or party to any of the illegal activities mentioned and defined illegal as per the Indian Penal Code from time to time.
- 7) During any unprecedented situation or any business or financial losses incurred by the company, the company reserves the rights to terminate the contract with the employee.

15. Breaches and violations

Over and above the terms mentioned in this document you are also liable for disciplinary action including and not limited to warnings, suspensions, demotion, denial of promotion or increments for violations of codes of conduct and company policies.

The absconding candidate meaning, the candidates who without information to company management, absconds or found and remains absent or after resignation/termination notice fails to comply with the Notice period clause and fails to inform Management of Finite 4 for more than 7 continuous days, will be considered as absconding, and in such cases, the company will approach Indian Penal proceedings as deemed fit and will approach appropriate Government Authority to Register the cases, also when situations warrant, as in the case of breach of policies, breach of confidentiality in case of data and salary structure or salary value the company may decide to terminate the employment with immediate effect without any payment in lieu of notice period.

16. Please note that the matters pertaining to the salary are strictly confidential between you and the company and the employee is required to maintain the same level of confidentiality.

17. Applicability of Company Policy

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

18. Upon violation of the clauses aforementioned or those in offer letter, the employee shall be liable for damages of Rs.2 lakhs to compensate such losses.

19. At the time of joining, you are required to submit copies of all the following Documents:

- i. Copies of Mark sheets & certificates supporting your Educational Qualification & Work Experience (If Applicable).
- ii. Copy of the Relieving letter, last pay slip, appointment letter, increment letter.
- iii. Photocopy of your passport. (Or Photo ID's as applicable.)
- iv. PAN Card.
- v. 4 Passport – size color photographs
- vi. Correspondence & Permanent Address proofs

Please note that your employment will be conditional upon you submitting some of these documents. The remaining documents are required for smooth administrative functioning. In view of this, please ensure that you carry all the documents on the day you join.

20. Acceptance

Please sign and return the duplicate copy of this letter and annexure as a token of your Acceptance of offer letter and the terms and conditions mentioned herein.

Vishal, Welcome to Finite 4. We strongly believe in you fulfilling our expectations as a Member of our organization by continuously contributing towards achieving the goals of the Organization and that your performance will be satisfactory in all respects.
We look forward to work with you.

For Finite 4 Engineering Consultancy Services Pvt Ltd

Authorized Signatory





SOFTENGER (INDIA) PVT. LTD.

Registered Office: S No 11/5, Plot No 16, Fire Brigade Road,
Vadgoan bk, Sinhagad Road Pune MH 411051

Tel: (020) 24348413

CIN: U72200PN1999PTC013923

website: www.softenger.com

LETTER OF INTENT

Date: 07-01-2023

To,
Ritesh Dinkar Kamble
Talegaon, Tal – Shirur Anantpal,
Latur,
Maharashtra

Dear Ritesh,

With reference to your application and subsequent tests / interview you had with us. We are pleased to offer you a position of Trainee in the role of Team Member under the Trainee profile at Softenger India Private Limited (SIPL). Once the final-year exams-dates are published by your university, we will convey the joining date to you.

OFFER VALIDITY

This offer is valid for a period of 4 days from the date of the offer. In case of acceptance of this offer, please let us know your decision within the next 4 days, This offer stands unconditionally revoked without any prejudice, if we do not receive email/written acceptance of our offer within the stipulated period.

BACKGROUND VERIFICATION

Our offer is based on information furnished by you. As a standard process, we will verify this information via an independent third party. We expect you to provide photocopies of certain documents to complete this verification process. If any discrepancy is found during this verification process, we retain the right to review and possibly revoke our offer of employment without any prejudice and without any notice.

PLACE OF POSTING AND TRANSFER

Your posting at present is at Pune. During your employment, you may be posted or transferred to any of the offices, subsidiaries/associate offices of SIPL to any town or city in India or abroad, at the sole discretion of the management. Refusal to join at such place shall mean your neglect of work and consequent exit from organization. Ready to work in 24x7 environment, across all shifts. No academic backlogs or pending project-work.



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REMUNERATION

During your service you are entitled to minimum gross emoluments as per the table below. These total emoluments (CTC-break-up) will be structured according to taxation and other legal requirements. We may restructure this CTC-break-up to keep in line with any change in taxation and/or statutory requirements. We will ensure that the gross monthly emoluments will remain unchanged after such restructuring. All statutory deductions will have to be borne by you. The salary will be credited directly to your bank account by 6th of every month.

Sr. No	Salary Head	Monthly	Annually
1	Basic	15000.00	180000.00
2	House Rent Allowance	750.00	9000.00
3	Softenger Allowance	10745.51	128946.12
4	Gross Salary	26495.51	
5	Provident Fund		21600.00
6	PF Admin Charges		1800.00
7	Gratuity		8653.84
8	Total CTC		350000.00

TRAINING

You will be trained in Skill for up to 180 days . Based on your performance, the training may be reduced or extended. A part of this training will be on the job. In consideration of the training provided entirely at the cost of the SIPL, you agree to work as part of our team for 30 months from your date of joining. You will provide SIPL a Security bond for Three Lacs Only. In case you leave us, before completion of this period, you agree to compensate us by paying INR 300000. The Security bond is considered to be an integral part of the Appointment Letter. The value of the Security bond will reduce as the time goes by and will become zero at the end of 30 months.

In the event of your resignation from the employment of the SIPL before completion of 30 months or in case of unauthorized absence exceeding 7 or in case of commission of any act involving fraud, criminal behavior and/or gross violation of any of the terms of this appointment letter, SIPL shall invoke security bond.

RELEASE OF SECURITY BOND

SIPL shall return security bond to you and release you from all further obligations under it in any of the following conditions

- If you complete 30 months of service with us.
- If we are unable to continue with your employment within the bond period.



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- c. If your performance is not up to the mark then your employment may be terminated without prior notice. In such a case we will return the Security Bond to you.

MEDICAL FITNESS

You are required to maintain yourself in a state of medical/ physical/mental fitness and ensure regular medical check-ups. Any neglect on your part in maintaining good health may render you medically unfit for the service. In such a case your services are liable for termination, notwithstanding any other conditions mentioned in the letter or otherwise.

For: Softenger India Private Limited

**ASHISH
DNYANDEO
NIRAWANE**

Digitally signed by ASHISH DNYANDEO NIRAWANE
DN: c=IN, st=Maharashtra,
2.5.4.20=eau7b3f4b2b02e13e093b3318c48907c5e
5d749cfaa165a018999f07ab2e6f4,
postalCode=411031, street=S/O DNYANDEO
NIRAWANE SR NO 7/2/2 DATTA COLONY JAY
MHALAR NAGAR THERGAON PUNE CITY PUNE
MAHARASHTRA 411031,
pseudonym=8c607419183fec15aba65c4f59cb6ec3,
serialNumber=06610bc9d7360e1d3b4b3d63e06b42
36b24bccc5137cccf02612206c2511db10,
o=Personal, cn=ASHISH DNYANDEO NIRAWANE
Date: 2023.01.09 09:17:29 +05'30

Ashish Dnyanadeo Nirawane
Human Resource – Senior Executive

I, Ritesh Dinkar Kamble have read understood and agree to the terms and conditions as set forth in this letter. I agree with all terms given above and shall abide by all general rules of service which are now or may be hereafter is in force and accordingly I accept this offer and I will join the organization as joining date defined by Softenger

Date	09/01/2023
Place	Latur
Candidate Signature	



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website: www.softenger.com

LETTER OF INTENT

Date: 07-01-2023

To,
Pradip Prabhakar Salunke
Umbadaga BK, Tal – Ausa,
Dist – Latur,
Maharashtra 413520

Dear Pradip,

With reference to your application and subsequent tests / interview you had with us. We are pleased to offer you a position of Trainee in the role of Team Member under the Trainee profile at Softenger India Private Limited (SIPL). Once the final-year exams-dates are published by your university, we will convey the joining date to you.

OFFER VALIDITY

This offer is valid for a period of 4 days from the date of the offer. In case of acceptance of this offer, please let us know your decision within the next 4 days, This offer stands unconditionally revoked without any prejudice, if we do not receive email/written acceptance of our offer within the stipulated period.

BACKGROUND VERIFICATION

Our offer is based on information furnished by you. As a standard process, we will verify this information via an independent third party. We expect you to provide photocopies of certain documents to complete this verification process. If any discrepancy is found during this verification process, we retain the right to review and possibly revoke our offer of employment without any prejudice and without any notice.

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Your posting at present is at Pune. During your employment, you may be posted or transferred to any of the offices, subsidiaries/associate offices of SIPL to any town or city in India or abroad, at the sole discretion of the management. Refusal to join at such place shall mean your neglect of work and consequent exit from organization. Ready to work in 24x7 environment, across all shifts. No academic backlogs or pending project-work.



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Sr. No	Salary Head	Monthly	Annually
1	Basic	15000.00	180000.00
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5	Provident Fund		21600.00
6	PF Admin Charges		1800.00
7	Gratuity		8653.84
8	Total CTC		350000.00

TRAINING

You will be trained in Skill for up to 180 days . Based on your performance, the training may be reduced or extended. A part of this training will be on the job. In consideration of the training provided entirely at the cost of the SIPL, you agree to work as part of our team for 30 months from your date of joining. You will provide SIPL a Security bond for Three Lacs Only. In case you leave us, before completion of this period, you agree to compensate us by paying INR 300000. The Security bond is considered to be an integral part of the Appointment Letter. The value of the Security bond will reduce as the time goes by and will become zero at the end of 30 months.

In the event of your resignation from the employment of the SIPL before completion of 30 months or in case of unauthorized absence exceeding 7 or in case of commission of any act involving fraud, criminal behavior and/or gross violation of any of the terms of this appointment letter, SIPL shall invoke security bond.

RELEASE OF SECURITY BOND

SIPL shall return security bond to you and release you from all further obligations under it in any of the following conditions

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- If we are unable to continue with your employment within the bond period.



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- c. If your performance is not up to the mark then your employment may be terminated without prior notice. In such a case we will return the Security Bond to you.

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You are required to maintain yourself in a state of medical/ physical/mental fitness and ensure regular medical check-ups. Any neglect on your part in maintaining good health may render you medically unfit for the service. In such a case your services are liable for termination, notwithstanding any other conditions mentioned in the letter or otherwise.

For: Softenger India Private Limited

**ASHISH
DNYANDEO
NIRAWANE**

Digitally signed by ASHISH DNYANDEO
NIRAWANE
DN: c=IN, st=Maharashtra,
2.5.4.20=ead7b3f4b2b02e15e095d5518c84890
7c5e5d749cfaa165a018999f07ab2e6f4,
postalCode=411031, street=S/O DNYANDEO
NIRAWANE SR NO 7/2/2 DATTA COLONY JAY
MHALAR NAGAR THERGAON PUNE CITY PUNE
MAHARASHTRA 411031,
pseudonym=8c60741f9183fec15aba5c4f59cb6
ec3,
serialNumber=06610bc9d7360e1d3b4b3d63e0
6b4236b24aacc5137ecaf02612206a2541db19,
o=Personal, cn=ASHISH DNYANDEO NIRAWANE
Date: 2023.01.09 09:14:01 +05'30'

Ashish Dnyanadeo Nirawane
Human Resource – Senior Executive

I, Pradip Prabhakar Salunke have read understood and agree to the terms and conditions as set forth in this letter. I agree with all terms given above and shall abide by all general rules of service which are now or may be hereafter is in force and accordingly I accept this offer and I will join the organization as joining date defined by Softenger

Date	09/01/2023
Place	Latur
Candidate Signature	

HR/TAIPL/03/Trainee
27-03-2023

TO,
PRADIP PRABHAKAR SALUNKE
UMBADAGA(BK)
TAL-AUSA,DIS-LATUR
MAHARASHTRA ,413520

Subject : Appointment Letter

This has reference to your application and the subsequent interview you had with us. In this context we are pleased to appoint you in our company. The terms and conditions of your appointment are as under -

- 1) Your date of joining is - 27-03-2023
- 2) Your designation will be TRAINEE ENGINEER
- 3) The current department of your position is - DESIGN
The current Grade is - M - 10
- 4) During the course of your employment, you may be transferred to any other department / division / business unit / office located anywhere in the India.
- 5) Your appointment will be on Training for ONE YEAR from the date of your joining. However, this training period may be extended at the Company's discretion if found necessary. After successful completion of training period; you will be on probation period for SIX MONTHS. However, this probation period may be extended at the Company's discretion if found necessary. During this period, you will be liable to termination without notice and thereafter by ONE MONTH notice from either side, provided that such notice shall not be deemed necessary in the event of termination of the service on the grounds of willful neglect of duties or if you are found guilty or dishonestly, disorderly by the management as detrimental or prejudicial or prejudicial to the interest of the company or violation of one or more terms of this letter. In the absence of ONE MONTH notice from your side, ONE MONTH gross pay will be recovered from the total emoluments payable to you.
- 6) You will not be deemed to be confirmed in our services unless confirmation letter is issued to you. Compulsory rise in salary or designation on you confirmation cannot be obligatory to the company. It will solely depend on your performance.

- 7) However, no notice or notice pay will be necessary if your services are terminated after the management finding that the particulars supplied by you in your application for employment are incorrect.
- 8) Likewise, no notice or notice pay will need to be given/paid to you if your services are terminated by the management on the basis that your performance rating is low for two consecutive years.
- 9) On sole discretion the Management of the company can waive the notice pay to be recovered from an employee.
- 10) No notice or notice pay is required to be paid on either side if the employment is terminated by mutual consent in writing.
- 11) Your monthly Gross Salary will be - **Rs. 15,000**
and detail salary break will be as follows -

i)	Basic Salary + Special Allowance	Rs. 9,000.00
ii)	House Rent Allowance	Rs. 2,250.00
iii)	Conveyance Allowance	Rs. 2,250.00
iv)	Medical Allowance	Rs. 1,500.00
Total Gross Salary		Rs. 15,000.00

- 12) You are entitled to all National and Festival holidays as declared by the company every year. You will be entitled for Earn Leave subject to completion of 240 working days.
- 13) You will be entitled to benefits under The Employees Provident Funds and Miscellaneous Provisions Act, 1952, The Payment of Bonus Act, 1965, The Employees State Insurance Act, 1948 (Note – If gross salary is greater than Rs.21.000/- ESIC is not applicable). The Payment of Gratuity Act, 1972.
- 14) Your duty hours/working hours will be regulated from time to time at the discretion of the management.
- 15) You will be required to work such additional hours as may from time to time be reasonable and necessary for the efficient performance of your assignment.
- 16) During the course of your employment you will discharge your duties efficiently and diligently to the best of your ability and shall devote your whole time and attention to the interest of the company. You shall carry out duties and work as assigned to you and shall obey and comply with all the lawful directions of your superiors. You shall honestly, diligently and faithfully serve the company and use you utmost endeavor to promote the interest of the company.

- 17) You will not utilize or disclose or divulge to any person or persons any trade secrets or know-how of the company except with the express consent of the management.
- 18) Your employment requires performance consistent with the high standards of the responsibilities that may be assigned to you from time to time. Your performance in your current assignment will therefore be subject to review once in the year by the company's performance management committee. You will be provided with opportunities to discuss the job and other matters on concern or progress.
- 19) You will not claim your annual increment as a matter of right. As stated, your performance in the position will be reviewed once in a year. The annual increase in the monthly compensation payable to you will be determined on the basis of your performance and on the annual review of the same. If your performance rating is low you will not be given any increase in your salary. If your performance rating is low for two consecutive years your services will be terminable without any further notice or notice pay as stated earlier of this letter of appointment.
- 20) You are expected to act in a responsible and professional manner when you use the Internet, e-mail and other company facilities. You shall not attempt to disrupt, degrade, or interfere with the normal operation of any information technology service or facility. Failure to adhere the same will result in termination of employment without any notice or salary in lieu of notice.
- 21) During the tenure in this company and at least two years after the discontinuation, you shall not engage or be interested or be interested or concerned in any other business or activity of any other kind whatsoever, whether directly or indirectly same, similar or in competition or with competitors, with or without remuneration, professional or educational pursuits, full time or part time, except with prior written permission of the management of this company.
- 22) You shall not, during the term of your employment with the company or at any time thereafter, use or disclose to any other company, firm, institution or person any of the secrets, business or affairs of the company.

You shall not, without the previous consent of the company at any time during the currency of this contract, publish any book, booklet, brochure or pamphlet, or contribute any article to any newspaper or other publication whether for remuneration or otherwise, relating to the affairs of the company or to your work in the company.

Further, you shall not, without permission in writing and unless it is a part of your day to day work, take any papers, books, drawings, photographs, instruments, computer software / hardware material, soft copies of drawings, programs, manufacturing designs saved on floppy disks / pen drives or any other electronic storage devices, or hard copies of all such matters, documents or any other property of the company out of the work premises.

- 23) Your employment will be deemed void ab initio and liable for termination without any notice or salary in lieu of notice if any of the information provided by you in the application for employment is found false or incorrect on post employment verification.
- 24) Your current and permanent residential address, telephone number and the e-mail address give in your application for employment shall be deemed to be correct for sending any communication to you. Every communication addressed to you at the given residential address and / or telephone number and / or e-mail address will be deemed to have been communicated to you.
- 25) In case there is any change in your current and permanent residential address, telephone number or e-mail address, you shall intimate the same in writing to the Human Resources Department within five days from the date of such change.
- 26) Your employment with the company and continuance of the same is subject to your being found medically fit to efficiently perform the assignment/s given to you. You have to submit Medically Fit certificate from Medical Officer every year on or before 31st March.
- 27) Your services will also be governed by the service conditions applicable from time to time to all other employees in your cadre.
- 28) The age of retirement is 60 years. As per certificate submitted by you, your date of birth is -
01-09-2000
- 29) You will have to make your own arrangements of your accommodation.
- 30) If the aforementioned terms and conditions of your employment are acceptable to you, please attest your signature on the duplicate copy of this order as a token of your acceptance.

We welcome you to our organization and look forward to a rewarding and happy association with you.

For Technowings Automation India Private Limited,



Director

HR/TAIPL/18/03/2022-23

18-03-2023

TO,
MAYURESH RAJKUMAR TANDALE
S/O: RAJKUMAR TANDALE, AUSA ROAD, NEAR
COMMUNITY HALL, PASHUPATINATH NAGAR,
LATUR MAHARASHTRA - 413512

SUBJECT: Appointment Letter

This has reference to your application dated **18-03-2023** and the subsequent interview you had with us. In this connection we are pleased to appoint you the position of **"TRAINEE DESIGN ENGINEER"** in our company.

The terms and conditions of your appointment are as under-

1. Your date of joining is **20-03-2023**.
2. Your designation will be **"TRAINEE DESIGN ENGINEER"**.
3. The current department of your position is **"DESIGN DEPARTMENT"**.
4. During the course of your employment, you may be transferred to any other department / division/business unit / office located anywhere in the India.
5. Your appointment will be on probation for **SIX MONTHS** from the date of your joining. However, this probation period may be extended at the Company's discretion if found necessary. During this period, you will be liable to termination without notice and thereafter by a month's notice from either side, provided that such notice shall not be deemed necessary in the event of termination of the service on the grounds of willful neglect of duties or if you are found guilty or dishonestly, disorderly by the management as detrimental or prejudicial to the interest of the company or violation of one or more terms of this letter. In the absence of one month's notice from your side, one month's gross pay will be recovered from the total emoluments payable to you.
6. You will not be deemed to be confirmed in our services unless confirmation letter is issued to you. Compulsory rise in salary or designation on you confirmation cannot be obligatory to the company. It will solely depend on your performance.
7. However, no notice or notice pay will be necessary if your services are terminated after the management finding that the particulars supplied by you in your application for employment are incorrect.

(Page No. 1 of 5)





CEC

Castlecrown Engineers & Consultants

Date: 26/07/2023

JOB OFFER LETTER

Dear Onkar Baburao Soradge

With reference to your interview dated 25th July 2023. It is a pleasure to inform you that have been appointed as Safety Engineer for Castlecrown Engineers & Consultants. You will be paid a monthly net salary of Rs. 26,000/- (Rupees in words – Twenty-Six Thousand Only). The future annual increment shall be on the basis of your performance. You can join from 1st August 2023, for full time i.e., from 09:30 Hrs to 18:30 Hrs; arrange to confirm the same.

For Castlecrown Engineers & Consultants

Authorized Signatory.