

File No.Aishwarya Arvind Rasure/PT/1924324/Jul-21

30-Jul-2021

Aishwarya Arvind Rasure

Karve Nagar

Pune-411052

Pune

Dear **Aishwarya Arvind Rasure**,

With reference to your internship request, we are pleased to inform you that you are allowed to pursue your internship at **Tech Mahindra Ltd. ("Company")**. During the period of your internship, you will be governed by the following terms and conditions: -

1. You will be an Intern with the Company for a period of **3 months** starting from **11-Aug-21** to **10-Nov-21**.
2. You will be eligible for Stipend of **INR 15000 per month** agreed to in writing and applicable taxes will apply if any.
3. As an Intern, you are expected to gain practical experience by doing one or more of the below in a timely manner as suggested by your reporting manager/mentor.
 - self-upskilling as per the project skill/s
 - completing project assignments/POCs
 - attending project meetings
 - doing project shadowing
4. This internship is not an "Offer of Employment" with the Company and you will not be entitled for any payment or employee benefits during the internship period except stipend as specified in Clause 2 above.
5. Based on your performance and successful completion of your internship, the Company will consider you, at its sole discretion, for full time opportunity in the Company.
6. During this internship period, you will report directly to **Kashif Masood, KM00484432@TechMahindra.com**, Reporting Manager who can be contacted for any assistance related to this internship.
7. The Company reserves the right to terminate your internship at any time at its sole discretion.



8. Your internship would be virtual till further communication from the Company. On the day of joining as an intern, please report to **Vincy Varghese** latest by **9:00 am** at the following address: **Tech Mahindra Ltd, Plot No 01, Rajiv Gandhi Infotech Park, Phase 3, Hinjewadi, Pune, Special Economic Zone, Pune-411057 (Maharashtra), India** to complete the joining formalities and understand the further instructions.
9. You will be taking up this assignment/engagement on your own accord and at your own risk and responsibility and the organization will not be responsible for any untoward incident that might happen during your engagement as Intern with us.
10. By agreeing to undertake internship at Tech Mahindra Ltd as an Intern, you tacitly agree to abide by Company's dress code and conduct yourself in a manner that does not damage the image and reputation of the Company.
11. Please note that this Internship will be Contingent upon **Mandatory Registration** required on NATS Portal (National Apprenticeship Training Scheme (NATS)) before you join us

Please go to the NATS portal (

<https://ind01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.mhrdnats.gov.in&data=02%7C01%7CSatpal.Talwar%40TechMahindra.com%7C9140509417a24fba0cf908d74615c5f6%7Cedf442f5b9944c86a131b42b03a16c95%7C0%7C0%7C637054931634115154&data=ar3nJQ2GINJZC7o5eZW53LheVGzxWdptUFqmjhmQCWY%3D&reserved=0>) and complete Mandatory Registration (National Apprenticeship Training Scheme (NATS)). You would need the following documents/information

1. Mobile number
2. Email Address
3. Copy of the Aadhar card/Pan card
4. Passport size photo
5. Original last year Mark sheet / Provisional mark sheet.
6. Bank Details

You can also enroll from their Mobile phones and can upload your documents on the portal. You can upload the documents with photo scanner application from mobile.

Please note that the maximum file size that can be uploaded is 1MB

If you have already registered on the Portal please keep the registration ID handy at the time of on-boarding

Please return the acceptance copy (attached) to **Campus Joining (campusjoining@TechMahindra.com)** duly affixing your full signature as a token of your acceptance.

Thanking you,
Yours faithfully,



For Tech Mahindra Limited



Venkat Paturi

Head - Resource Management Group

Agreed and accepted

Name : **Aishwarya Arvind Rasure**

Signature :

Date :

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081, India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

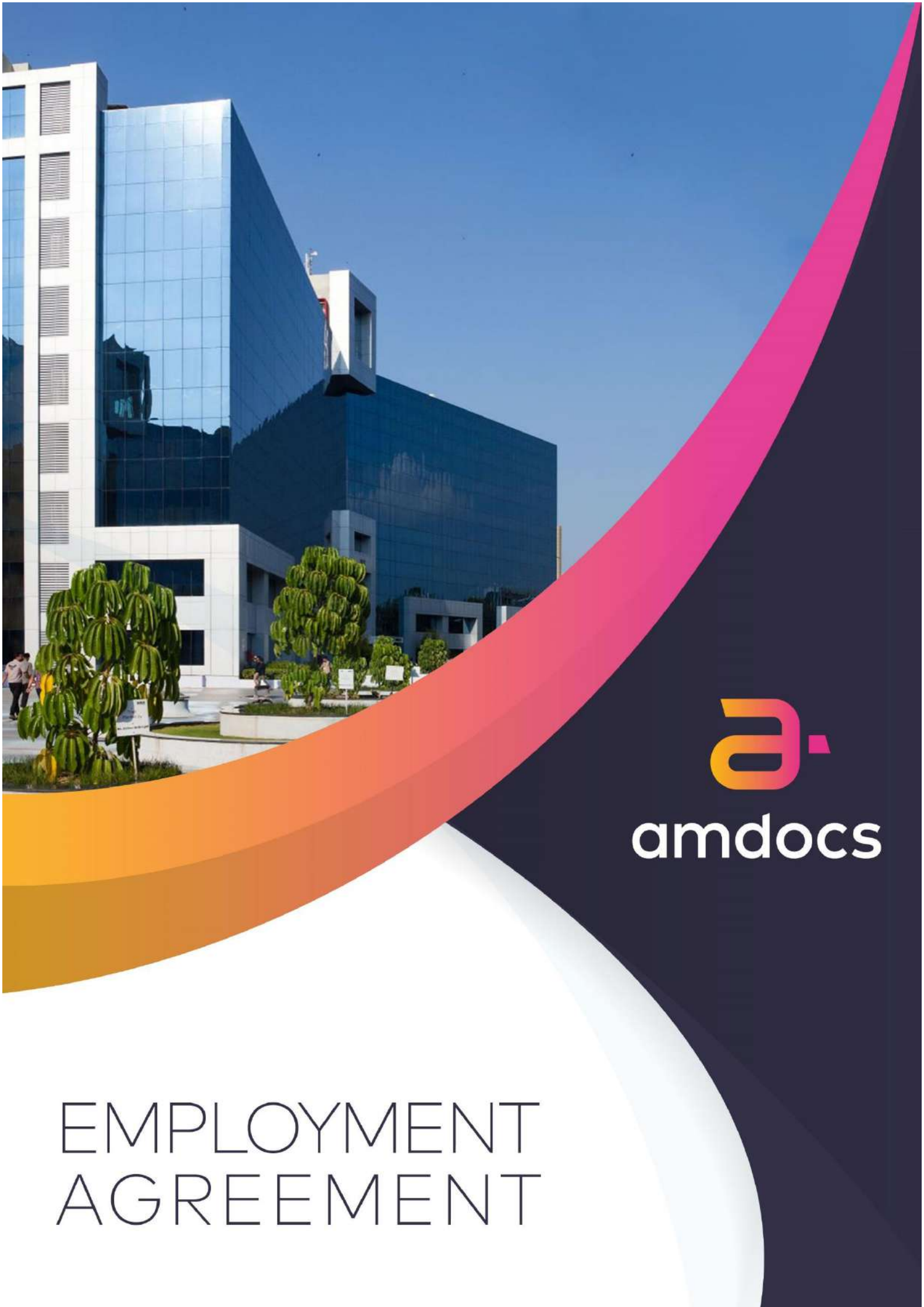
techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN L64200MH1986PLC041370

- Upon completion of my Internship with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my Internship at Tech Mahindra Limited. which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited. upon completion of my Internship.
- This confidentiality agreement will continue to be in effect after the completion of my with Tech Mahindra Limited.
- IF any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name: **Aishwarya Arvind Rasure**

Signature:

Date:



amdocs

EMPLOYMENT AGREEMENT



Dear **Anjali**,

Congratulations on your offer and welcome to Amdocs!

We are very excited to have you on board.

You will be joining an organization that continuously reinvents itself, creating a culture of innovation, and thus you will have many opportunities to grow and develop.

We are hopeful you will find your time with us to be challenging and fulfilling!

Please feel free to reach out to us with any questions.

WHAT DOES THIS KIT INCLUDE?

In the following you will find an overview of your employment terms:

- Employment Terms; Compensation; Benefits
- Working Hours
- Employee Undertakings
- End of Employment
- Miscellaneous and Additional Conditions
- Exhibit A – Confidentiality, IP Assignment, Non-Competition and Non-Solicitation Agreement











Date: March 11, 2021
 Ms. Anjali Ramesh Ganapure
 Pune

Employment Agreement

We are pleased to confirm your employment with **Amdocs Development Centre India LLP**. ("Amdocs") under the terms and conditions provided herein, effective as of **March 18, 2021** ("Start Date").

1. Employment Terms; Compensation; Benefits

| | | |
|-----|--|---|
| (a) | Position  | Functional Test Engineer |
| (b) | Location  | Amdocs offices in Pune , India. <ul style="list-style-type: none"> Domestic and international travel may be required, in accordance with Amdocs' business needs. Work location may be changed to facilitate Amdocs' business needs. |
| (c) | Annual Total Remuneration (on a Cost to Company basis) gross  | INR 400,000.00 (Four Lakh Rupees Only) gross, divided into the following annual components: <ol style="list-style-type: none"> Basic salary - INR 180000.00 House Rent Allowance - INR 180000.00 Provident Fund (employer contribution) - INR 21600.00 Leave Travel Allowance - INR 18400.00 <ul style="list-style-type: none"> Payable on a monthly basis, in accordance with Amdocs' payroll practices. Annual discretionary salary review, as of July 2022 and each year thereafter. |
| (d) | Statutory Bonus  | Eligibility and payment subject to The Payment of Bonus Act, 1965, if applicable. |
| (e) | Gratuity  | Eligibility and payment subject to The Payment of Gratuity Act, 1972, upon end of employment after completion of at least five years of continuous employment. |
| (f) | Annual Bonus  | <ul style="list-style-type: none"> Eligibility for an annual bonus, subject to: (i) the terms and conditions of the applicable [Annual Incentive Plan (AIP)] OR [India Discretionary Bonus Plan (IDB)]; (ii) your and Amdocs' performance; and (iii) you being employed by Amdocs for at least six months prior to payment of the bonus. Payment of such annual bonus (if any) shall be in [January][November], and the amount thereof will be determined by Amdocs, in its sole discretion. |
| (g) | Annual Vacation  | To be granted, accrued and used in accordance with Amdocs' policy and applicable law. You shall also be entitled to additional absence days and holidays, in accordance with Amdocs policy and applicable law. |
| (h) | Annual Sick Leave  | To be granted, accrued and used in accordance with Amdocs' policy and applicable law. |

July 6, 2021

HRD/3T/1002137091/21-22

Ms. Megha Kothale
Majge Nagar
Kava Road
Latur-413512
India

Ph: +91-8329083652

Dear Megha,

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

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 Training)

| COMPENSATION DETAILS (All figures in INR per month) | | | | |
|---|-----------------------------|----------|---------------------|---|
| NAME | Ms. Megha Kothale | | | |
| 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 Unit allocation)

| COMPENSATION DETAILS (All figures in INR per month) | | | | |
|---|-------------------------------|--------------------------------------|------------------------------------|---|
| NAME | Ms. Megha Kothale | | | |
| 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 |
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| 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 |
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July 6, 2021

HRD/3T/1002137091/21-22

Ms. Megha Kothale
Majge Nagar
Kava Road
Latur-413512
India

Ph: +91-8329083652

Dear Megha,

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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

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 Training)

| COMPENSATION DETAILS (All figures in INR per month) | |
|--|---------------------------------|
| NAME | Ms. Megha Kothale |
| 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

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ANNEXURE - II
(Compensation post Unit allocation)

| COMPENSATION DETAILS (All figures in INR per month) | |
|--|---------------------------------|
| NAME | Ms. Megha Kothale |
| 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 |

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*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

Ref: 826326/1935486/ELTP

13-AUG-2021

Ms. Priyanka Nagnath Jatte
Lohara (Mah) - 413608
Mobile: 9588457053

Subject: Offer of Appointment

Dear **Ms. Priyanka Nagnath Jatte**

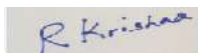
It is our pleasure to welcome you to **Tech Mahindra Limited**.

1. With reference to our discussions, we are pleased to offer you an appointment in our organization as **Associate Software Engineer** at **Band 'U' and Sub Band 'U1'** under **ELTP Scheme**.
2. You will be on probation for a period of **3 months** from the date of joining the Company during which you will be on training. The training program called "**Entry Level Integrated Training and Enablement**" (**ELITE**) will include classroom training as well as on-the-job training. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.
3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the ELITE program and satisfactory performance on the job.
4. Your remuneration while on probation has been detailed in **Annexure A**. Upon confirmation, your "Annual Total Cash Compensation" will be **Indian Rupees 3,25,000 (Rupees Three Lac Twenty Five Thousand Only)**. Please refer **Annexure B** for details on the compensation and statutory deductions.
5. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
6. This offer is valid subject to your fulfilling the following:-
 - The academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
 - Meeting the set eligibility criteria at the end of your academic course
 - Meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
 - Submission of all necessary legal documentation pertaining to your employment.



7. You are required to sign a **service bond (Draft at Annexure J)** with our organization for a sum of **Indian Rupees 1,00,000/- (Rupees One Lakh Only)**. As per the bond you will be required to serve the Company for a minimum period of **2 years** from the date of your joining. In case you fail to submit the service bond on the date of joining or such other extended timeline informed to you, the Company reserves the right to terminate your employment by giving a seven days' written notice to you. In case you are not posted at your home town, you are entitled to a one-time settlement allowance not exceeding **INR15,000/- (Rupees Fifteen Thousand Only)** towards travel & movement of baggage, initial hotel accommodation and deposit for residential accommodation at the place of initial training and subsequent posting on production of relevant receipts / lease agreement. The Company shall recover the resettlement allowance in case of cessation of service within 2 year from date of joining. Subsequent to your initial training if you are posted outside your training location you are eligible to claim the travel expenses only as per the travel policy of the Company.
8. Your employment with us will be governed by terms and conditions as specified in **Annexure C**.
9. You are required to join on **17-AUG-2021** at the address mentioned in the below Paragraph for training. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. The location of posting would be communicated to you upon successful completion of training.
10. You are requested to report to **VINCY VARGHESE** at **9:00 AM** to complete the joining formalities at **TECH MAHINDRA LTD,PLOT NO 01, RAJIV GANDHI INFOTECH PARK, PHASE 3, HINJEWADI, PUNE,SPECIAL ECONOMIC ZONE,PUNE-411057(MAHARASHTRA),INDIA**. At the time of joining, you are expected to carry originals of the documents as per **Annexure D** and to submit the copies of the same to the HR Team.
11. Please note that this Offer is subject to your background check report being found without any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
12. Kindly confirm your acceptance of this offer of appointment to **campusjoining@techmahindra.com** by **17-AUG-2021**.

For Tech Mahindra Limited



Krishna Ramaswami
Head - Resource Management Group

Encl: **Annexure-A & B**(Salary Structure, **Annexure-C** Important / Indicative Terms & Conditions of Employment, **Annexure-D** Check List of Documents, **Annexure-E** Confidentiality Agreement, **Annexure-F** Medical Self Declaration, **Annexure G** Intellectual property Assignment, **Annexure-H** ? General Covenant, **Annexure - I** Acknowledgement, **Annexure J** Indemnity bond

Date:

Signature:
Priyanka Nagnath Jatte

ANNEXURE - A

| | | |
|----------|---|---|
| NAME | Ms Priyanka Nagnath Jatte | |
| TITLE | Associate Software Engineer | |
| BAND | U1 | |
| LOCATION | PUNE | |
| | COMPONENTS | Per Annum (All figures in INR) |
| | BASIC (@30% OF TOTAL FIXED PAY) | 67541 |
| | HRA (@50% OF BASIC) | 33771 |
| | BONUS / STATUTORY BONUS | 24000 |
| | EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY) | 8105 |
| | FLEXIBLE COMPONENTS OF TFP | 91718 |
| | TOTAL FIXED PAY..... (A) | 225135 |
| | TOTAL VARIABLE PAY (TVP)..... (B) | 25015 |
| | ADDITIONAL BENEFITS..... (C) | 9850 |
| | GRATUITY | 3249 |
| | INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI) | 6601 |
| | TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C) | 260000 |

- Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.
- Flexible Benefit Plan (as applicable):** , 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.

| Component | Max Limit |
|-------------------------|-----------|
| Leave Travel Assistance | 12000 |
| Meal Card | 26400 |

(Contd...)

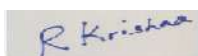
ANNEXURE A (Contd...)

- 3. Additional Benefits:** Associates shall be eligible for below mentioned benefits:
- 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 lakh** 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 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **INR 2 lakh**.
 - c) **Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.
- 4. Deductions:**
- a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
 - b) **Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

Notes:

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
4. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
5. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

For Tech Mahindra Limited,



Krishna Ramaswami
Head - Resource Management Group

ANNEXURE - B

| | | |
|----------|---|---|
| NAME | Ms Priyanka Nagnath Jatte | |
| TITLE | Associate Software Engineer | |
| BAND | U1 | |
| LOCATION | PUNE | |
| | COMPONENTS | Per Annum (All figures in INR) |
| | BASIC (@30% OF TOTAL FIXED PAY) | 84865 |
| | HRA (@50% OF BASIC) | 42433 |
| | BONUS / STATUTORY BONUS | 24000 |
| | EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY) | 10184 |
| | FLEXIBLE COMPONENTS OF TFP | 121402 |
| | TOTAL FIXED PAY.....(A) | 282884 |
| | TOTAL VARIABLE PAY (TVP)..... (B) | 31432 |
| | ADDITIONAL BENEFITS..... (C) | 10684 |
| | GRATUITY | 4083 |
| | INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI) | 6601 |
| | TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C) | 325000 |

- Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.
- Flexible Benefit Plan (as applicable):** 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

| Component | Max Limit |
|-------------------------|-----------|
| Leave Travel Assistance | 12000 |
| Meal Card | 26400 |

(Contd...)

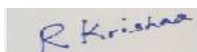
ANNEXURE B(Contd...)

- 3. Additional Benefits:** Associates shall be eligible for below mentioned benefits:
- 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 lakh** 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 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self + spouse + up to 2 children) will be **INR 2 lakh**.
 - c) **Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.
- 4. Deductions:**
- a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
 - b) **Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

Notes:

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
4. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
5. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

For Tech Mahindra Limited



Krishna Ramaswami
Head - Resource Management Group

ANNEXURE ? C

1. Terms and Conditions

(a) Code of Conduct.

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of The Company.

(b) Secrecy

You are expected to maintain utmost secrecy with regard to the affairs of The Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Tech Mahindra Limited or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

(c) Conflict of Interest

Your position with The Company calls for whole time employment and you will devote yourself exclusively to the business of The Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

(d) Non-Solicitation / Non-Compete

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

- i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd
- ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.
- iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.
- iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.
- v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company

(e) **Exclusivity of Services, Publications, Gifts/Anti-bribery**

You shall devote all work efforts exclusively to The Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any direct or indirect participation in other enterprises of any kind requires the prior written consent of The Company. The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

- not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.
- not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to any person or persons in relation to such performance.

(f) **Confidentiality / Non-Disclosure**

You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.

- i) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.
- ii) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Tech Mahindra Limited or the Client.

(g) **Mandatory Period of Service**

In consideration of impartation of training, you shall work in the Company at least for the mandatory period as mentioned below.

During such period of training (including on the job training) and Mandatory Period of Service of **24 (Twenty Four)** months from the date of your joining, you shall not leave, abandon or resign from the services of the Company.

In the event of:

- i) Yourself leaving, abandoning or resigning from the services of the Company
- Or
- ii) Your services being terminated by the Company for nonperformance, breach of any of the terms & conditions of your service or for any other reason whatsoever,

During the above-mentioned period of training of 24 (twenty four) months of mandatory period of service from the date of your joining, you shall be liable to follow the terms and conditions mentioned in the Indemnity Bond. You are required to execute the Indemnity Bond on **INR 500 (Rupees Five Hundred)** Stamp Paper and submit the same at the time of joining.

2. Assignments/Transfer/Deputation

On completion of your training period, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of The Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests

3. Termination of Employment

- i) **Training Period:** During the initial training period as mentioned in Offer letter, your performance would be closely monitored and if your performance is not as per the prescribed criteria, the Company reserves the right to terminate your services without notice.
- ii) Either party can terminate this employment by serving a notice of **90 days** on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.
- iii) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.
- iv) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.

- v) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.
 - vi) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
 - vii) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services as per the procedure mentioned in **Clause 3** herein above on the grounds of misrepresentation of facts.
 - viii) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.
 - ix) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is misstated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to forthwith terminate your employment as per the procedure mentioned in **Clause 3** herein above and/or revoke your appointment with The Company, without further reference in the matter.
4. **Statement of Facts**
- (a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.

(b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

5. **Company Policies**

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Prevention of Sexual Harassment (POSH) and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

6. **Personal Indebtedness**

Tech Mahindra Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Tech Mahindra Limited. You understand and accept that you shall have no authority to pledge the credit of Tech Mahindra Limited to any person or entity without Tech Mahindra Limited's prior written authorization.

7. **Restraints**

Access to Information

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

Authorization

Only those authorized by a specific power of attorney may sign legal documents, representing The Company.

Smoking

We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premises including conference rooms, lobbies, is declared as "No-Smoking Zone".

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

Unauthorized Software

You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass

ANNEXURE - F - Medical Self-Declaration

| MEDICAL DECLARATION FORM | | | |
|---|--|---|---|
| Applicant ID <i>(To be filled by HR)</i> | | Associate ID <i>(To be filled by HR)</i> | |
| First Name: <input style="width: 250px;" type="text"/> | Last Name: <input style="width: 250px;" type="text"/> | | |
| Gender: Male / Female <input style="width: 30px;" type="text"/> | Date of birth (DD/MM/YYYY) <input style="width: 30px;" type="text"/> | <input style="width: 30px;" type="text"/> | Blood Group <input style="width: 30px;" type="text"/> |

Candidate's Medical History:

| Candidate's Medical Details | Yes | No | Please provide the details |
|--|-----|----|----------------------------|
| Do you have any defect or problem of vision? | | | |
| Can you readily distinguish between the pigmentary colors? | | | |
| Do you suffer from a degree of deafness which would prevent your hearing of normal conversation? | | | |
| Do you have any physical deformity / handicap? | | | |
| Do you have any congenital disorder / abnormality? | | | |
| Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness? | | | |
| Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same? | | | |

| | | | |
|---|--|--|--|
| | | | |
| Have you ever been disqualified on medical grounds from any previous employment opportunity? | | | |
| Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months? | | | |
| Have you had any form of critical illness or operation in the last two years? | | | |
| Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth? | | | |

Have you ever suffered/are you suffering from any of the following? (Please tick whichever applicable)

| | | | |
|---|---------------------|--|-----------------|
| | Heart Attack | | Diabetes |
| | High Blood Pressure | | Stroke |
| | Night Blindness | | Valve Disorders |
| | Asthma | | Slipped disc |
| Any other major disease/illness that you may be willing to disclose | | | |

Candidate's Declaration:

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

Signature: _____

Name: _____

Date: _____

(DD/MMM/YYYY)

IN WITNESS whereof, the **EMPLOYEE & the SURETY** have put their signatures in the presence of the witnesses.

Signed and delivered by the Party of the first part i.e. the Employee having read and understood the contents/terms of this Indemnity Bond

Name of First Part:

Sig:

Signed and delivered by the Party of the second part i.e. the Surety having read and understood the contents/terms of this Indemnity Bond

Name of Surety:

Sig:

S/d by:-

1. WITNESS: _____
(Name)

NAME & ADDRESS:

2. WITNESS: _____
(Name)

NAME & ADDRESS

FUJITSU CONSULTING INDIA PRIVATE LIMITED

A-15, MIDC, Technology Park, Talawade, Pune - 412114, India
 Tel: +91 20 2769 0001
 Fax: +91 20 2769 2923
 Regd. Office: A-106, LGF, Dayananda Colony, Lajpat Nagar-IV, New Delhi, PIN - 110024



shaping tomorrow with you

Offer/Appointment Letter

Outward No: HR/OL/ 122-41046

Date: 3/1/2022

To,
Priyanka Sopan Kore
 At post Bhatangali 413531

Pin:
 India

Dear **Priyanka Sopan Kore**,

With reference to our employment offer letter dated 3/1/2022, we are pleased to offer you an appointment in our organization as **FJ07 in Application Development & Management Services**. Your Role will be **Technical Service Trainee**. We strongly believe that the association would be mutually beneficial. Your annual salary along with the break-up of salary is attached herewith in Annexure-A.

You are required to join on **13/1/2022** and the offer stands withdrawn thereafter, unless the date is extended by us and communicated to you in writing.

In token of your acceptance of this appointment, kindly sign this letter and the employment agreement attached hereto at the bottom of the right corner of each page, and return the duplicate copy of the same to the HR department.

The location of your initial reporting & posting would be **Chennai**. However, the location of your posting can be changed to any of our units / departments situated anywhere in India or abroad depending on the business requirements.

You shall be on probation for **12 months** period. Unless communicated otherwise your services will be deemed to be confirmed on completion of the period of probation or any extension thereof as per the terms of your employment agreement and in accordance with the policies of Fujitsu Consulting India Private Limited.

Your employment shall at all times be governed by the employment agreement and the policies of Fujitsu Consulting India Private Limited as amended from time to time.

In case you require any further clarification, please contact HR Department.

We welcome you to Fujitsu consulting India Private Limited, and wish you a rewarding career over the years to come.

For **Fujitsu Consulting India Private Limited**,

Sumit Sabharwal
Head- Human Capital Management

I accept the appointment

Name : _____

Commencement Date: _____

Signature : _____

Place: _____

Employment Agreement

This agreement made effective on **13/1/2022** between

Fujitsu Consulting India Private Limited, a company incorporated and existing under the Companies Act, 1956, and having its registered office at A-106, LGF, Dayanand Colony, Lajpat Nagar-IV, New Delhi, PIN – 110024, India (hereinafter referred to as the "**Company**" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors in interest and assigns) of the **ONE PART**;

AND

Priyanka Sopan Kore daughter of Mr.Sopan, years 22, indian National, residing at At post Bhatangali 413531 - India (hereinafter referred to as the "**Employee**" which expression shall, unless repugnant to the context or meaning thereof, be deemed to mean and include his heirs, executors and administrators) of the **OTHER PART**

The Company and the Employee are, wherever the context so requires, hereinafter collectively referred to as the "**Parties**" and individually as a "**Party**".

RECITALS

WHEREAS the Company is in the business of software services which encompasses of providing technical consulting, development and professional services, in accordance with the needs of its Clients (as defined hereinafter).

And, WHEREAS the Employee desires to be employed by the Company and the Company has made an employment offer ("Appointment Letter") to the Employee and in pursuant thereof desires to employ the Employee on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto agree as follows:

1. DEFINITIONS AND CONSTRUCTIONS

1.1. For the purpose of this Agreement, the following terms shall have the meaning set forth in this paragraph:

- "Agreement" shall mean this agreement including the Annexure attached hereto.
- "Associated Company" shall mean:
 - (i) which is directly or indirectly controlled by the Company; or
 - (ii) which directly or indirectly controls the Company; or
 - (iii) which is directly or indirectly controlled by a third party who also directly or indirectly controls the Company; or
- "Client(s)" shall mean any Person, which does business with the Company or has requested or received a proposal to do business with the Company
- "Confidential Information" shall mean all non public information including but not limited to specifications, designs, drawings, algorithms, processes, systems and procedures, computer programs, methods, ideas, "know how" and, business information such as sales and marketing materials, plans,

15. MISCELLANEOUS**15.1 Indemnity**

15.1.1 Without prejudice to any other right available to the Company in law or under equity, the Employee hereby indemnifies and agrees to defend and hold harmless the Company their directors, officers and employees, from and against any and all losses, liabilities, damages, deficiencies, demands, claims, actions, judgments or causes of action, assessments, interest, penalties and other costs or expenses (including, without limitation, reasonable attorneys' fees and expenses) (the "Losses") based upon, arising out of, or in relation to or otherwise in respect of:

- (i) any act of neglect or misconduct in respect of any matter arising out of carrying out the duties assigned to the Employee; or
- (ii) breach of representation or warranty ; or
- (iii) any breach in respect of any matter arising out of carrying out the duties assigned to the Employee resulting in any successful claim by any third party against the Company.

15.2 Notices

15.2.1 Any notice or other communication required to be sent under this Agreement by the Company shall be sent or delivered to the address as noted in the company records.

15.3 Entire Agreement

This Agreement embodies the entire Agreement between the Parties hereto and other than additional authorizations or documents signed in connection with employment supersedes all prior or contemporaneous, oral or written understandings, negotiations, or communications on behalf of such Parties.

15.4 Severability

If any provision of this Agreement is invalid, unenforceable or prohibited by law, this Agreement shall be considered divisible as to such provision and such provision shall be imperative and shall not be part of the consideration moving from either Party hereto the other, and the remainder of this Agreement shall be valid, binding and of like effect as though such provision was not included herein.

15.5 Modification and Waiver

No modification or amendment of this Agreement shall be valid or binding unless made in writing and, in the case of an amendment, executed by both the Parties and in the case of a waiver, by the Party against whom the waiver is to be effective. No failure or delay on the part of any of the Parties in the exercise of any right, power, privilege or remedy provided in this Agreement shall operate as a waiver of such right, power, privilege or remedy, or as a waiver of any preceding or succeeding breach by the other Party to this Agreement. Any single or partial exercise of any right, power, privilege or remedy shall not preclude any other or further exercise of such or any other right, power, privilege or remedy provided in this Agreement all of which are several and cumulative and are not exclusive of each other or of any other rights or remedies otherwise available to a party at law or in equity.

15.6 Force Majeure

Neither Party will be liable to the other for failure to perform its obligations hereunder if and to the extent that such failure to perform results from causes beyond its control, including, without limitation, strikes, lockouts, or other industrial disturbances; civil disturbances; fires; acts of God; acts of a public enemy; compliance with any regulations, order, or requirement of any governmental body or agency; or inability to obtain transportation or necessary materials in the open market.

15.7 Contradiction

In case of any contradiction between this contract and Company general policies, Company policies as stated in the Quality Management System shall prevail but only to extent of contradiction.

15.8 Governing Law and Jurisdiction

This Agreement is made under and will be construed in accordance with the laws of India. Both Parties irrevocably agree that any legal action, suit or proceeding brought by it in any way arising out of this Agreement must be brought solely and exclusively in the courts of Chennai that end and intent in mind the Parties submit to the exclusive jurisdiction of courts of Chennai only.

For Fujitsu Consulting India Private Limited,

Sumit Sabharwal

Head- Human Capital Management

I HAVE CAREFULLY READ AND UNDERSTOOD ALL THE TERMS OF THIS AGREEMENT. I CONVEY MY ACCEPTANCE BY SIGNING A COPY OF THIS AGREEMENT AND RETURNING THE SAME TO THE COMPANY.

Name in Full : _____ Place: _____

Signature : _____ Date: _____

Address: _____

Encl: Annexure-A (Salary Structure)

Annexure-A

Priyanka Sopan Kore

FJ07

With reference to your Appointment Letter, the compensation package would be as mentioned here under:

| A | Emoluments | Monthly(Rs.) | Annualized(Rs.) |
|----------|--------------------------------|---------------------|------------------------|
| 1 | Basic | 15000 | 180000 |
| 2 | House Rent Allowance | 3000 | 36000 |
| 3 | Education Allowance | 200 | 2400 |
| 4 | Other Allowance | 4062 | 48744 |
| 5 | Bonus | 3800 | 45600 |
| | TOTAL 'A' | 26062 | |
| B | Flexible Benefit Plan * | | |
| 1 | Telephone Reimbursement | 0 | 0 |
| 2 | Leave Travel Allowance | N/A | 0 |

| | | | |
|---|--|------|---------------|
| | TOTAL 'B' | 0 | |
| C Others | | | |
| 1 | Company Contribution to Provident Fund(PF) | 1800 | 21600 |
| 2 | TimeSheet Linked Payout | 0 | 0 |
| | TOTAL 'C' | | 334344 |
| | Employee Benefit Insurance ~ | N/A | 7000 |
| | Gratuity | N/A | 8656 |
| | TOTAL COST TO COMPANY | | 350000 |
| * Flexible Benefits Plan are exempt from tax to the extent of Bills/Proofs produced and as admissible under Tax rules ~ Employee Benefit Insurance covers a packaged cost of medical, life and personal accident insurance | | | |

The Monthly portion of the salary will be paid by the 1st banking day of the next month, Taxable components of the Quarterly portion will be paid along with the Payroll for the Quarter-end months (June, Sept, Dec and March) and the Annual portion will be paid with March Payroll.

As part of the Company's prevalent Welfare Policy, each employee is suitably insured. Within 45 days of your employment, the Company would also take an insurance cover for you for life and accident for **Rs. 2500000** and a Mediclaim policy for self **Rs. 300000**. Insurance covers would begin after the Insurance Company accepts and processes all information provided by you after joining. Any subsequent claims will be submitted by the employee to the Insurance Company and will be subject to the terms and conditions of the Insurance Company.

The Company provides for Gratuity benefits to all its employees.

For **Fujitsu Consulting India Private Limited,**
Sumit Sabharwal
Head- Human Resources

Declaration:

I have read and understood all portions of Annexure- A. I accept the same

Employee Signature _____ Date: _____

Employee Name _____



APPOINTMENT LETTER

9 February, 2021

Dear **Rutuja Kenche**,

This is with reference to discussion you had with us recently. We are pleased to offer you the position of a **Associate** on the following terms:

1. Place of Employment and Timing:

1. Your initial place of work will be at **IN-Pune**. However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
2. You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

2. Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs 72000**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
3. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

3. Reimbursement of Expenses:

The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.

4. Leaves:

You shall be entitled to reasonable periods of leave as per company policy (to be taken by agreement with the Company) with full pay. Entitlement & accumulation of the leave will be as per company policy.

5. Term:

Employment period shall commence on **10 February, 2021** and you will be on probation for a period of six months from the date of your joining the company. During this time, your appointment is terminable by one month's notice by either party or one month's salary in lieu thereof:

1. You will be deemed to continue on probation until you are confirmed, and the confirmation is communicated to you in writing. After confirmation, your appointment is terminable by two months' notice by either party or two months' salary in lieu thereof. Wipro 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 given by you. However, if the management desires you to continue the employment during the notice period, you shall do so.
2. During the term of employment, your performance and suitability for the roles will be continuously monitored and evaluated. Given the nature of your role, which is dependent on customer requirement, you would have to clear assessments prescribed by Wipro from time to time. In the event you fail to meet the prescribed measurement criteria as defined for your Process/Function or there is no suitable role available for you based on company requirement, the company reserves the right to terminate your employment in accordance with the bench policy. If you remain absent from work without authorization or reasonable explanation for more than seven consecutive working days, it will be presumed that you are no longer interested in working for Wipro and have voluntarily abandoned your services. In such a case, your employment with Wipro will stand terminated. In the event of termination of employee's services arising out of integrity, misconduct & disciplinary proceedings, no notice will be required from the company's side. In such case, you will not be entitled to any statutory compensation

6. Retirement:

You will automatically retire on attaining the age of 58 years. You may be retired earlier if found medically unfit.

7. Confidentiality:

1. During the course of its business, the Company is required to keep confidential, the information about its Customers and itself and for that purpose to ensure the same from each employee assigned to perform services for the Company/its Customers and each employee who obtains or is in a position to obtain any information or materials.
2. During the normal course of business, it may be imperative to record / monitor all calls made by you in order to assess quality, as applicable. This clause by no means would impede upon your working ability / capacity and should be taken in light of company procedures and policies.
3. You shall therefore regard and preserve as confidential all information related to the business and activities of the Company as well as its Customers, their clients, suppliers and other entities with whom they do business which may be obtained by them from any source or may be developed as a result of any of the said agreements with the Company's Customers. You shall hold such information in trust and confidence for them and not disclose any such information to any person, firm or enterprise, or use any such information for your own benefit or the benefit of any other party, unless authorized by the Company.
4. You shall not directly or indirectly, engage or assist others to engage in, any activity or conduct that violates the provisions of this Clause.
5. You acknowledge that the information, observations and data concerning the Company and/or the Customers provided to you, is and shall continue to be the property of the Company and/or its Customer's, as the case may be and that you shall not be entitled to any right or license in relation to the said information, nor shall you copy, reproduce, publish, distribute, adapt, modify or amend any part thereof, without the prior written consent of the Company/the Customers, as the case may.
6. You are not a party to or aware of any agreement, obligation or restriction that prevents or prohibits you from complying with these obligations and you agree to take any other steps reasonably required and/or appropriate to ensure compliance with the obligations set forth herein.
7. You understand that if you threaten to or actually breach or fail to observe any of the obligations set forth in this Clause, Company will be subject to irreparable harm, which will not be adequately satisfied by damages and you therefore agree that the Company shall be entitled to injunctive relief and/or any other remedies permitted, to ensure and enforce your compliance with these obligations in the unlikely event you do not comply with them; provided, however, that no specification herein of any a particular legal or equitable remedy shall be construed as a waiver, prohibition or limitation of any legal or equitable remedies available to the Company.
8. You shall deliver to the Company upon cessation or termination of your employment, or at any other time the Company may request, all memoranda, notes, plans, records, reports, computer tapes and software and other documents and data

(and copies thereof) relating to the said, or the business of the Company or any affiliate or its Customers which you shall then possess or have under your control.

You agree that, notwithstanding the cessation or termination of your Employment, the confirmations and undertakings under this Clause shall always continue in full force and effect.

8. NONCOMPETE

In the course of your employment with Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to information of key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (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 Wipro during the six (6) months preceding the date of separation

9. Whilst employed by the company, you:

1. Will not engage in any external activities of a commercial nature
2. Will not engage in any activity of a non-commercial nature without prior written approval of the Company.
3. Will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your supervisor.
4. Will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Company policies and procedures.
5. You agree that you shall not directly or indirectly, share, discuss your compensation details, in full or part, with any person in or outside the organization other than those authorized to do so.
6. Will maintain best standards of personal health and should necessarily be medically fit to perform your duties

Other Provisions

1. **Language.** This appointment letter was originally drafted in the English language. If it is translated into any language other than English, the provisions of the original English language version shall control in the case of any asserted conflict in terms.
2. **Governing Law.** This appointment shall be governed by and interpreted in accordance with the laws of India.
3. You shall be governed by the "Service Agreement" as applicable to you

It is understood that your date of joining **Wipro Limited**, will not be later than **10 February, 2021** failing which this offer will automatically stand revoked without any

further notice. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

We wish you a long and mutually beneficial association with us.

**Yours faithfully,
For Wipro Limited.**



Sandesh Kumar
Associate Vice President – Talent Acquisition

I accept the terms of this letter.

Signature: E-Signature Signature

Date: E-Signature Date

Name: Rutuja Kenche

ANNEXURE I

| | |
|---|--------------------------|
| Name | Rutuja Kenche |
| Designation | Associate |
| Date Of Joining | 10 February, 2021 |
| Level | AA |
| Basic | 72000 |
| House Rent Allowance | 36000 |
| Bonus | 16800 |
| WBP | 33889 |
| PF | 12691 |
| Gratuity | 3463 |
| ESI | 5157 |
| Target Cost To Company (per Annum) | 180000 |

ANNEXURE II

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 dealing with the suppliers, customers and all other organizations or individuals doing or seeking to do business with Wipro.

Noted below are a few examples of 'conflict of interest':

1. 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 securities in widely held corporations which are quoted and sold on open market or the interest is not material.
2. 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 the contractor, supplier or customer, except with the knowledge and consent of top management.
3. For an employee to serve as an officer, director or in any other management capacity or as 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.
4. 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.
5. 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 and understood 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 inform top management.

ANNEXURE III

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

I **Rutuja Kenche**, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') for the following purposes:

1. Validating my Curriculum Vitae and retaining records on the same for any future reference/verification
2. Processing my job application including background verification checks and medical checks
3. 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 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, relating to me that is available with Wipro and is capable of identifying me.

Name: Rutuja Kenche

Signature: E-Signature Signature

ANNEXURE IV

CONSENT FOR RANDOM OR REASONABLE SUSPICION DRUG TEST

I am aware that Wipro has a policy which stipulates that employees while at work cannot be under the influence of any narcotic drugs, psychotropic substances and/or alcohol so as to ensure a healthy work force. To ensure the adherence of this policy, Wipro might be required to collect specimen of employee's hair, urine, blood, or any other relevant bodily sample, as may be required (hereinafter the "Sample") and submit it for drug test screening (hereinafter "Test").

I hereby **Rutuja Kenche**, consent to allow Wipro Limited (hereinafter "Wipro") to collect Sample from me for the Test.

In furtherance of the above stated:

1. I understand that the Test shall be conducted on random basis without any prejudice to anyone.
2. I authorize Wipro to share the Sample with Wipro's authorized vendor for the purpose of processing the Sample and making the result available to Wipro.
3. I understand that Wipro provides adequate security measures to safeguard the information resultant from the Test and all other personal data associated with it.
4. I understand that neither Wipro nor any authorized third party under clause (3) above shall retain the data collected in respect of the Test for period no longer than as required for statutory purposes and the data shall be suitably destroyed thereafter.
5. I understand that Wipro is entitled to initiate suitable actions against me including but not limited to disciplinary action based on the Test results.
6. I understand that Wipro may notify and publish the information resultant or ancillary to the Test if obliged under law to do so.

Name: Rutuja Kenche

Signature: E-Signature Signature

Place: IN-Pune

Date: E-Signature Date

For more details please refer to the policies on **myWipro > App Store > Information > My Policies > India**

Ref: 826326/1945882/ELTP

27-AUG-2021

Ms. Shubhangi Ramesh Bhalke
Latur (Mah) - 413515
Mobile: 7020724948

Subject: Offer of Appointment

Dear **Ms. Shubhangi Ramesh Bhalke**

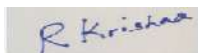
It is our pleasure to welcome you to **Tech Mahindra Limited**.

1. With reference to our discussions, we are pleased to offer you an appointment in our organization as **Associate Software Engineer** at **Band 'U' and Sub Band 'U1'** under **ELTP Scheme**.
2. You will be on probation for a period of **3 months** from the date of joining the Company during which you will be on training. The training program called "**Entry Level Integrated Training and Enablement**" (**ELITE**) will include classroom training as well as on-the-job training. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.
3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the ELITE program and satisfactory performance on the job.
4. Your remuneration while on probation has been detailed in **Annexure A**. Upon confirmation, your "Annual Total Cash Compensation" will be **Indian Rupees 3,25,000 (Rupees Three Lac Twenty Five Thousand Only)**. Please refer **Annexure B** for details on the compensation and statutory deductions.
5. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
6. This offer is valid subject to your fulfilling the following:-
 - The academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
 - Meeting the set eligibility criteria at the end of your academic course
 - Meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
 - Submission of all necessary legal documentation pertaining to your employment.



7. You are required to sign a **service bond (Draft at Annexure J)** with our organization for a sum of **Indian Rupees 1,00,000/- (Rupees One Lakh Only)**. As per the bond you will be required to serve the Company for a minimum period of **2 years** from the date of your joining. In case you fail to submit the service bond on the date of joining or such other extended timeline informed to you, the Company reserves the right to terminate your employment by giving a seven days' written notice to you. In case you are not posted at your home town, you are entitled to a one-time settlement allowance not exceeding **INR15,000/- (Rupees Fifteen Thousand Only)** towards travel & movement of baggage, initial hotel accommodation and deposit for residential accommodation at the place of initial training and subsequent posting on production of relevant receipts / lease agreement. The Company shall recover the resettlement allowance in case of cessation of service within 2 year from date of joining. Subsequent to your initial training if you are posted outside your training location you are eligible to claim the travel expenses only as per the travel policy of the Company.
8. Your employment with us will be governed by terms and conditions as specified in **Annexure C**.
9. You are required to join on **03-SEP-2021** at the address mentioned in the below Paragraph for training. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. The location of posting would be communicated to you upon successful completion of training.
10. You are requested to report to **VINCY VARGHESE** at **9:00 AM** to complete the joining formalities at **TECH MAHINDRA LTD,PLOT NO 01, RAJIV GANDHI INFOTECH PARK, PHASE 3, HINJEWADI, PUNE,SPECIAL ECONOMIC ZONE,PUNE-411057(MAHARASHTRA),INDIA**. At the time of joining, you are expected to carry originals of the documents as per **Annexure D** and to submit the copies of the same to the HR Team.
11. Please note that this Offer is subject to your background check report being found without any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
12. Kindly confirm your acceptance of this offer of appointment to **campusjoining@techmahindra.com** by **03-SEP-2021**.

For Tech Mahindra Limited



Krishna Ramaswami
Head - Resource Management Group

Encl: **Annexure-A & B**(Salary Structure, **Annexure-C** Important / Indicative Terms & Conditions of Employment, **Annexure-D** Check List of Documents, **Annexure-E** Confidentiality Agreement, **Annexure-F** Medical Self Declaration, **Annexure G** Intellectual property Assignment, **Annexure-H** ? General Covenant, **Annexure - I** Acknowledgement, **Annexure J** Indemnity bond

Date:

Signature:
Shubhangi Ramesh Bhalke

Page 2 of 26

ANNEXURE - A

| | | |
|----------|---|---|
| NAME | Ms Shubhangi Ramesh Bhalke | |
| TITLE | Associate Software Engineer | |
| BAND | U1 | |
| LOCATION | PUNE | |
| | COMPONENTS | Per Annum (All figures in INR) |
| | BASIC (@30% OF TOTAL FIXED PAY) | 67541 |
| | HRA (@50% OF BASIC) | 33771 |
| | BONUS / STATUTORY BONUS | 24000 |
| | EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY) | 8105 |
| | FLEXIBLE COMPONENTS OF TFP | 91718 |
| | TOTAL FIXED PAY..... (A) | 225135 |
| | TOTAL VARIABLE PAY (TVP)..... (B) | 25015 |
| | ADDITIONAL BENEFITS..... (C) | 9850 |
| | GRATUITY | 3249 |
| | INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI) | 6601 |
| | TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C) | 260000 |

- Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.
- Flexible Benefit Plan (as applicable):** , 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.

| Component | Max Limit |
|-------------------------|-----------|
| Leave Travel Assistance | 12000 |
| Meal Card | 26400 |

(Contd...)

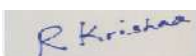
ANNEXURE A (Contd...)

- 3. Additional Benefits:** Associates shall be eligible for below mentioned benefits:
- 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 lakh** 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 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **INR 2 lakh**.
 - c) **Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.
- 4. Deductions:**
- a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
 - b) **Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

Notes:

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
4. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
5. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

For Tech Mahindra Limited,



Krishna Ramaswami
Head - Resource Management Group

ANNEXURE - B

| | | |
|----------|---|---|
| NAME | Ms Shubhangi Ramesh Bhalke | |
| TITLE | Associate Software Engineer | |
| BAND | U1 | |
| LOCATION | PUNE | |
| | COMPONENTS | Per Annum (All figures in INR) |
| | BASIC (@30% OF TOTAL FIXED PAY) | 84865 |
| | HRA (@50% OF BASIC) | 42433 |
| | BONUS / STATUTORY BONUS | 24000 |
| | EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY) | 10184 |
| | FLEXIBLE COMPONENTS OF TFP | 121402 |
| | TOTAL FIXED PAY.....(A) | 282884 |
| | TOTAL VARIABLE PAY (TVP)..... (B) | 31432 |
| | ADDITIONAL BENEFITS..... (C) | 10684 |
| | GRATUITY | 4083 |
| | INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI) | 6601 |
| | TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C) | 325000 |

- Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.
- Flexible Benefit Plan (as applicable):** 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

| Component | Max Limit |
|-------------------------|-----------|
| Leave Travel Assistance | 12000 |
| Meal Card | 26400 |

(Contd...)

ANNEXURE B(Contd...)

3. **Additional Benefits:** Associates shall be eligible for below mentioned benefits:

- 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 lakh** 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 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self + spouse + up to 2 children) will be **INR 2 lakh**.
- c) **Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.

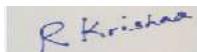
4. **Deductions:**

- a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
- b) **Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

Notes:

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
4. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
5. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

For Tech Mahindra Limited



Krishna Ramaswami
Head - Resource Management Group

ANNEXURE ? C

1. Terms and Conditions

(a) Code of Conduct.

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of The Company.

(b) Secrecy

You are expected to maintain utmost secrecy with regard to the affairs of The Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Tech Mahindra Limited or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

(c) Conflict of Interest

Your position with The Company calls for whole time employment and you will devote yourself exclusively to the business of The Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

(d) Non-Solicitation / Non-Compete

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

- i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd
- ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.
- iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.
- iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.
- v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company

(e) **Exclusivity of Services, Publications, Gifts/Anti-bribery**

You shall devote all work efforts exclusively to The Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any direct or indirect participation in other enterprises of any kind requires the prior written consent of The Company. The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

- not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.
- not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to any person or persons in relation to such performance.

(f) **Confidentiality / Non-Disclosure**

You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.

- i) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.
- ii) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Tech Mahindra Limited or the Client.

(g) **Mandatory Period of Service**

In consideration of impartation of training, you shall work in the Company at least for the mandatory period as mentioned below.

During such period of training (including on the job training) and Mandatory Period of Service of **24 (Twenty Four)** months from the date of your joining, you shall not leave, abandon or resign from the services of the Company.

In the event of:

- i) Yourself leaving, abandoning or resigning from the services of the Company
- Or
- ii) Your services being terminated by the Company for nonperformance, breach of any of the terms & conditions of your service or for any other reason whatsoever,

During the above-mentioned period of training of 24 (twenty four) months of mandatory period of service from the date of your joining, you shall be liable to follow the terms and conditions mentioned in the Indemnity Bond. You are required to execute the Indemnity Bond on **INR 500 (Rupees Five Hundred)** Stamp Paper and submit the same at the time of joining.

2. Assignments/Transfer/Deputation

On completion of your training period, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of The Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests

3. Termination of Employment

- i) **Training Period:** During the initial training period as mentioned in Offer letter, your performance would be closely monitored and if your performance is not as per the prescribed criteria, the Company reserves the right to terminate your services without notice.
- ii) Either party can terminate this employment by serving a notice of **90 days** on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.
- iii) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.
- iv) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.

- v) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.
 - vi) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
 - vii) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services as per the procedure mentioned in **Clause 3** herein above on the grounds of misrepresentation of facts.
 - viii) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.
 - ix) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is misstated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to forthwith terminate your employment as per the procedure mentioned in **Clause 3** herein above and/or revoke your appointment with The Company, without further reference in the matter.
4. **Statement of Facts**
- (a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.

(b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

5. **Company Policies**

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Prevention of Sexual Harassment (POSH) and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

6. **Personal Indebtedness**

Tech Mahindra Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Tech Mahindra Limited. You understand and accept that you shall have no authority to pledge the credit of Tech Mahindra Limited to any person or entity without Tech Mahindra Limited's prior written authorization.

7. **Restraints**

Access to Information

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

Authorization

Only those authorized by a specific power of attorney may sign legal documents, representing The Company.

Smoking

We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premises including conference rooms, lobbies, is declared as "No-Smoking Zone".

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

Unauthorized Software

You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass

from the security staff after the authorization from your mentor.

The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, The Company uses sophisticated data encryption devices. Your work table and storage space is lockable. Please ensure they are locked when unattended. Duplicate keys are maintained with Security. One can take a duplicate key after signing for it for one's own or team member's table or storage.

(a) **Destroying Papers & Material**

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) **Use of Company Resources**

(i) You shall use The Company's resources only for official purposes as per the applicable Company policy.

(ii) The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual user's activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.

8. **Overseas Service Agreement**

As The Company will be spending substantial amount of time and money for your deputation / secondment abroad, you may be required to sign a deputation agreement with The Company and may also be required to execute a Surety Bond on such terms, as The Company may deem appropriate. (This agreement will consist, inter alia, of issues like (i) your commitment to complete the project (ii) your returning to India after completion of the project and serving The Company for a stipulated period).

9. **Intellectual Property Rights**

You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arise out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit.

You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.

10. **Jurisdiction**

Even though The Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be in the courts in **Mumbai** only.

11. Retirement

Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.

Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.

12. General

The above terms and conditions including those in **Annexure - A & B** (Salary break up) are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling, Leave, Working Hours, Retirement, Code of Conduct, etc. you will be governed by the rules of The Company as shall be in force from time to time.

13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies, you may be required to work on 24*7 project on shift basis if required and your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.

14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.

15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

This is to certify that I have gone through and understood all the terms and conditions mentioned in **Annexure ? C** and I hereby accept and agree to abide by them.

Name in full :

Signature :

Address :

Date :

Place :

ANNEXURE - D - Checklist of Documents

At the time of joining, you are requested to bring the following documents in **original (For Verification only)**.

(a) Certificates' supporting your educational qualifications along with marks sheets - **Three** copies each

- Xth Certificate & mark sheets
- XIIth Certificate & mark sheets
- Degree Certificate & Semester/year-wise mark sheets
- Master's Certificate & Semester/year-wise mark sheets
- Diploma/PG Diploma Certificate & Transcripts
- Any other Certificate with supporting documents ?if any

(b) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed

(c) **Five** passport-sized color photographs with white background

(d) **Valid Passport**

Please submit copy of the valid Passport (front and back pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.

(e) **PAN Card and Proof of PAN Number**

You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.

(f) **Aadhaar Card**

You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgment as issued by the authorities.

(g) **Indemnity Bond**

*Print only the first page of **Annexure J** on a Stamp Paper of **INR 500/-** and rest of the pages on plain white paper. Have one Surety (Blood relations i.e. father/mother/elder brother/sister with independent income only) sign at the designated space on the last page of the Bond. Tech Mahindra will have a Notary available on the day of joining at joining location to facilitate notarization of Bond. These services will be chargeable and payable directly to the Notary by you. Should you desire to get the Bond notarized on your own, you may do so. In case of non-availability of Notary at joining location, you will be guided by the Joining Team on further action.*

Note: -The Bond has to be notarized as on the date of joining. Please **DO NOT** get a pre-notarized bond.

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the Company reserves the right to revoke the offer.

Please bring all the certificates supporting your educational qualifications along with mark sheets in original for verification only.

ANNEXURE - E - Confidentiality Agreement

I understand that during my employment with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".

A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

- 1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.
- 2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.
- 3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.
- 4) I hereby agree that :
 - The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
 - The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
 - The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
 - I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
 - I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited officials or the expressed written authorization of the third party owner.
 - Upon termination of my employment with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra Limited which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited upon termination of my employment.
 - This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.

If any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name :
Signature :
Date :

ANNEXURE - F - Medical Self-Declaration

| MEDICAL DECLARATION FORM | | | |
|---|--|---|---|
| Applicant ID <i>(To be filled by HR)</i> | | Associate ID <i>(To be filled by HR)</i> | |
| First Name: <input style="width: 90%;" type="text"/> | Last Name: <input style="width: 90%;" type="text"/> | | |
| Gender: Male / Female <input style="width: 30px;" type="checkbox"/> | Date of birth (DD/MM/YYYY) <input style="width: 30px;" type="text"/> | <input style="width: 30px;" type="text"/> | Blood Group <input style="width: 30px;" type="checkbox"/> |

Candidate's Medical History:

| Candidate's Medical Details | Yes | No | Please provide the details |
|--|-----|----|----------------------------|
| Do you have any defect or problem of vision? | | | |
| Can you readily distinguish between the pigmentary colors? | | | |
| Do you suffer from a degree of deafness which would prevent your hearing of normal conversation? | | | |
| Do you have any physical deformity / handicap? | | | |
| Do you have any congenital disorder / abnormality? | | | |
| Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness? | | | |
| Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same? | | | |

| | | | |
|---|--|--|--|
| | | | |
| Have you ever been disqualified on medical grounds from any previous employment opportunity? | | | |
| Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months? | | | |
| Have you had any form of critical illness or operation in the last two years? | | | |
| Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth? | | | |

Have you ever suffered/are you suffering from any of the following? (Please tick whichever applicable)

| | | | |
|---|---------------------|--|-----------------|
| | Heart Attack | | Diabetes |
| | High Blood Pressure | | Stroke |
| | Night Blindness | | Valve Disorders |
| | Asthma | | Slipped disc |
| Any other major disease/illness that you may be willing to disclose | | | |

Candidate's Declaration:

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

Signature: _____

Name: _____

Date: _____

(DD/MMM/YYYY)

ANNEXURE - G - Intellectual Property Assignment

Associate Name:
Associate ID:
Date:

In consideration of my employment with Tech Mahindra Limited and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of Tech Mahindra Limited and business, its necessities and plans and the information of its customer, I hereby agree as follows:

(a) Intellectual Property Assignment

I hereby assign, to Tech Mahindra Limited or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including without limitation, right to apply for and obtain a patent) which I may create, develop or assist in creating or developing during my employment which design, inventions, discovery and other intellectual property relate to services provided/ to be provided or products or systems manufactured or developed or licensed or sold by Tech Mahindra Limited whenever made by me and for any work made and/or created or cause to made and/or created in the course of my employment whether on the customer project or otherwise.

Tech Mahindra Limited shall be the first owner of the copyrights therein and for work made and/or created or cause to made and/or created in the course of my employment. If by virtue of any law or any judgment, Tech Mahindra Limited is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever throughout the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waive all my moral rights wholly in favour of Tech Mahindra Limited I also agree to sign on demand, whether during the employment or any time thereafter, any papers and do any acts which may be deemed necessary or desirable by Tech Mahindra Limited to secure to Tech Mahindra Limited., its successors, designees, or assign, any right relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India or any other foreign country.

(b) Restrictions after Termination

I further agree upon termination of my employment to surrender to Tech Mahindra Limited all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in my possession or control, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of Tech Mahindra Limited The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with Tech Mahindra Limited.

WITNESSED

ACCEPTED

ANNEXURE - H - Agreement ? General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

In consideration of my employment "Tech Mahindra Limited", and in consideration of the wages or salary to be paid to me, and regardless of the duration of my employment, I enter into the following agreements:

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.
2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.
3. **Actions Required on Termination:** Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.
4. **Covenant Against Disclosure:** I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

- a. Because it may not be clear to Associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.

- b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.
- c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.
- d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

5. **Ownership of Work Product:** Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.
6. **Partial Restriction on Post-Termination Competition:** Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited .
7. **Covenant Not To Compete.** I hereby covenant and agree as a part of and ancillary to this Agreement

that for the period of 12 months following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

- a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the 12 months period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest;
- b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

8. **Compliance Not Contingent Upon Additional Consideration:** I understand and acknowledge that the wages, compensation,, benefits training and experience that Tech Mahindra Limited provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.
9. **Damages and Remedies:** I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited may take legal action in the court specified below in **Section 13** for the liquidated damages specified in **Section 6** above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

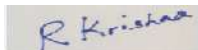
10. **Severability:** Each clause and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.
11. **Entire Agreement:** This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.
12. **Binding Effect:** This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited (together with their successors and assigns).
13. **Choice of Law:** This Agreement will be governed and controlled in all respects by the laws of India.
14. **Choice of Forum:** The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

In the event of any violation of the terms of this clause, I agree that I shall be liable to Tech Mahindra Limited for liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Tech Mahindra Limited would incur upon such breach.

Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in Section 4 so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

Executed this _____ day of _____, 20____

For and on Behalf Of
Tech Mahindra Limited



Krishna Ramaswami
Head - Resource Management Group

Signature

(Shubhangi Ramesh Bhalke)

ANNEXURE - I - ACKNOWLEDGMENT

This acknowledgment shall be attached to and considered part of the employment agreement executed this date by and between Tech Mahindra Ltd "Company" and the **Ms. Shubhangi Ramesh Bhalke** "Employee".

The Employee recognizes, understands and specifically agrees to the restrictive covenant contained in the foregoing agreement. The Employee further acknowledges that said restrictive covenant and the territorial limitations set forth therein is reasonable.

I understand that my employment with the Company is absolutely conditioned upon execution of this Acknowledgment and agreement. I have fully read, understood and agree to be bound by the attached agreement and this Acknowledgment. I, **Shubhangi Ramesh Bhalke** hereby further acknowledge and confirm that I have read and understood the foregoing agreement. I understand that I have the right and the time to have this agreement reviewed by Advocate of my choice but has declined to do so.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the Employee has set his or her hand on this ____day of _____ (month), _____ (year), and hereby acknowledges, understands and agrees to the above.

[Name & Signature]

Witness/ Notary Public: _____

Annexure - J - INDEMNITY BOND WITH SURETY

This Indemnity is made and executed at <<Joining Location>> on this << Joining Date>> day of << Joining Month>> << Joining Year>> by Mr. /Ms. /Mrs. << Name >> age <<Age>> S/o Mr. <<Father's Name>> a permanent resident of <<Address>> *hereinafter called "Employee" which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the first par

AND

Mr. <<Name of Surety>> age <<Age>> S/o Mr.<< Father's Name of Surety>> a permanent resident of << Surety Address>> [hereinafter called "**Surety**" which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the second part,

IN FAVOUR OF Tech Mahindra Limited, a company incorporated under the Companies Act, 1956 and having its Corporate Office at Info city, Hi-tech City Layout Madhapur, Hyderabad 500081, India [hereinafter called "**Tech Mahindra**" which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors-in-interest and permitted assigns].

WHEREAS the **Employee** has been selected for appointment as _____ in the Band _____ in the service of Tech Mahindra.

AND WHEREAS an Offer of Appointment containing the terms and conditions of the appointments has already been issued to the **Employee** vide letter No _____ dated _____ of **Tech Mahindra**.

AND WHEREAS the acceptance of the terms and conditions of the appointment has already been communicated to **Tech Mahindra** on _____ by the **employee**.

AND WHEREAS one of the terms and conditions of the appointment is that the Employee shall undergo an initial training programme called Entry Level Integrated Training and Enablement (hereinafter referred as ELITE) which may also include the project specific training/s and would be subsequently placed on assignments relating to various projects of Tech-Mahindra. The Employee shall serve Tech Mahindra for a minimum period of **twenty four (24)** months from the date of joining of the Employee and execute an indemnity with surety in favour of **Tech Mahindra**.

NOW THIS INDENTURE WITNESSETH as under:

1. In compliance of the aforesaid condition in Offer of Appointment subject to which **Tech Mahindra** has agreed to give appointment to the Employee, the Employee **hereby** undertakes to undergo the Initial Training Programme as provided by **Tech Mahindra** without any interruption whatsoever and serve **Tech Mahindra**, on its various projects at any location, in India or abroad, for a minimum period of **twenty four (24)** months from the date of joining.
2. The **Employee** hereby undertakes to devote his/her full time and attention to the business of **Tech Mahindra** with due care, skill and diligence. The **Employee** further undertakes to use his/her best efforts in the performance of his/her duties and responsibilities and abide by the rules and regulations of **Tech Mahindra**.
3. The **Employee** hereby undertakes to honor the commitment made by **Tech Mahindra** to its customer/s for completion of any project/s and further undertakes not to abandon any project before its completion.
4. The party of the Second Part i.e. _____ agrees to stand as Surety for the due performance of the obligation of the **Employee** under this agreement of indemnity. **In case of breach of the terms of this indemnity by the Employee and failure to indemnify Tech Mahindra**, the Surety shall be jointly and severally liable to pay the aforesaid amount of **INR 100,000/- (Rupees One lakh only)** to **Tech Mahindra** with an interest at the rate as specified herein below, immediately on demand.
5. **The Employee further agrees and undertakes that in case, he/she commits breach of the above conditions and resigns from or leaves/abandons the service and/or neglects in performance of the duty assigned to him/her leading to termination of his/her service as per rules/regulations, by Tech Mahindra, he/she shall pay an amount of INR 100,000 (Rupees One lakh only) with the interest thereon @ 15% per annum from the date of breach of the above till the payment thereof, as liquidated damages/cost of training including on the job training, the expenses which Tech Mahindra has incurred/may have to incur in recruiting another employee in his/her place, and also on account of business loss suffered/to be suffered by Tech Mahindra during intervening period. The employee and surety agree that assessment of liquidated damages as assessed as INR 100,000 (Rupees One lakh only) are reasonable, which they both agree to pay jointly and severally, on demand made by Tech Mahindra.**
6. Notwithstanding anything contained herein above, furnishing of this indemnity will not create any right in favour of the **Employee** to continue in the service of **Tech Mahindra** for the aforesaid term of **twenty four (24)** months, and Tech Mahindra shall always have the right to take appropriate action against the **Employee** as per terms of the appointment letter and/or the rules and regulations of **Tech Mahindra** as applicable, in case of commission of any misconduct by the **Employee**.
7. The amount specified above shall constitute a debt owing to **Tech Mahindra** and shall be recoverable from the **Employee** and the Surety jointly and severally with interest thereon at the rate specified above till the payment thereof.

IN WITNESS whereof, the **EMPLOYEE & the SURETY** have put their signatures in the presence of the witnesses.

Signed and delivered by the Party of the first part i.e. the Employee having read and understood the contents/terms of this Indemnity Bond

Name of First Part:

Sig:

Signed and delivered by the Party of the second part i.e. the Surety having read and understood the contents/terms of this Indemnity Bond

Name of Surety:

Sig:

S/d by:-

1. WITNESS: _____
(Name)

NAME & ADDRESS:

2. WITNESS: _____
(Name)

NAME & ADDRESS

Wipro Offer Letter

Inbox



Wipro offer letter 20 Apr

to me ✓



April 20, 2022

Dear **Sayali Tekale,**

Congratulations! We are pleased to offer you the position of **Project Engineer** at Wipro.

Please click on the below link to review and accept your offer letter at the earliest using a **desktop/laptop**.

Note : You will not be able to save offer letter copy if you open the below link through a Mobile Phone.

We request you to accept the iCIMS Offer Letter within **15 days** from the receipt of the offer Letter, failing which we will be forced to infer that you are no longer interested to be a part of Wipro fresher hiring process.

Steps to follow to accept and save the Offer Letter

To save your copy of Offer Letter, please open this email on desktop/ laptop, login to below mentioned acceptance link, **click on Accept -> click on signature check box -> Click on "Submit and Print" -> Click on "web browser" -> ctrl+P -> save as pdf -> save -> select destination on your system to download.**



Offer: Computer Consultancy
Ref: TCSL/DT20207219604/Pune
Date: 10/01/2021

Mr. Virendravikram Anantrao Kamble
Gunlaxmi NiwasOpp. N.T. Kazi Urdu School, Anjali Nagar Road,
New Kazi Mohalla,
Latur-413512,
Maharashtra.
Tel# 91-9764935011

Dear Virendravikram Anantrao Kamble,

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/DT20207219604

1

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

Wipro Offer Letter

Inbox



Wipro offer letter 5/31/2022

to me ▾



May 31, 2022

Dear **Ruby Shaikh**,

Congratulations! We are pleased to **offer** you the position of **Project Engineer** at **Wipro**.

Please click on the below link to review and accept your **offer** letter at the earliest using a **desktop/laptop**.

Note : You will not be able to save offer letter copy if you open the below link through a Mobile Phone.

We request you to accept the iCIMS **Offer** Letter within **15** days from the receipt of the **offer** Letter, failing which we will be forced to infer that you are no longer interested to be a part of **Wipro** fresher hiring process.

Steps to follow to accept and save the Offer Letter

NPCI/2022-23/HR/1806

Dear Aishwarya,

19th October 2022

Offer to join NPCI

Congratulations & Welcome to NPCI Family!!

You have made a favourable impression on us during the interview process & basis the credentials you have presented to us; we are pleased to offer you the position of **Graduate Engineer Trainee in Band A Level 1**. We expect you to join the services of the Company on **28/11/2022**. This offer is subject to following terms and conditions.

1. You will receive a Total Compensation (CTC) of **INR 5,52,830 Lacs p.a. (INR Five lakhs Fifty-Two Thousand Eight Hundred and Thirty)**. *Pay structure comprising of the CTC components is mentioned in Annexure I*. This will be disbursed as per prevailing Income Tax rules.
2. As part of the higher education program **Learn While You Work @ NPCI**, you would be enrolled into the prestigious IIT Hyderabad Post Graduation (PG) course worth INR 2 lacs in Artificial Intelligence / Machine Learning or Blockchain for a period of 12 months. 75% of the overall course fee would be borne by NPCI and balance 25% of the overall course fee shall have to be borne by you (which shall be deducted from your salary in 24 equated instalments). You will also have to enter into a service bond for a period of 2 years for INR Two (02) lacs.
3. Your base location will be **Mumbai**. However, your services are transferrable to any location within India as per business requirement.
4. Post successful completion of CIBIL score check, Medical test & Background Verification and your joining the service with NPCI, you will receive your appointment letter containing the terms and conditions of service with NPCI.
5. Kindly sign this **Offer Letter and send back a scanned copy to us** as a confirmation of you having received, understood, and accepted the offer, within 5 days of the offer issue date. If you fail to do so, it shall be construed that you are not interested in this offer and we shall be at liberty to withdraw the offer. You should bring the following documents on the date of your joining (**One set of photocopies**).
 - a) Attested photocopies along with originals of all educational certificates of SSC, HSC & Graduation.
 - b) Proof of Date of Birth (Birth certificate / SSC mark sheet) in original and photocopy

A.P. Bhosale

21-10-22



1001A, The Capital, B Wing, 10th Floor,
Bandra Kurla Complex, Bandra (E), Mumbai 400 051.
T: +91 22 40009100 F: +91 22 40009101
contact@npci.org In www.npci.org In
CIN: U74990MH2008NPL189067

- c) Photocopies along with originals of all previous experience certificates.
 - d) Photocopy, along with original of Relieving letter from your current organization.
 - e) Photocopy, along with original of PAN card
 - f) Photocopy, along with original of Driving License/Passport (Not Mandatory)
 - g) Photocopy, along with original of Aadhaar Card
 - h) 3 Passport size photographs (Dressed in formals with white background)
6. In case any discrepancy is found in the documents submitted by you, the Employment Application Form, Medical test Report and/or in your Background Verification conducted by us (this includes presence of a low CIBIL score), in relation to the offer, the same shall be viewed seriously and may result in withdrawal of this offer, or cancellation of the employment contract, without any notice or pay in lieu thereof.
7. In case you decide to resign from the services of NPCI, you must mandatorily serve three (03) months' Notice Period. However, at the sole discretion of the company you may be relieved early on payment of salary in lieu of notice period.

We look forward to you accepting this offer and be part of NPCI family. We wish you a long and meaningful career with us!

Yours sincerely,

Signature Not Verified

Digitally signed by CHATURVEDI NISHITH
Date: 2022.10.19 19:22:38 +05:30

Nishith Chaturvedi
Chief HR & Admin
Encl: a/a

Aishwarya Pradip Bhosale
Latur, Maharashtra

This offer is received; terms and conditions are accepted.

[Signature of the candidate] *A.P. Bhosale*

[Date] *21-10-22*



1001A, The Capital, B Wing, 10th Floor,
Bandra Kurla Complex, Bandra (E), Mumbai 400 051.
T: +91 22 40009100 F: +91 22 40009101
contact@npci.org.in www.npci.org.in
CIN: U74990MH2008NPL189067

Annexure I

| | | | |
|-------------------|---|-----------|--------|
| Name: | Aishwarya Pradip Bhosale | | |
| Functional Title: | Graduate Engineer Trainee in Band A Level 1 | Location: | Mumbai |

| Sr No | Compensation Component | Per Month | Per Annum |
|-------|---|------------------|-----------------|
| 1 | Salary & Allowances | | |
| 1.1 | Basic Pay @ 40% of fixed CTC | 16,667.00 | 2,00,000 |
| 1.2 | House Rent Allowance @ 50% of Basic Pay | 8,333.00 | 1,00,000 |
| 1.3 | Professional Pursuit Allowance | 5,000.00 | 60,000 |
| 1.4 | Leave Travel Allowance | 2,083.00 | 25,000 |
| 1.5 | Other Allowance | 7,583.00 | 91,000 |
| | Total Salary & Allowances (A) | 39,666.00 | 4,76,000 |
| 2 | Other Benefits | | |
| 2.1 | Provident fund - 12% on Basic (Employer contribution) | 2,000.00 | 24,000 |
| | Total Other Benefit (B) | 2,000.00 | 24,000 |
| | Fixed CTC (C) = (A + B) | 41,666.00 | 5,00,000 |
| 3 | Annualised Benefits | | |
| 3.1 | Group Personal Accident Insurance* | | 224 |
| 3.2 | Group Mediciam policy ** (Single/Married) | | 7,340 |
| 3.3 | Group Term Life Insurance*** | | 3,750 |
| 3.4 | Mobile Reimbursement | | 9,600 |
| 3.5 | Residence Phone Reimbursement | | 9,600 |
| 3.6 | Broad Band Reimbursement | | 7,200 |
| 3.7 | Gratuity, as per The Payment of Gratuity Act, 1972 | | 9,616 |
| 3.8 | Annual Executive Health check-up | | 5,500 |
| | Total Annualised Benefits (D) | | 52,830 |
| | Total Compensation (C + D) | | 5,52,830 |

Beyond your Total Compensation you are also eligible for PRIP where the maximum earning potential at Rating 4 in Appraisal will be 1,40,000 ****

* Group Personal Accident Insurance sum insured is Rs.10,00,000/- for self.

** Group Mediciam policy covers Hospitalization medical for a sum insured of Rs. 2,00,000/- with a family floater (Self, spouse & up to 2 dependent children only)

*** Group Term Life Insurance - Coverage is maximum of Five times Fixed CTC.

**** PRIP amount will vary based on the Appraisal Rating.

A.P. Bhosale



Honeywell

#FUTURESHAPER

MAKE AN IMPACT MAKE REAL CONNECTIONS MAKE THE BEST YOU

Honeywell Technology Solutions Lab Pvt. Ltd
Survey No. 19/2, Devarabisanahalli Village, Varthur Hobli, Bangalore East Taluk, Bangalore – 560103

LETTER OF APPOINTMENT

Yashanjali Patil
At Takli, post Yevti, Osmanabad, MAHARASHTRA, 413609, IND

Dear Yashanjali,

Honeywell's vision is to be one of the world's premier companies, distinctive and successful in everything we do. Our primary goal is to exceed our customer expectations by delivering competitive, quality products and services on time, every time.

This is an aggressive goal, which can only be attained by recruiting and developing a talented workforce. Honeywell wants individuals, who bring a diverse perspective to our business challenges, yet share our common behaviors: Have a Passion for Winning, Be a Zealot for Growth, Think Big...Then Make it happen, Act with Urgency, Be Courageous, Go Beyond, Inspire Greatness, Become your Best.

Further to your recent interview interaction with Honeywell, we are delighted to extend this offer of employment to you. This offer is conditional on (i) satisfactory reference check of all qualifications and the accuracy of the employment history provided by you before you start your work. Your current and prior employers might be contacted for the same however; while completing your background application, you can request not to have your current employer contacted (ii) successful completion and passing the pre-employment drug tests conducted by Honeywell or any company designated by Honeywell to conduct the same; (iii) the acceptance of the terms and conditions of your assignment as set forth below including the attachments that are incorporated by reference "offer" and (iv) your obtaining the necessary work or employment passes or permits from the relevant authorities in India to work in India, if applicable. The term "Company" below shall refer to the hiring entity and the term "Honeywell" to its parent entity and/or Honeywell International Inc, its predecessors, designees and successors and its past, present and future operating companies, divisions, subsidiaries, affiliates and other business units.

General Conditions

- **Position:**
 - Software Engr I
 - Corp/HTS
 - Bangalore, IND - Karnataka
- **Manager:** You will report to Manager who will be assigned by Honeywell as your supervisor from time to time
- **Date of Employment Commencement:** May 23, 2022
- **Band:** 03

Total Fixed Cash Salary

Your total fixed cash compensation is 600000. Please see attached Salary Break up Sheet.

Merit Eligibility

Employees hired, rehired, or promoted on/after November 1st are generally not eligible for a salary increase in March of the following year.

Compensation Administration & Delivery

Your compensation will be reviewed in accordance with the review cycle determined by the company and shall be based on your job performance, business performance, Honeywell performance as well as market pay trend.

Benefits

- **Leave Policy:** You will be eligible for leaves as specified in Company leave policies.
- **Group Health Insurance:** You will be entitled to Company provided medical insurance based on the Company's current medical insurance scheme.
- **Personal Accident /Term Insurance:** You will be entitled to Company provided personal accident insurance and other insurance based on the Company's current insurance scheme.

Provident Fund or Similar Mandatory Schemes

- You and the company shall make contributions in accordance with the provisions of the Employees' Provident Fund and Miscellaneous Provisions Act, 1952, if applicable.
- Aadhaar details are mandatory for your Provident Fund enrolment:
 - ◊ As per the mandate from Employee Provident Fund Office (EPFO) all new joiners have to furnish their Aadhaar number at the time of joining to remit the Provident Fund Contributions.
 - ◊ In case of non-availability of Aadhaar card, Aadhaar enrolment number to be furnished at the time of joining.
 - ◊ Failing to provide Aadhaar number or Aadhaar enrolment number will result in non-remittance of PF contribution.
- If eligible, you would be entitled to gratuity in accordance with the Payment of Gratuity Act, 1972.

Maternity Benefits

You shall be entitled to the benefits available under the Maternity Amendment Act 2017, if applicable.

Other Matters

Probation Period: 6 months. Successful completion of probation period is dependent on satisfactory performance as assessed by your Supervisor.

- This employment may be terminated at any time:
 - ◊ By giving 30 days advance notice, in writing, during the probation period or payment in lieu thereof to the other party or
 - ◊ By giving 60 days advance notice, in writing, after the successful completion of the probation period or payment in lieu thereof to the other party; the above mentioned notice period shall be curtailed only with prior approval from the management.
 - ◊ If in the reasonable opinion of Company your performance is below expectation or if you are guilty of serious misconduct, Company may terminate your employment summarily without notice. Serious misconduct includes, but is not limited to, dishonesty, theft, misrepresentation, breach of the Substance Abuse Policy; refusal to obey a reasonable command of Company.
- The Company reserves its right to insist on you to complete the project on hand and/or to complete the transition process before being relieved from the service. In the event, you leave the service of the Company without serving the Notice Period and completing your transition process, the company is entitled to take appropriate action against you.
- In the event the Company relieves you before the expiry of the Notice Period, you will be entitled to receive the salary for the unexpired period of Notice.

Work Location: You will be employed at Honeywell Technology Solutions Lab Pvt. Ltd located at IND-Bangalore-Devarabisanahalli Village, KR Varturhobli, or such other department or place of business of the Company or its subsidiaries and associates in or outside India, as the Company may determine from time to time.

Work Hours: Your working hours will be governed by applicable laws of India and may be revised from time to time.

Duties: During your employment with Company, you will be required to devote your entire time and attention to your duties and not engage in any other trade, business, or occupation.

Dress Code: You are expected to dress in business attire, smart casual and/or uniform, based on the existing policy of the company which may be revised from time to time.

Income Tax Payment: You will be solely responsible for your income tax. Where required by the local laws and tax authorities, the Company will deduct income taxes you owe from your monthly income and remit such monies to the tax

authorities on your behalf.

Non Solicitation: You are subject to the terms as set forth in the attached Employee Agreement Relating to Trade Secrets, Proprietary and Confidential Information and all Supplements thereto.

Intellectual Property Agreement

As a condition of the employment offer/transfer/promotion, it is required that you agree to and sign a current copy of Honeywell's "Employee Agreement Relating to Trade Secrets, Proprietary and Confidential Information" (the "IP Agreement") before your start date. This IP Agreement will be part of your Onboarding tasks. In the event that you do not agree to and sign this agreement, the offer/transfer/promotion will not become effective.

Amendments: The Company reserves the right, subject to applicable laws, to amend the terms of this offer from time to time as legal requirements may dictate.

Non Violation: You represent that by accepting the terms of this agreement, you will not be in violation of the terms of any agreement with your previous employers or third parties.

Code of Business Conduct: Any time during the term of your employment, you are required to comply with all applicable laws, regulations and the Honeywell Code of Business Conduct, as may be amended from time to time. Please read the Honeywell Code of Business Conduct thoroughly as soon as your employment commences and attend all mandatory training as advised from time to time.

Access to Communication System: You shall use internal e-mail, voice mail, computer systems, etc. for work purposes and refrain from using them for personal purposes. Further, you agree that the Company may access or examine these systems, from time to time, pursuant to the Company's business requirements and in order to check if you have observed the Company regulations or if there have been any illegal or improper affairs.

Governing Law: This letter shall be governed by and construed under the laws of India without regard to its principles of conflicts of laws. Notwithstanding the foregoing, the Company reserves the right to invoke the jurisdiction of any competent courts in India (in particular its labor courts) or in any other country or jurisdiction (whether concurrently or not) to remedy or to prevent violation of or enforce any provisions in this Agreement. To the greatest extent permitted by applicable law, you waive any objection which you might now have to such courts being used as a forum to hear and determine any claim or suit.

Retirement Age: You will retire from the services of the company on your completion of the age of sixty years (fifty-eight years if you are joining ED&S) subject to "Contract Terms and Notice Period" clause mentioned in this letter.

Other Payments: You agree and authorize Honeywell to recover any amount paid to you other than salary (Notice Period buy-out, Joining Bonus or relocation) and you agree to authorize the same at the time of your exit.

All the terms and conditions of your employment with Honeywell Technology Solutions Lab Pvt. Ltd will be governed by the rules and regulations, policies, procedures and guidelines of Honeywell Technology Solutions Lab Pvt. Ltd, which are subject to change from time to time, at the sole discretion of the company, without giving any notice or assigning any reason thereof.

Please indicate that you have understood and agree with our conditions by signing a copy of the attachment to this letter, and returning it as soon as possible, and in any case no later than May 4, 2022.

The Honeywell logo is displayed in a bold, red, sans-serif font. The word "Honeywell" is written in a single line, with the 'H' and 'W' being significantly larger than the other letters. The logo is positioned in the lower right quadrant of the page.

Address

1st and 2nd Floor, Office No 1 & 2,
NEOLOGIC, Nr Hotel Orchid,
Mumbai Bangalore Bypass Road,
Baner, Pune- 411045
Maharashtra. India

Email

contact@sodalessolutions.com

Contact

+91 9923421188

Date: 1st November, 2022

OFFER LETTER

Dear Omkar Chinde,

This is with reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of full-time “**TECHNICAL TRAINEE**” in our company- Sodales Labs India Pvt. Ltd., a sister concern of Sodales Solutions headquartered in Canada; with effect from 7th November 2022.

If you do not join our duty on the said date, this offer stands cancelled, unless we grant an extension of the said joining date in writing pertaining to a specific/ valid reason.

The other terms and conditions of your employment shall be issued along with your appointment letter on the day of your joining.

Sodales Labs India Pvt. Ltd. holds the rights to defer or cancel this offer at any time before or after your joining in case any information provided by you is found misleading or incorrect.

We look forward to having you onboard and adding value to our organization

For,

Sodales Labs India Pvt. Ltd.



Director
Ravi Shankar

Agreed & accepted
(Omkar Chinde)

NTT DATA Global Delivery Services Private Limited

6th Floor, Server Space, AG Technology Park Off ITI Road, Aundh
Pune 411007, Maharashtra, India



July 08, 2022

SAKSHI DATTATRAYA KIWANDE

**KIWANDE NIWAS, VIVEKANAND COLONY, NEAR DAKSHINMUKHI HANUMAN MANDIR NAIK CHOWK,
UDGIR. MH 413517**

Dear SAKSHI,

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you a position in NTT DATA Global Delivery Services Private Limited ("the Company", which expression shall unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors-in-title and assigns), as a **Information Technology Senior Associate** in Salary Grade **5** at the office of the Company in **PUNE**.

The following are the terms and conditions:

- 1) Your total compensation and benefits will be as per the enclosure as in **Annexure-A**. All the tax liabilities on the entire compensation, at present or in the future, shall be borne by you.
- 2) You will be on probation during the first six (6) months of your joining the Company. You would be confirmed in the services of the Company based on your performance review at the end of the probation period. In case your performance is found to be unsatisfactory, your services are liable to be terminated or your probation period might be extended as per the discretion of the Management.
- 3) Your role, duties and responsibilities will be as assigned to you from time to time by your assigned supervisor(s) as authorized by the Company. You agree to serve the Company faithfully and perform such duties as may be entrusted by your assigned supervisor(s) as authorized by the Company from time to time.
- 4) During the term of your employment you agree to devote your entire energy, full and undivided attention exclusively to provide services to the Company/ its clients and commit that you will not represent, handle or otherwise undertake any other business activity, it being clearly understood that you will devote your full working time exclusively to the Company's work and business. You will not carry on, without prior permission in writing, any lecturing or any business, either alone or in partnership, or be directly or indirectly employed or be concerned with any business, trade or profession whatsoever as a principal or an agent or otherwise, take up any office or place/ position of profit or serve any other company as an agent/ partner/ employee or in any other capacity during the term of your employment with the Company. Breach of this condition shall lead to immediate termination of your services by the Company without any notice or compensation.
- 5) You agree and represent to the Company that you are not subject to any other existing contract, which would affect or impede your ability to perform in accordance with this letter.
- 6) This agreement may be terminated by providing a notice in writing on either side or salary in lieu of such notice. As per the Company's current policy, the notice period is 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Your relieving from the services however, depends on the satisfactory completion of any assignment(s) you are working on during the said notice period and the completion of hand over formalities as defined by your supervisor. Please bear in mind that the Company's policies (including the one pertaining to notice period / separation) are subject to changes from time to time and you will be communicated of those changes in a timely manner.

CIN: U72900KA2011PTC060769 | www.nttdataservices.com

- 7) The Company, at its discretion, can ask you to continue in service during the period of notice and need not necessarily accept salary in lieu of notice from you. The Company may, however terminate your services without any notice or compensation in the event of:
 - a) You remaining absent from work without authorization or reasonable explanation for more than three (3) consecutive days. It would be considered as voluntary abandonment of duties and your name would be struck off from the rolls. Further, you will be liable to pay the Company, including without limiting, an amount in lieu of the notice period.
 - b) Incompleteness of documents or misrepresentation of facts provided during the hiring process. Further, in addition to termination without any notice or compensation, the Company shall have the right to claim from you the damages equal to the amount spent by the Company in recruiting you and for conducting your background verification. You agree that the damages are most reasonable and are absolutely necessary and fully required to safeguard the bonafide interests of the Company.
 - c) Any breach or refusal to carry out your duties or responsibilities or refusal to carry out tasks assigned to you by those in authority.
 - d) Any reasonable suspicion of misconduct, disloyalty, commission/omission of an act involving moral turpitude, any act of indiscipline or inefficiency.
- 8) It is hereby agreed by and between the parties that in case you leave the services of the Company out of your own will without serving on the Company the prescribed written notice or salary in lieu thereof, the same shall constitute a substantial breach. In such event, you agree that all sums advanced or to be advanced hereafter or paid or otherwise expended on your behalf or on your account and any other expenses lawfully incurred by the Company in connection with your probation/ training/ employment shall be paid back by you to the Company.
- 9) Upon joining the Company you shall enter into the confidentiality undertaking as a condition of your employment hereunder. Upon the termination of your employment, you will return to the Company all papers, notes, records, documents and other properties that was used created or controlled by you or happened to come across or become known to you during your tenure of service relating to the business or affairs of the Company or any of its associates or branches or their clients and will not retain any copies or extracts of the same.
- 10) You will be entitled to leave and other fringe benefits as per the policies of the Company that may be in effect from time to time.
- 11) The Company is a member under the Provident Fund scheme and registered under the Employee Provident Funds and Miscellaneous Provisions Act, 1952. You will be required to be a member of the Provident Fund scheme subject to the act and rules.
- 12) You hereby give your consent for carrying out background verification which may include education, past employment, criminal background check, pending litigation, medical test and any other verifications as may be required by the Company or its clients from time to time.
- 13) This appointment is subject to:
 - a) You furnishing the Company with a relieving letter as requested on or before the date of joining from all your previous employers including your most recent employer.
 - b) The Company receiving satisfactory reports from all references cited in your application.
 - c) The Company may, at its discretion, require the background verification or any part thereof, to be carried out (i) prior to your joining the Company (ii) at any time after your joining the Company or (iii) as and when you may be assigned or seconded to its clients. In the event of your background verification being negative, the Company shall have the right at its sole discretion to initiate appropriate action including termination of your employment.

- 14) The Company has a Zero Tolerance policy towards unethical behavior:
- a) If it comes to the notice of the Company at any time that any of the details provided by you is false, the Company reserves the right to terminate your services with immediate effect without paying any salary in lieu of the notice period.
 - b) Your conduct at all time should reflect observance of the national and local laws and the rules and regulations of the Company that are in effect. These may change from time to time and you have a duty to be in step with the changes. In all dealings with the Company and its clients and their organizations, the highest standards of propriety and integrity will be expected of you.
- 15) The Company reserves the right to depute / transfer your services to any other location or group company in consistence with the Company's interest.
- 16) At any time during your employment the Company, in its sole discretion, may require you to work remotely either temporary or on permanent basis in accordance with the Company's Global Remote worker policy. In such cases the employees are expected to have a suitable remote work area.
- 17) You covenant and agree that for a period of one (1) year following your resignation, relieving, retrenchment or termination of your employment for any reason whatsoever, you shall not directly or indirectly do any of the following:
- a) Solicit or accept any business from a person, firm or corporation that is a customer of the Company during the term of your employment with the Company.
 - b) Solicit or accept any business from any person, firm or corporation that is prospective customer of the Company with whom you had any dealings on the Company's behalf during the term of your employment with the Company.
- 18) Any delay or non performance of any of the provisions of this letter, to the extent caused by the condition beyond the control of the Company, including strike, lockouts, work stoppages (including industrial action of any kind which requires the Company and you to accept the terms of settlement) which the Company considers unacceptable to the business ("Force Majeure Event") shall not constitute breach of this letter and the time for performance of such provision, if any, shall be deemed to be extended, for a period equal to the duration of the conditions preventing performance. However, Force Majeure Event shall not include:
- a) Any event which is caused by the negligence or is intentional of any party to this letter.
 - b) Insufficiency of funds.

The Company affected by an event of Force Majeure Event shall communicate to you of such event as soon as possible and in any not later than fourteen (14) days, following the occurrence of such event and will take all reasonable steps to mitigate the effects thereof.

When the Force Majeure Event ceases, the parties shall resume their responsibilities under the terms of this letter within seven (7) working days, or, if the same is not possible within the said time period, then as soon as reasonably and commercially possible.

In the event that a Force Majeure event materially frustrates this letter and has prevented, or if the Company reasonably believes that such event occurred to prevent, timely performance hereunder for a period of more than one (1) month, then the Company may temporarily take reasonable steps to mitigate its potential damage, including procurement of services from such other sources as will be satisfactory to meet the Company's requirement for the period of the Force Majeure Event. If a Force Majeure Event materially frustrates this letter and if the parties are unable to perform due to a Force Majeure Event for more than two (2) months, either party may terminate this letter without any further obligation, provided however, that any outstanding amounts are paid by the Company to you and vice-versa.

- 19) The Company will collect and process certain personal information in relation to your employment with the Company. You hereby acknowledge and consent to the collection, use, storage and processing of your personal information, including Sensitive Information, for the purpose of administering your employment with the Company, including for the purposes of administering employment related benefits, maintaining employee records, and conducting background verification and performance reviews. You also agree and consent to the transfer or disclosure of your personal information and Sensitive Information to the Company's affiliates, parents, and third-party service providers. You acknowledge and accept that these recipients may be located within or outside of India, in a country which may have different data privacy laws applicable.

The term 'Sensitive Information' means and includes such personal information that relates to your passwords, physical, physiological, or mental health condition, sexual orientation, medical records, financial information and biometric information. You hereby consent to the processing of your personal information in the manner described above, whether by the Company or any service provider on behalf of the Company."

- 20) You declare that you have not suffered or are suffering from any mental disease/ deficiency/ disorder and also declare that you are having sound physical and mental health to work with the Company.
- 21) You declare that you have not been convicted by any civil or criminal courts of law in India/ abroad.
- 22) You shall maintain a high level of ethics and code of conduct for a good and professional relationship at your work place. While on overseas deputation, as a representative of the Company, it is your moral responsibility to ensure that the image and reputation of the Company is not tarnished by your personal conduct.
- 23) If you breach any of the restrictions imposed herein, you agree to be liable for payment of estimated liquidated damages as may be determined by this letter.
- 24) You are required to join the Company on or before **July 22,2022** failing which, the Company at its sole discretion reserves the right to revoke the offer made to you.
- 25) You will retire from the service of the Company on the last day of the calendar month in which you attain the age of sixty two (62) years or earlier, in case you are found to be physically / mentally unfit to work any longer or for continued ill health as certified by a medical practitioner designated by the Company. Your date of birth as per our records is **6/17/2000**.
- 26) You will be governed by the statutory regulations / provisions and the laws and policies of the Company applicable to your position, which may be framed from time to time.
- 27) The agreement shall be construed in accordance with the laws of India. The parties agree to subject themselves to the jurisdiction of competent courts at Bangalore alone to try and adjudicate upon any matter concerning this agreement.
- 28) Any change in the above address of either your or the Company's shall be duly informed to the other party by the party whose address has changed within a period of seven (7) days from such change.
- 29) If no change has been intimated or received, the address mentioned above shall be deemed to be the address of the concerned parties.

If these terms are acceptable to you, kindly sign and return the duplicate of this letter in acknowledgement thereof.

We look forward to having you with us and we assure you an interesting and rewarding career with the Company.

**Yours sincerely,
FOR NTT DATA Global Delivery Services Private Limited**

DocuSigned by:
Urmimala Sarkar
DD4D480B41314B9...

**URMIMALA SARKAR
DIRECTOR – TALENT ACQUISITION**

I agree and accept employment on the terms and conditions mentioned in the letter. I shall be reporting to work on_____.

Signature: _____

Date: _____

Annexure - A

| Compensation and Benefits | | | |
|--|--|------------------|-------------|
| Name | SAKSHI DATTATRAYA KIWANDE | | |
| Designation | Information Technology Senior Associate | Grade | 5 |
| Joining Date | July 22,2022 | Location | PUNE |
| Fixed Compensation (A) | | | |
| Group 1 | Monthly (₹) | Annual (₹) | |
| Basic Salary | ₹ 16,667 | ₹ 200,000 | |
| Group 2 (Allowances) | | | |
| The Flexible Compensation Plan (FCP) includes: | | | |
| . House Rent Allowance | ₹ 22,199 | ₹ 266,385 | |
| . Leave Travel Allowance | | | |
| . Children Education Allowance | | | |
| . Children Hostel Allowance | | | |
| . Professional Development Allowance | | | |
| . Meal Pass | | | |
| . National Pension Scheme | | | |
| . Fuel & Maintenance* | | | |
| . Special Allowance | | | |
| Group 3 (Retirals) | | | |
| Provident Fund (12% of Basic Salary) Employer's Contribution | ₹ 2,000 | ₹ 24,000 | |
| Gratuity (4.8% of Basic Salary as per the provisions of the payment of Gratuity Act 1972). | ₹ 801 | ₹ 9,615 | |
| Total Fixed Compensation (Group 1 +Group 2+Group 3) | ₹ 41,667 | ₹ 500,000 | |
| Variable Compensation (B) | | PEP | |
| Annual potential discretionary variable incentive** | Min | Maximum | |
| | 0% | 11.00% | |
| | ₹ - | ₹ 55,000 | |
| Annual earning potential including fixed compensation | ₹ 500,000 | ₹ 555,000 | |
| Additional Benefits (C) | | | |
| Employer Contribution towards Employee Health Insurance (GMC)*** | ₹ | 8,000 | |
| Remote working allowance**** | ₹ | 9,600 | |
| Annual total benefits Cost | ₹ | 17,600 | |
| Total Compensation(Maximum cost to the company) | ₹ | 572,600 | |

* PF contribution: If your basic salary is less than INR 15,000 per month, then for the purpose of PF computation and contribution, the sum total of basic salary and undeclared portion of the Special Allowance will be considered up to the extent of INR 15,000 per month. If your Basic salary is Rs. 15,000 or more, the PF contribution will be calculated on Basic Salary only.

** You are eligible for the annual discretionary variable incentive pay as per the program (“**PEP**”) in accordance with the terms and conditions of the applicable program assigned to you based on your job and business unit. The annual discretionary variable incentive pay may differ as it will be funded and paid based on the Company’s performance and individual performance and subject to the terms and conditions of the program applicable at that time. The annual discretionary variable incentive pay stated above may be withdrawn, changed or modified by the Company at its sole discretion, from time to time and will be notified to you as per the Company policy.

***There is no reimbursement of amount as this is a benefit provided by the Company to its employees and the premium payable towards the insurance will be borne by the Company which is subject to change year on year .Benefits under this Insurance Policy will be as per the rules of the insurance company.

****This is applicable only for employees up to grade 11 where Company at its sole discretion allows or requires certain employees to work remotely on a formal basis and if the position is conducive to such an arrangement.”


Please note that only your total fixed compensation will be visible in our internal navigator system and the variable/additional benefits will be as per the company policy/program.

| |
|--|
| <p>Medical and Insurance Benefits</p> |
| <p>Hospitalization Insurance You are covered under the Group Hospitalization Insurance Policy which covers self and eligible dependents for a maximum benefit of INR 3, 50,000.</p> |
| <p>Personal Accident Insurance You are covered under the Personal Accident Insurance for self as per Company policy.</p> |
| <p>Group Life Insurance Scheme You are covered under the Group Life Insurance for self as per Company policy.</p> |
| <p>Other Benefits</p> |
| <p>Discretionary Advance against Salary On confirmation, you will be eligible for discretionary salary advance upto a maximum of six (6) months basic salary for taking care of any medical emergencies for self and family members, as per the Company policy.</p> |
| <p>House Deposit Advance You are eligible for house deposit / advance upto a maximum of 10 months' rent or 6 months HRA or actual advance payment whichever is lower, as per the Company policy.</p> |
| <p>Salary Advance On confirmation, you will be eligible for salary advance up to a maximum of one (1) month gross salary for taking care of any personal emergencies for self, as per Company policy.</p> |

The benefits stated above may be withdrawn, changed or modified by the Management at its sole discretion, from time to time and will be notified to you as per the Company policy. The eligibility shown is as per current policy and is subject to change from time-to-time as per the Company policy.

Yours sincerely,

FOR NTT DATA Global Delivery Services Private Limited

DocuSigned by:

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URMIMALA SARKAR
DIRECTOR – TALENT ACQUISITION

Annexure - A

Retention Bonus Payout Program

Term of Employment:


We are pleased to inform you that you are eligible for the Retention bonus of 25% of starting base salary payable at 18 and 24 months (40/60 ratio). However there will be a modifier applicable on second payment based on performance.

You will be eligible for a potential retention bonus as stated above subject to You remaining as an active employee in good standing employed by the Company from the date of this Agreement through the "Retention Period; and Complying with all other conditions stated in this document and your letter of appointment.

The Company reserves the sole right to withdraw the retention bonus offered to you, if you on or before the completion of the term

- Leave the Company voluntarily, including job abandonment
- Are terminated for misconduct
- Are terminated based on your performance
- Refuse to accept travel assignments, if any

**Yours sincerely,
FOR NTT DATA Global Delivery Services Private Limited**

DocuSigned by:

DD4D480B41314B9...

**URMIMALA SARKAR
DIRECTOR – TALENT ACQUISITION**

ANNEXURE 2

WORK FROM HOME CONDITIONS UNDERTAKING

Pursuant to my acceptance of the role as per the general terms and conditions and compensation mentioned in the Appointment Letter, I acknowledge that my employment is subject to the conditions as stated in this Annexure 2.

Under the prevailing circumstances of the pandemic spread of COVID-19, in order for the Company to ensure the safety and wellbeing of its employees and their families, clients, visitors and the general public, the Company is recommending that employees shall Work From Home (WFH) where possible.

I clearly understand the work from home dynamics as explained to me during the interview process and at the time of explaining the offer and I agree to abide by the below provisions without any exception.

I also understand that my failure to follow any one or more of the provisions mentioned in this undertaking either completely or there in part, may lead to disciplinary action against me and may also lead to termination of employment.

I Agree:

To make my workspace at home comfortable and ergonomic to comply with continued working hours.

To arrange for a backup facility for electricity failure to allow uninterrupted power during my scheduled working hours.

To be physically present at the location of work as required for collection of IT Assets on the date of joining or as advised by the Company. This will be basis of applicable lockdown conditions prevalent at the said time.

To have sustainable high-speed internet board band connection (DSL/Cable/Fiber) to comply with the remote work from home conditions as per terms of the offer letter. Mobile phone hotspot, Wi-Fi Dongle will not be considered as high-speed broad band internet. I will arrange to have required internet facility available at my home in case of work from home prior to my date of joining the Company. The Company may, as per the applicable policy, provide me with the necessary computing system and other equipment ("Equipment") to perform work while working remotely. Provided however, where permitted by the Company to so do so, I agree to use my personal mobile phone/Tablet/Laptop/ Desktop for video conference calls during trainings and/or business meetings and other work related matters, for a temporary period until the Company provides me with a computing system.

In any event, I will have to travel to my base office location at the time of my IT asset allocation in case I am authorized to work from home and shall ensure that I have followed the relevant approval protocol.

If provided, the Equipment will continue to be the property of the Company and I will be using the same for business purposes only. I will be responsible for the care of the Equipment provided by Company and keep it in good performing order for the purposes of remote working requirement.

I will also be responsible for protecting the Equipment and its contents.

I shall take all necessary precautions to secure the Equipment and shall be responsible for a loss / Damage of the Equipment. I will use the Equipment only to perform my ongoing duties to the Company and the Company's clients, and in accordance with applicable policies of the Company while working remotely.

I acknowledge and agree that I shall comply with all the Policies of the Company during the time of my employment and shall also comply with the NTT DATA Code of Business Conduct ("COBC") including without limitation to information security policies, requirements and guidelines, including any changes to security and configuration requirements of the Official Asset. I further confirm that I shall use the Equipment in compliance with all applicable laws, including but not limited to the Telecom Regulations Authority of India.

I acknowledge and agree that I continue to be bound by the terms of my employment and will strictly abide by the confidentiality and data privacy obligations undertaken by me as a condition of my employment with the Company, which also aims at protecting confidential information of the Company and Company's customers and clients.

I will take strict measures in order to ensure that all of Company's and Company's customer personal and/or sensitive data that I may have access to, remain protected against any unauthorized access or disclosure.

I further agree that I shall comply with the instructions provided in Exhibit A below regarding the use of the Equipment.

I further understand and confirm that any breach of Company policies or applicable client policies will lead to appropriate disciplinary action against me including and up to termination of my employment.

1. Specifically, with respect to working from home, I shall:
 - a. Enter time in Synergy, if applicable, as per the hours worked in actual and in line with timesheet guidelines
 - b. Use a secure network for performing official work.
 - c. Make best efforts to ensure that there is no negative impact to productivity or quality of work during the course of my employment.
 - d. Deliver expected work outcomes within specified working hours span and will follow training and operating procedures strictly.
 - e. Continue to comply with the Code of Business Conduct, Company's Information Security Policy and the highest safety standards.
 - f. Share phone/mobile numbers used to perform official duties with my manager and team members so I may be reached by my team and stakeholders easily during working hours.
 - g. Be available for all meetings via phone/Zoom/Microsoft Teams etc.
 - h. Ensure the protection of proprietary and confidential Company and client information accessible from my workspace while working from home, in accordance with Company policy and applicable law.
 - i. Immediately report any health and safety and any other risks in the home-based worksite to my supervisor.

I will be responsible to bear all costs related to repair or replace any breakage/damage to company-provided Equipment like laptops/Desktop/monitors/LCD Screen and/or power/electrical devices like UPS/power adapter /cables provided by the Company. Such costs will by default be deducted from my monthly salary.

If working remotely, when so required, I will make myself available for on-site meetings or training from time to time as required by Company. I will take all preapprovals that may be required before entering any Company premises.

I will follow all statutory, health, and safety protocols as part of guidelines laid down by the government and the local authorities enacted by my Company when asked to return to office.

I will have to complete the required working hours as per terms agreed in the offer and if for any person reason, I take a break, I will have to intimate about the same to my manager and take my managers approval.

I have to maintain normal productivity and make myself available during the regular working hours.

I will have to commit and achieve hourly/daily/monthly productivity and quality targets assigned to me.

I will not work for anyone other than NTT DATA during the course of my employment and I will not undertake non-work-related activities during my working hours.

I will coordinate about my work schedule with my Hard-Line Manager and will be responsible for keeping my Hard-Line Manager and team informed about the status of my work.

I hereby consent to comply with all the provisions of the work from home policy shared by Company and I further state that it will be my responsibility to abide by all the above-mentioned requirements by the Company. I also understand that on any failure to comply with the above mentioned actions , the Company is entitled to initiate appropriate action as per Company Policy including rescinding the employment contract and in such instance my contract of employment will stand terminated with immediate effect on the date of such communication by the company. I am aware and accept that the termination on such situation would be on account of my noncompliance as per the conditions of the offer letter. I also understand that I will not be entitled to any notice period pay out on account of the termination related to the matters mentioned in the undertaking.

Company reserves its right to initiate appropriate action against me in terms of the Offer Letter Employment Agreement and the policy of the Company including termination of my employment and I have hereby provided my consent to the same.

I further undertake and agree to indemnify and keep indemnified the Company for any loss, damages, claims, expenses, etc. that the Company may incur at any time now or during the future, and any other claims that may arise against the Company by any third party in relation to the above.

I confirm that I have given this Undertaking with my free will and consent and without coercion or duress.

I confirm that the terms and conditions detailed in this Undertaking are most reasonable and are absolutely necessary and fully required to safeguard the bonafide interests of the Company.

Accepted:

Name: **SAKSHI DATTATRAYA KIWANDE**

Date: July 08,2022

Exhibit A - Working Remotely with Official Assets

1. **Update your Emergency Contact Info in Navigator** o This should include your home address, personal home phone number, and personal mobile number – to be used by NTT DATA Services in the event of an emergency

2. **Do not tamper with your computer or the IT / Security controls**

Leave your computer powered on 24x7 to allow for patching

Do not disable, stop, alter, or uninstall any software installed by NTT DATA

Do not physically remove or replace any hardware

Do not use USB storage devices (e.g., thumb drives, removable hard drives, etc.)

USB ports should be only used for mouse, keyboard, or WiFi dongle if required

Open a ticket with the IT Service Desk to install any software

3. **For any IT issues, please contact the IT Service Desk at:**

Web: <https://nttdatagroup.sharepoint.com/sites/SRVS-myHubInfo/SitePages/IT-Support.aspx>

VoIP: (8) 100 4000; Toll free (USA): (888) 532-6021

Email: ITServiceDesk@nttdata.com

4. **If your computer is lost or stolen, please contact the CSIRT team immediately at:**

Email: CSIRT@nttdata.com

5. **Ensure that your computer remains secure while it is in your care**

Prevent access or use by family, friends, neighbors, visitors, etc.

You are responsible for protecting your computer and its contents

Keep your computer away from windows or publicly visible areas to lower the risk of theft

Protect any electronic or hard copy data with the same level of care that you are required to while at NTT's facilities

6. Personal computers must not be used to connect to NTT DATA networks or perform work for NTT, including Office365 and Outlook Web Access (OWA)
7. Personal computers may only be used to connect to client networks or systems with prior written approval from the client AND from NTT DATA Services' CIO and CISO

8. **Other Security Tools and Applications that may assist in remote work:**

Password Reset Tool: <https://selfservice.portal.nttdataservices.com/showLogin.cc>

Okta 2FA Registration: <https://services-onentt.okta.com/>

File No. Shubhangi Omprakash Hatte/PT/1918205/Jul-21

22-Jul-2021

Shubhangi Omprakash Hatte

Udgirpune

Pune-411052

Pune

Dear **Shubhangi Omprakash Hatte**,

With reference to your internship request, we are pleased to inform you that you are allowed to pursue your internship at **Tech Mahindra Ltd. ("Company")**. During the period of your internship, you will be governed by the following terms and conditions: -

1. You will be an Intern with the Company for a period of **3 months** starting from **23-Jul-21** to **22-Oct-21**.
2. You will be eligible for Stipend of **INR 15000 per month** agreed to in writing and applicable taxes will apply if any.
3. As an Intern, you are expected to gain practical experience by doing one or more of the below in a timely manner as suggested by your reporting manager/mentor.
 - self-upskilling as per the project skill/s
 - completing project assignments/POCs
 - attending project meetings
 - doing project shadowing
4. This internship is not an "Offer of Employment" with the Company and you will not be entitled for any payment or employee benefits during the internship period except stipend as specified in Clause 2 above.
5. Based on your performance and successful completion of your internship, the Company will consider you, at its sole discretion, for full time opportunity in the Company.
6. During this internship period, you will report directly to **Kashif Masood, KM00484432@TechMahindra.com**, Reporting Manager who can be contacted for any assistance related to this internship.
7. The Company reserves the right to terminate your internship at any time at its sole discretion.



8. Your internship would be virtual till further communication from the Company. On the day of joining as an intern, please report to **Vincy Varghese** latest by **9:00 am** at the following address: **Tech Mahindra Ltd, Plot No 01, Rajiv Gandhi Infotech Park, Phase 3, Hinjewadi, Pune, Special Economic Zone, Pune-411057 (Maharashtra), India** to complete the joining formalities and understand the further instructions.
9. You will be taking up this assignment/engagement on your own accord and at your own risk and responsibility and the organization will not be responsible for any untoward incident that might happen during your engagement as Intern with us.
10. By agreeing to undertake internship at Tech Mahindra Ltd as an Intern, you tacitly agree to abide by Company's dress code and conduct yourself in a manner that does not damage the image and reputation of the Company.

Please return the acceptance copy (attached) to **Campus Joining (campusjoining@TechMahindra.com)** duly affixing your full signature as a token of your acceptance.

Thanking you,

Yours faithfully,

For Tech Mahindra Limited



Venkat Paturi

Head - Resource Management Group

Agreed and accepted

Name : **Shubhangi Omprakash Hatte**

Signature :

Date :

Appendix A

Non-Disclosure Agreement

I, <<interns name>>, hereby certify that: -

I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my internship.

Because, I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the completion of my internship, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my internship.

a. Because it may not be clear to Intern which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Intern agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.

b. Intern may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, an Intern (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.

c. In the event of a breach or threatened breach of this Section by Intern, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and intern hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Intern waives any requirement for a bond in connection with any temporary or pendent lite injunctive relief.



Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081, India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN L64200MH1986PLC041370

d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Intern agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

Name: **Shubhangi Omprakash Hatte**

Signature:

Date:

Appendix B

Confidentiality Undertaking

I understand that during my Internship with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".

A few examples of confidential information are given below. However, these examples do not list all of the types of confidential information which I may develop or to which I may have access:

1) Information of a business nature such as marketing, underwriting, Trainee customer and claimant data, sales, and list of customers, including future developments and planning concerning them.

2) Computers /software programs and intern documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.

3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.

4) I hereby agree that:

- The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
- The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited. ?The use of confidential information is furnished to me during my internship on a confidential and secret basis for a sole and exclusive use and pursuing my Intern duties at Tech Mahindra Limited.
- I will not, during and after my Internship at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
- I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited. Officials or the expressed written authorization of the third party owner.

- Upon completion of my Internship with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my Internship at Tech Mahindra Limited. which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited. upon completion of my Internship.
- This confidentiality agreement will continue to be in effect after the completion of my with Tech Mahindra Limited.
- IF any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name: **Shubhangi Omprakash Hatte**

Signature:

Date:

Ref: 826326/1944571/ELTP

26-AUG-2021

Ms. Priyanka Siddheshwar Swami
Latur (Mah) - 413512
Mobile: 9146145378

Subject: Offer of Appointment

Dear **Ms. Priyanka Siddheshwar Swami**

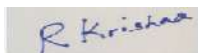
It is our pleasure to welcome you to **Tech Mahindra Limited**.

1. With reference to our discussions, we are pleased to offer you an appointment in our organization as **Associate Software Engineer** at **Band 'U' and Sub Band 'U1'** under **ELTP Scheme**.
2. You will be on probation for a period of **3 months** from the date of joining the Company during which you will be on training. The training program called "**Entry Level Integrated Training and Enablement**" (**ELITE**) will include classroom training as well as on-the-job training. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.
3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the ELITE program and satisfactory performance on the job.
4. Your remuneration while on probation has been detailed in **Annexure A**. Upon confirmation, your "Annual Total Cash Compensation" will be **Indian Rupees 3,25,000 (Rupees Three Lac Twenty Five Thousand Only)**. Please refer **Annexure B** for details on the compensation and statutory deductions.
5. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
6. This offer is valid subject to your fulfilling the following:-
 - The academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
 - Meeting the set eligibility criteria at the end of your academic course
 - Meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
 - Submission of all necessary legal documentation pertaining to your employment.



7. You are required to sign a **service bond (Draft at Annexure J)** with our organization for a sum of **Indian Rupees 1,00,000/- (Rupees One Lakh Only)**. As per the bond you will be required to serve the Company for a minimum period of **2 years** from the date of your joining. In case you fail to submit the service bond on the date of joining or such other extended timeline informed to you, the Company reserves the right to terminate your employment by giving a seven days' written notice to you. In case you are not posted at your home town, you are entitled to a one-time settlement allowance not exceeding **INR15,000/- (Rupees Fifteen Thousand Only)** towards travel & movement of baggage, initial hotel accommodation and deposit for residential accommodation at the place of initial training and subsequent posting on production of relevant receipts / lease agreement. The Company shall recover the resettlement allowance in case of cessation of service within 2 year from date of joining. Subsequent to your initial training if you are posted outside your training location you are eligible to claim the travel expenses only as per the travel policy of the Company.
8. Your employment with us will be governed by terms and conditions as specified in **Annexure C**.
9. You are required to join on **31-AUG-2021** at the address mentioned in the below Paragraph for training. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. The location of posting would be communicated to you upon successful completion of training.
10. You are requested to report to **VINCY VARGHESE** at **9:00 AM** to complete the joining formalities at **TECH MAHINDRA LTD,PLOT NO 01, RAJIV GANDHI INFOTECH PARK, PHASE 3, HINJEWADI, PUNE,SPECIAL ECONOMIC ZONE,PUNE-411057(MAHARASHTRA),INDIA**. At the time of joining, you are expected to carry originals of the documents as per **Annexure D** and to submit the copies of the same to the HR Team.
11. Please note that this Offer is subject to your background check report being found without any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
12. Kindly confirm your acceptance of this offer of appointment to **campusjoining@techmahindra.com** by **31-AUG-2021**.

For Tech Mahindra Limited



Krishna Ramaswami
Head - Resource Management Group

Encl: **Annexure-A & B**(Salary Structure, **Annexure-C** Important / Indicative Terms & Conditions of Employment, **Annexure-D** Check List of Documents, **Annexure-E** Confidentiality Agreement, **Annexure-F** Medical Self Declaration, **Annexure G** Intellectual property Assignment, **Annexure-H** ? General Covenant, **Annexure - I** Acknowledgement, **Annexure J** Indemnity bond

Date:

Signature:
Priyanka Siddheshwar Swami

ANNEXURE - A

| | | |
|----------|---|---|
| NAME | Ms Priyanka Siddheshwar Swami | |
| TITLE | Associate Software Engineer | |
| BAND | U1 | |
| LOCATION | PUNE | |
| | COMPONENTS | Per Annum (All figures in INR) |
| | BASIC (@30% OF TOTAL FIXED PAY) | 67541 |
| | HRA (@50% OF BASIC) | 33771 |
| | BONUS / STATUTORY BONUS | 24000 |
| | EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY) | 8105 |
| | FLEXIBLE COMPONENTS OF TFP | 91718 |
| | TOTAL FIXED PAY..... (A) | 225135 |
| | TOTAL VARIABLE PAY (TVP)..... (B) | 25015 |
| | ADDITIONAL BENEFITS..... (C) | 9850 |
| | GRATUITY | 3249 |
| | INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI) | 6601 |
| | TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C) | 260000 |

- Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.
- Flexible Benefit Plan (as applicable):** , 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.

| Component | Max Limit |
|-------------------------|-----------|
| Leave Travel Assistance | 12000 |
| Meal Card | 26400 |

(Contd...)

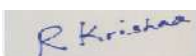
ANNEXURE A (Contd...)

- 3. Additional Benefits:** Associates shall be eligible for below mentioned benefits:
- 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 lakh** 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 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **INR 2 lakh**.
 - c) **Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.
- 4. Deductions:**
- a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
 - b) **Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

Notes:

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
4. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
5. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

For Tech Mahindra Limited,



Krishna Ramaswami
Head - Resource Management Group

ANNEXURE - B

| | | |
|----------|---|---|
| NAME | Ms Priyanka Siddheshwar Swami | |
| TITLE | Associate Software Engineer | |
| BAND | U1 | |
| LOCATION | PUNE | |
| | COMPONENTS | Per Annum (All figures in INR) |
| | BASIC (@30% OF TOTAL FIXED PAY) | 84865 |
| | HRA (@50% OF BASIC) | 42433 |
| | BONUS / STATUTORY BONUS | 24000 |
| | EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY) | 10184 |
| | FLEXIBLE COMPONENTS OF TFP | 121402 |
| | TOTAL FIXED PAY.....(A) | 282884 |
| | TOTAL VARIABLE PAY (TVP)..... (B) | 31432 |
| | ADDITIONAL BENEFITS..... (C) | 10684 |
| | GRATUITY | 4083 |
| | INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI) | 6601 |
| | TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C) | 325000 |

- Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.
- Flexible Benefit Plan (as applicable):** 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

| Component | Max Limit |
|-------------------------|-----------|
| Leave Travel Assistance | 12000 |
| Meal Card | 26400 |

(Contd...)



To,

Name : Shital Ramdas More

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Shital Ramdas More,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** - Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 7 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Pre-joiner-Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes a learning module - Technology Fundamentals Online Learning program (Hereinafter" program"). We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

- The training module of this program is typically made available to potential new joiners at least 45 days before onboarding to give them a reasonable time to learn at their pace and comfort. Details of which are as under:
 - Under the program, the learning modules hosted on a technology platform will prepare the potential new joiner to be code ready.
 - Post onboarding/joining Accenture, and after the Induction the potential new joiner will need to go through the Technology fundamental assessment (based on the pre on-boarding online learning program).
 - On successful completion of the program and clearance of the Technology fundamental

assessment in the first attempt along with completion of the online program module, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

- In case a potential new joiner fails in the first attempt they will not be eligible for any learning incentive.
- To clear assessments for the program, potential new joiners are required to score minimum 60% marks in each assessment test for the program. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 65% marks to clear the assessment for the program.
- Before each reattempt, reasonable guidance and appropriate refresher training sessions will be provided to new joiners to help them appear in the reassessment.

The potential new joiner's employment with Accenture is subject to successful completion of the assessment of the program, as mentioned above.

After a new joiner has cleared the Pre-Joiner Program; they will need to undergo further Accenture stream specific trainings. For clearing these trainings also, Accenture provides three attempts with success criteria similar to one for the pre-joiner program as mentioned above. If potential new joiners are unable to complete the Accenture specific training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits - INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter.

"This is an electronically generated document does not require signatures"

**BE YOURSELF,
MAKE A DIFFERENCE.**

accenture

Strictly Private and Confidential

Date:03-Apr-2021

**Vaishali Vilas Pawar
C9364083**

**Behind M S Bidve Engineering College,Gokuldhm Nagar Barshi Road Latur
9579588977**

Dear **Vaishali Vilas Pawar,**

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company") in our Advanced Technology Center, India as per the below terms and conditions:

Job Profile - Application Development Associate

Management Level - 12

Job Family Group- Software Engineering



Please refer to:

- Annexure I for the compensation and benefits details
- Annexure II for the documentation to be submitted by you
- Terms of Employment

Your employment with Accenture will be governed by the clauses mentioned in the attached "Terms of Employment". You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college with an aggregate of 65% and above or 6.5 CGPA and above in the current degree as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

ANNEXURE 1

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

| Total Cash Compensation Elements | |
|---|---------------------|
| | Annual (INR) |
| (A) Annual Fixed Compensation | 383000 |
| (B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%) | 32500 |
| Maximum Annual Total earning potential (A+B) | 415500 |
| Joining Bonus (Refer to the Section C) | 25,000 |
| (D) Additional Benefits | |
| Gratuity as per law[#] | 9500 |
| Insurance Premium(notional value) | |
| Total Cash Compensation + Total Additional Benefits (A+B+C+D) | 450000 |

(A) Annual Fixed Compensation

• Your annual fixed compensation is INR 383000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your income.

(B) Local Variable Bonus (LVB)

•As part of your annual total cash compensation, you will be eligible to participate in the FY21 Local Variable Bonus programme (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the LVB programme guidelines The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.



19-Nov-2021

Dear Anjali Dattatray Dhage,
B.E., Computer Science & Engineering
MS Bidve Engineering College, Latur

Candidate ID – 18960972

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs. **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

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

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized

based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship:

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.3 GenC Training Post joining:

a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar

Vice President – Human Resources

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

Signature:

Date:

Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

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

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

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

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

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Anjali Dattatray Dhage, 23, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

- a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
- c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

e. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

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

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited Anjali Dattatray Dhage

Sign: _____
Name:

Sign: _____
Name:



Ref: DSGS/HRD/2019-20/5440

23-Sep-21

Ms. Ankita Pravin Deshmukh
Pune

Contact No: 7020084484
PAN No: GGBPD8718P

Dear Ankita,

Subject: Employment Letter

We ("the Company") are pleased to offer you the position **Software Engineering Associate (CLG 100)** subject to the following:

- (1) This is only a provisional offer and is made on the basis of Company's current business requirements. In the event of any change in Company's business requirements, the Company, in its sole discretion, may withdraw/cancel this offer.
- (2) This offer is subject to your successful completion of **B.E.** program and production of the relevant final certificates in support of the same. In the event you fail to successfully complete the **B.E.** program this offer shall automatically stand withdrawn.
- (3) You are required to join the Company from **30-Sep-21**. If you accept this offer and fail to join the Company by the date mentioned above or any other date approved by the Company in writing, this offer shall automatically stand cancelled.
- (4) Upon joining, Company will invest considerable amount of time and money to provide extensive specialized technical, professional and other trainings and experience in certain software applications and methodologies, including trade secrets and the Company's proprietary information to you in order to make you a productive employee. In order to protect Company's investment in such specialized extensive training and experience, you will be required to execute an undertaking on the date of joining, a format of which is enclosed herewith as Annexure C.
- (5) This offer is being made in good faith on the basis of the information and documents provided by you during the recruitment process. The Company reserves the right to conduct background checks, directly or indirectly, to verify such information and documents. If any discrepancies are found in such information or documents or if the results of such background check are found to be unsatisfactory, as determined by the Company, in its sole discretion, the Company may withdraw/cancel this offer.
- (6) You will initially be based at the Company's office at **Dassault Systemes Global Services Private Ltd. (Formerly known as 3D PLM Global Services Pvt. Ltd.), Flagship Infrastructure (P) Ltd., SEZ, S. No. 123, Fourth Floor at Building IT09, Rajiv Gandhi InfoTech Park, Phase -I, Hinjewadi, Pune- 411 057** unless communicated otherwise by the Company prior to your joining.
- (7) Upon joining, your compensation will be as described in Annexure A

Dassault Systemes Global Services Private Limited (Formerly known as 3D PLM Global Services Pvt. Ltd.)

Corporate Office: IT09 Building | 4th Floor | Blue Ridge Qubix SEZ | Rajiv Gandhi Infotech Park, Hinjawadi | Pune 411057 | INDIA | Tel. no.: +91 (20) 6690 1000

Regd. Office: Plot No. 15B | Pune Infotech Park | M.I.D.C. | Phase-1, Hinjewadi | Taluka Mulshi | Pune MH 411 057 | India | Tel. no.: +91 (20) 6793 6600 | Fax no.: +91 (20) 6675 0827

CIN: U72900PN2014PTC197626 | www.3ds.com



- (8) Your employment will be governed by the terms and conditions detailed in Annexure B hereto.
- (9) You shall keep the contents of this offer and any Annexure hereto confidential.
- (10) This offer shall automatically stand withdrawn if we do not receive your acceptance within 7 (seven) calendar days from the date hereof.

Please acknowledge your acceptance of our offer by signing and returning the duplicate copy of this letter.

You are requested to report at the following address by **09:30 AM** on the date of joining mentioned above. Please ask for **Pankaj Deshpande** to complete the joining formalities. Please bring along the documents listed in Schedule 1 to Annexure B.

Address:

Dassault Systemes Global Services Private Ltd. (Formerly known as 3D PLM Global Services Pvt. Ltd.), Flagship Infrastructure (P) Ltd., SEZ, S. No. 123, Fourth Floor at Building IT09, Rajiv Gandhi InfoTech Park, Phase –I, Hinjewadi, Pune- 411 057

We understand that you may have queries during your joining period. We would encourage you to contact **Ajinkya (on Email ID: Ajinkya.Chintalwar@3ds.com/ Tel: 7887880114).**

We welcome you into the Dassault Systemes family and look forward to your valued contribution in taking the Company to greater heights. We are sure that our working environment will be conducive to helping you grow professionally as well as personally.

With warm regards,
For **Dassault Systemes Global Services Private Ltd.,**

Shirish Bavdekar
Head – Talent Acquisition

| | |
|---|-------------|
| I have read and understood the terms of this Employment letter and all Annexure thereto. I accept this employment letter and my tentative date of joining is _____. | |
| Name: _____ | Date: _____ |
| Signature: _____ | |



ANNEXURE A

Name: Ms. Ankita Pravin Deshmukh
Designation: Software Engineering Associate
CLG: 100
Location: Pune

Compensation Components:

| A. Basic Salary | Monthly | Annually |
|---------------------------------------|----------------|-----------------|
| Basic | 23,333 | 280,000 |
| Sub Total A | 23,333 | 280,000 |
| B. Allowances | | |
| House Rent Allowance | 11,667 | 140,000 |
| Flexible Benefits | 16,817 | 201,800 |
| Statutory Bonus | 3,600 | 43,200 |
| Superannuation Contribution | - | - |
| Sub Total B | 32,083 | 385,000 |
| Total (A+B) | 55,417 | 665,000 |
| C. Variable Compensation | | |
| Variable Pay | 2,917 | 35,000 |
| Sub Total C | 2,917 | 35,000 |
| On Target Earning -OTE (A+B+C) | 58,333 | 700,000 |
| D. Benefits | | |
| PF Contribution | 2,800 | 33,600 |
| Gratuity (As Per Act) | 1,122 | 13,468 |
| Medical & Personal Accident Insurance | 417 | 5,000 |
| Sub Total D | 4,339 | 52,068 |
| CTC (A+B+C+D) | 62,672 | 752,068 |

For Dassault Systemes Global Services Private Ltd.,

Shirish Bavdekar
Head – Talent Acquisition

Dassault Systemes Global Services Private Limited (Formerly known as 3D PLM Global Services Pvt. Ltd.)

Corporate Office: IT09 Building | 4th Floor | Blue Ridge Qubix SEZ | Rajiv Gandhi Infotech Park, Hinjawadi | Pune 411057 | INDIA | Tel. no.: +91 (20) 6690 1000

Regd. Office: Plot No. 15B | Pune Infotech Park | M.I.D.C. | Phase-1, Hinjewadi | Taluka Mulshi | Pune MH 411 057 | India | Tel. no.: +91 (20) 6793 6600 | Fax no.: +91 (20) 6675 0827

CIN: [U72900PN2014PTC197626](https://www.3ds.com) | www.3ds.com



Note:

- Annual Compensation Revision (ACR) for all eligible employees is processed in April as per company policy. Employee joining on or before 30th September in the current year is eligible for Annual Compensation Revision in the subsequent year effective 1st April, on pro-rated basis. Compensation revision will be decided on the basis of your performance and organization's decision on compensation revision.
- The above compensation structure may be changed by the Company, at its sole discretion, from time to time.
- The Basic salary component will be used for computation of your retiral benefits.

SALARY COMPONENT'S DESCRIPTION:

1. Flexible Benefits

Flexible Benefits component shows total entitlement from which employee can claim a legitimate tax-free income as far as admissible under statute.

2. Telephone Reimbursement (as per the Company's existing policy):

You can claim reimbursement of expenses incurred on telephone, mobile or internet connection against valid original bills (i.e. original bills for the period you are in employment with the Company issued in your name within the same financial year in which the claim is made). Any amount that is not supported by valid original bills, will be paid along with salary for March, subject to deduction of tax at source.

3. Lunch Allowance:

Lunch Allowance is an optional component in your salary, which if opted, will be paid in form of Sodexo Coupons on a monthly basis. If you do not opt for Sodexo, then the above indicated amount will be disbursed as Special Allowance in the monthly salary.

4. LTA (Leave Travel Assistance):

One can opt for monthly or one-time disbursement. Monthly disbursement will be subject to deduction of tax at source. Taxability of the one-time disbursement will be subject to production of valid travel proof and applicable tax laws.

5. Statutory Bonus

Statutory Bonus is paid on monthly basis and it includes bonus payout under Payment of Bonus Act. This component is applicable up to CLG 200.

6. Superannuation Contribution:

Employees at the CLG 400 and above are entitled for this benefit.

Dassault Systemes Global Services Private Limited (Formerly known as 3D PLM Global Services Pvt. Ltd.)

Corporate Office: IT09 Building | 4th Floor | Blue Ridge Qubix SEZ | Rajiv Gandhi Infotech Park, Hinjawadi | Pune 411057 | INDIA | Tel. no.: +91 (20) 6690 1000

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CIN: [U72900PN2014PTC197626](https://www.3ds.com) | www.3ds.com



7. Variable Pay:

Variable Pay is currently paid on a quarterly basis. The amount of Variable Pay specified above is only an indicative figure and actual payout will be based on Company's Variable Pay scheme in existence from time to time.

8. Employer's contribution to Provident Fund:

Your Provident Fund membership begins on the date of joining the Company.

Employee's share of contribution i.e. 12% of your actual monthly basic salary will be deducted from your monthly salary. The salary structure as offered to you contains the Employer's PF contribution, which is equal to that of the employee's share of contribution.

9. Insurance Benefits:

It covers contribution to Group Medical Insurance, Group Personal Accident Insurance and Group Life Insurance as per applicable company policy.

Dassault Systemes Global Services Private Limited (Formerly known as 3D PLM Global Services Pvt. Ltd.)

Corporate Office: IT09 Building | 4th Floor | Blue Ridge Qubix SEZ | Rajiv Gandhi Infotech Park, Hinjawadi | Pune 411057 | INDIA | Tel. no.: +91 (20) 6690 1000

Regd. Office: Plot No. 15B | Pune Infotech Park | M.I.D.C. | Phase-1, Hinjewadi | Taluka Mulshi | Pune MH 411 057 | India | Tel. no.: +91 (20) 6793 6600 | Fax no.: +91 (20) 6675 0827

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ANNEXURE B
TERMS AND CONDITIONS

1. You may be transferred or seconded or deputed to any of the Company's other offices, subsidiaries or affiliates in India or abroad. The Company may vary these terms and conditions and your compensation in the event of such transfer, secondment or deputation.
2. You may be required to work in shift system as per requirements of your job position.
3. While you are based in India, you will earn leave at the rate of 34 working days paid vacation per financial year (April – March). e.g. Earned Leave (12), Casual Leave (10), Sick Leave (12). This is as per prevalent leave policy.
4. You will use your best efforts in the performance of employment duties assigned to you from time to time and shall, at all times, act in good faith and in the best interests of the Company. While in the service of the Company you shall not, without the express written permission of your reporting manager, undertake or concern yourself, directly or indirectly, with any other, paid or unpaid, business or work or assignment, whether part time or full time.
5. You may be required to travel in connection with the Company's business. You will be eligible for reimbursement of reasonable business expenses incurred in this connection and other allowances according to the Company's then prevailing policy pertaining to such travel.
6. You shall be bound by all the policies, rules, regulations and procedures currently prevailing or that may be established by the Company in future, and any modifications thereof or additions thereto, as may be declared by the Company from time to time. In the event of any conflict between the terms of your offer letter (including any Annexures thereto) and any policy, rules, regulations or procedures of the Company, the terms of the latter shall prevail.
7. **Termination by the Company** – The Company may terminate your services at any time with or without Cause subject to the following:

If the Company terminates your services without Cause, it shall (a) provide you notice of 90 (Ninety) days or such other period stated in the Company's policy prevailing at the time of such termination, or (b) pay you an amount equivalent to the monthly fixed salary for the shortfall in such notice period.

If the Company terminates your services with Cause - Your services may be terminated by the Company without notice for Cause.

"Cause" shall mean:

- a) Your breach of any of these terms or any other agreement signed by you with the Company, or
- b) Your breach of the Company code of conduct, policies, rules, regulations and procedures, or
- c) The Company's background check reveals discrepancies in the information or documents provided by you to the Company during the recruitment process, or
- d) The Company finds your performance unsatisfactory during any period of training or in the discharge of duties assigned to you, or

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- e) Any act or omission by you that may have the effect of injuring the reputation or business of the Company or causing loss to the Company, or
 - f) Your failure to comply with the instructions specified in Schedule 1 hereto, or
 - g) Your Unauthorized absence from work; or
 - h) Your insubordination; or
 - i) Your misconduct
8. **Termination by Employee** – If you wish to resign from the services of the Company, you shall provide the Company notice of 90 (Ninety) days or such other period stated in the Company’s policy prevailing at the time of such resignation. You are expected to serve the full notice period in order to complete the transition of your duties to an employee identified by the Company. Failure to provide such notice or to serve the entire notice period shall make you liable to pay the Company liquidated damages equivalent to the monthly fixed salary for the shortfall in such notice period.
9. **Termination on Retirement** - Your employment will automatically terminate on retirement. Retirement will occur at the end of the month in which you complete 60 years of age.
10. Without prejudice to the other rights that the Company may have under these terms, the Company may, in its sole discretion, suspend payment of the whole or part of your salary in the event of your failing to comply with the instructions specified in Schedule 1 hereto.
11. You will be required to sign a Confidentiality and IPR Agreement effective from the date of joining to protect the Company’s and its clients’ rights in the information and materials developed by you or disclosed to you during the course of your employment. A copy of the Confidentiality and IPR Agreement can be provided to you, if you so request.
12. Any tax liability arising out of your salary / allowances / benefits shall be borne by you. The Company may deduct such tax liability or any amounts owed by you to the Company from your salary or from any other amounts payable by the Company to you.
13. If you have to undergo any specialized training arranged by the Company, you shall execute a training agreement, if the Company so requires.
14. Without prejudice to other rights available to the Company under these terms or any other agreement executed by you, you will reimburse the Company for all losses, damages, claims or demands (including the costs, expenses and reasonable attorney’s fees on account thereof) arising out of your breach of any of these terms or any other agreement executed by you with the Company or arising out of your gross negligence or refusal to perform your duties. You shall also reimburse the Company, any amounts paid to you that are not part of the compensation described in Annexure A or the Company’s standard benefits published on the Company’s intranet, if you resign from the Company or your services are terminated by the Company for Cause within 12 months from the date of your joining.
15. The validity, construction, interpretation and performance of these terms shall be governed by Indian Laws. Any dispute arising out of these terms shall be subject to the exclusive jurisdiction of courts in Mumbai, India.

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Schedule 1 to Annexure B (applicable only for new joinees)

MANDATORY LIST OF DOCUMENTS

Please carry the original documents along with a photocopy on your **Date of Joining**. Originals will be returned after verification on the same day:

- 1) Educational mark sheets & certificates –
 - (i) 10th mark sheet
 - (ii) 12th mark sheet
 - (iii) Graduation – All semester mark sheets & certificates
 - (iv) Post Graduation - All semester mark sheets & certificates
 - (v) Any other certificates
- 2) PAN Card
- 3) Passport
- 4) Driving License
- 5) Aadhaar Card
- 6) Doctor's Certificate in original which must mention the following:
 - (i) Certificate Date (not more than one week prior to date of joining)
 - (ii) Your Full Name
 - (iii) Your Age
 - (iv) Certification that you are of sound physical and mental health and also that you are not suffering from any contagious disease.
 - (v) Blood group.
- 7) Photocopies of service certificates from all the previous employers

You are also requested to carry four passport size color photographs.

Acknowledgement by Candidate

I hereby confirm to submit the above listed documents on my date of joining;

Name: _____ Date: _____

Signature: _____



**ANNEXURE C
UNDERTAKING**

Whereas I, _____ <Name>, son/daughter/wife of _____ having permanent residence at _____, have been appointed as _____ <Designation> by **Dassault Systemes Global Services Private Ltd.**, a company incorporated under the Companies Act, 1956 having its registered office (herein after referred to as "**the Company**");

Whereas the Company will invest considerable amount of time and money to provide extensive specialized technical, professional and other trainings and experience in certain software applications and methodologies and may disclose trade secrets and the Company's proprietary information to me in order to make me a productive employee of the Company;

Capitalized terms not otherwise defined herein have the meaning given to them in the Employment Letter dated **23-Sep-21**

Now therefore in consideration of the Company investing time and money to provide the aforesaid trainings and experience to me:

1. I acknowledge and agree that the Company and /or its subsidiaries will invest considerable amount of time and money to provide specialized training to me in order to provide better services to the Company's clients.
2. I acknowledge and agree that the said specialized training would substantially enhance my professional skills and ability and that my non-availability in providing services to the Company pursuant to such specialized training would adversely affect the Company's operations and result in a loss of its investment.
3. I further acknowledge and agree that the Company has to recover and earn a return on its investment in such specialized training and that such recovery and earnings are directly dependent on me fulfilling my obligations under this Undertaking.
4. I hereby agree to receive and complete such specialized training and further undertake to remain in the employment of the Company for a period of not less than 18 months (excluding the notice period) from the date of joining (herein after referred to as "Stipulated Period").
5. I understand and agree that in the event I breach Clause 4 i.e. I voluntarily leave the employment of the Company or the Company terminates my employment with Cause before the expiry of the Stipulated Period, it will cause the Company to suffer damages, ("Liquidated Damages"), which is mentioned in Clause 6 below.
6. I and the Company have mutually discussed and I agree that the estimated amount of Liquidated Damages will be **INR 1,00,000 (Rupees One Lacs Only)**
7. I understand and agree to pay the Company the amount of Liquidated Damages stated in Clause 6 above in the event I breach the terms of this Undertaking. I shall pay such Liquidated Damages to the Company before

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the last day of my employment with the Company. I agree that the Company is entitled to recover all or part of Liquidated Damages from any amounts payable by Company to me.

8. I further undertake not to dispute the amount, and I shall pay the amount within the time mentioned in Clause 7 above and at the same time Company has full right to initiate appropriate legal proceeding against me.
9. The validity, construction, and interpretation of this Agreement and the rights and duties of the parties shall be governed by and construed in accordance with the laws of Republic of India, excluding its conflicts of laws provisions and the courts of Mumbai shall have exclusive jurisdiction in matters related hereto.
10. In the event of any dispute of difference arising between the parties hereto over the interpretation or construction of any of the terms or provisions hereof and/or the implementation or enforcement thereof or of any right hereunder or any remedy relating thereto, the same shall be referred for arbitration to the sole independent arbitrator to be nominated by the Company whose award shall be final and binding on the parties hereto. Every such reference shall be deemed to be a submission to arbitration under the Arbitration and Conciliation Act, 1996, or any modification or re-enactment thereof. The venue of such arbitration shall be Mumbai. Subject hereto, the courts in Mumbai alone shall have exclusive jurisdiction to the exclusion of other courts.
11. Should any provision of this Undertaking be or become ineffective, or be held to be invalid, this shall not affect the validity of the remaining provisions hereof. Any invalid provision or any gap or uncertainty of any provision in the Undertaking that becomes apparent when performing the Undertaking shall be replaced, interpreted or supplemented as the case may be in such a manner that the intended economic purpose of the Undertaking will be achieved.
12. And it is further agreed that all communications between the parties hereto shall be deemed to have been effectively served if addressed to the party at the registered office address of the Company and my address as set above (unless another address has been specified in writing by the party to which the notice is given) in writing by hand delivery or by postal delivery.
13. I have independently consulted my legal counsel before executing this Undertaking.

Executed by me on this _____ day of _____ 201___ at _____

(NAME & SIGNATURE OF EMPLOYEE)

Executed by the Company on this ___ day of _____ 201___ at _____ for fulfilling the promises made as set forth in this Undertaking.

For **Dassault Systemes Global Services Private Ltd.,**

Shirish Bavdekar
Head – Talent Acquisition

Dassault Systemes Global Services Private Limited (Formerly known as 3D PLM Global Services Pvt. Ltd.)
Corporate Office: IT09 Building | 4th Floor | Blue Ridge Qubix SEZ | Rajiv Gandhi Infotech Park, Hinjawadi | Pune 411057 | INDIA | Tel. no.: +91 (20) 6690 1000
Regd. Office: Plot No. 15B | Pune Infotech Park | M.I.D.C. | Phase-1, Hinjewadi | Taluka Mulshi | Pune MH 411 057 | India | Tel. no.: +91 (20) 6793 6600 | Fax no.: +91 (20) 6675 0827
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Ref: DSGS/HRD/2019-20/5440

23-Sep-21

Ms. Ankita Pravin Deshmukh
Pune

Contact No: 7020084484
PAN No: GGBPD8718P

Dear Ankita,

Subject: Employment Letter

We ("the Company") are pleased to offer you the position **Software Engineering Associate (CLG 100)** subject to the following:

- (1) This is only a provisional offer and is made on the basis of Company's current business requirements. In the event of any change in Company's business requirements, the Company, in its sole discretion, may withdraw/cancel this offer.
- (2) This offer is subject to your successful completion of **B.E.** program and production of the relevant final certificates in support of the same. In the event you fail to successfully complete the **B.E.** program this offer shall automatically stand withdrawn.
- (3) You are required to join the Company from **30-Sep-21**. If you accept this offer and fail to join the Company by the date mentioned above or any other date approved by the Company in writing, this offer shall automatically stand cancelled.
- (4) Upon joining, Company will invest considerable amount of time and money to provide extensive specialized technical, professional and other trainings and experience in certain software applications and methodologies, including trade secrets and the Company's proprietary information to you in order to make you a productive employee. In order to protect Company's investment in such specialized extensive training and experience, you will be required to execute an undertaking on the date of joining, a format of which is enclosed herewith as Annexure C.
- (5) This offer is being made in good faith on the basis of the information and documents provided by you during the recruitment process. The Company reserves the right to conduct background checks, directly or indirectly, to verify such information and documents. If any discrepancies are found in such information or documents or if the results of such background check are found to be unsatisfactory, as determined by the Company, in its sole discretion, the Company may withdraw/cancel this offer.
- (6) You will initially be based at the Company's office at **Dassault Systemes Global Services Private Ltd. (Formerly known as 3D PLM Global Services Pvt. Ltd.), Flagship Infrastructure (P) Ltd., SEZ, S. No. 123, Fourth Floor at Building IT09, Rajiv Gandhi InfoTech Park, Phase -I, Hinjewadi, Pune- 411 057** unless communicated otherwise by the Company prior to your joining.
- (7) Upon joining, your compensation will be as described in Annexure A

Dassault Systemes Global Services Private Limited (Formerly known as 3D PLM Global Services Pvt. Ltd.)

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- (8) Your employment will be governed by the terms and conditions detailed in Annexure B hereto.
- (9) You shall keep the contents of this offer and any Annexure hereto confidential.
- (10) This offer shall automatically stand withdrawn if we do not receive your acceptance within 7 (seven) calendar days from the date hereof.

Please acknowledge your acceptance of our offer by signing and returning the duplicate copy of this letter.

You are requested to report at the following address by **09:30 AM** on the date of joining mentioned above. Please ask for **Pankaj Deshpande** to complete the joining formalities. Please bring along the documents listed in Schedule 1 to Annexure B.

Address:

Dassault Systemes Global Services Private Ltd. (Formerly known as 3D PLM Global Services Pvt. Ltd.), Flagship Infrastructure (P) Ltd., SEZ, S. No. 123, Fourth Floor at Building IT09, Rajiv Gandhi InfoTech Park, Phase –I, Hinjewadi, Pune- 411 057

We understand that you may have queries during your joining period. We would encourage you to contact **Ajinkya (on Email ID: Ajinkya.Chintalwar@3ds.com/ Tel: 7887880114).**

We welcome you into the Dassault Systemes family and look forward to your valued contribution in taking the Company to greater heights. We are sure that our working environment will be conducive to helping you grow professionally as well as personally.

With warm regards,
For **Dassault Systemes Global Services Private Ltd.,**

Shirish Bavdekar
Head – Talent Acquisition

| | |
|---|-------------|
| I have read and understood the terms of this Employment letter and all Annexure thereto. I accept this employment letter and my tentative date of joining is _____. | |
| Name: _____ | Date: _____ |
| Signature: _____ | |



ANNEXURE A

Name: Ms. Ankita Pravin Deshmukh
Designation: Software Engineering Associate
CLG: 100
Location: Pune

Compensation Components:

| A. Basic Salary | Monthly | Annually |
|---------------------------------------|----------------|-----------------|
| Basic | 23,333 | 280,000 |
| Sub Total A | 23,333 | 280,000 |
| B. Allowances | | |
| House Rent Allowance | 11,667 | 140,000 |
| Flexible Benefits | 16,817 | 201,800 |
| Statutory Bonus | 3,600 | 43,200 |
| Superannuation Contribution | - | - |
| Sub Total B | 32,083 | 385,000 |
| Total (A+B) | 55,417 | 665,000 |
| C. Variable Compensation | | |
| Variable Pay | 2,917 | 35,000 |
| Sub Total C | 2,917 | 35,000 |
| On Target Earning -OTE (A+B+C) | 58,333 | 700,000 |
| D. Benefits | | |
| PF Contribution | 2,800 | 33,600 |
| Gratuity (As Per Act) | 1,122 | 13,468 |
| Medical & Personal Accident Insurance | 417 | 5,000 |
| Sub Total D | 4,339 | 52,068 |
| CTC (A+B+C+D) | 62,672 | 752,068 |

For Dassault Systemes Global Services Private Ltd.,

Shirish Bavdekar
Head – Talent Acquisition

Dassault Systemes Global Services Private Limited (Formerly known as 3D PLM Global Services Pvt. Ltd.)

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Date: May 12, 2021

**Apeksha Bhadarge
House # 16,
Shivshankar residency,
LIC colony,
Latur - 413512**

Dear Apeksha,

We have the pleasure of offering you an appointment as a '**Trainee**' with effect from **May 17, 2021** in the company on the following terms and conditions:

1. You are being employed as '**Trainee**', to work in the fields of production, documentation, servicing, and maintenance of software and software applications. The Company will produce software products and applications of international standards for international clients.
2. During your service with the company, you will diligently and faithfully serve the Company in such capacity aforesaid.
3. For six months of training, you will be provided with accommodation and a stipend of **Rs. 10,000/-** per month.
4. You may at any time be called upon to perform other than your normal duties, which in the opinion of the Company are within your capacity to discharge, and you will forthwith undertake to discharge these duties with care and diligence.
5. During your employment and thereafter, you will keep all secrets and will not divulge to any person, firm or Company whatsoever (other than to the Directors or partners of the Company or their authorized representatives or except under legal duress) confidential information of any description acquired by you while in our service concerning the process of manufacture, business practices or affairs of the Company or any of its associates, or their customers or suppliers.
6. You will not, during the continuance of your contract, undertake or carry on, either alone or in partnership, nor be directly or indirectly employed or concerned with as a principal-agent, or otherwise in any business, trade or profession whatsoever. You will fully devote your time and attention to your duties with us.
7. This contract is valid for six months after which you will be on-boarded as a fresher based on your performance. If absorbed as a fresher, you commit to work at Extentia for 30 months including **6 months** of your training and your CTC will be **3.13 lakhs per annum**. If you resign within 30 months, you would be expected to pay Extentia a sum of **Rs. 75,000** only towards ending your commitment to Extentia and serve a notice period of 3 months. Post your training period, if you wish to continue with the accommodation then Rs. 5000 per month will be the rent.

EXTENTIA INFORMATION TECHNOLOGY PVT. LTD.

CIN: U72400PN1998PTC013061 | contactus@extentia.com | www.extentia.com

Registered Office

Extentia House, Lane E, North Main Road
Koregaon Park, Pune 411001, Maharashtra, India
Phone: +91-20-67285300 Fax: +91-20-26153104

Corporate Headquarters

Extentia Tower, Road 12, Kalyani Nagar
Pune 411006, Maharashtra, India
Phone: +91-20-67285200



8. Resignation cannot be given by an employee when he/she is on leave and no leave will be granted once a resignation letter has been submitted. Notice Period during Trainee period is one month. You will not be getting any Service Certificate in case you resign during your trainee period.
9. For the present, your services are required at Pune, and as and when the necessity arises, the Company has the right to transfer your services to any place in India.
10. Upon termination of your contract, you will return to the Company all documents, books, or any other articles of the Company and/or copies thereof belonging to the Company.
11. Helmets are compulsory at Extentia for the rider and the pillion rider.

Should you agree to the above terms and conditions, please return the duplicate copy of this letter duly signed by you confirming your acceptance.

We take this opportunity to welcome you to our organization and hope your association with us will prove to be of mutual benefit.

Yours faithfully,

Celina Joseph
Vice President, Human Resources
Extentia Information Technology Pvt. Ltd.
Date: May 12, 2021

I ACCEPT

My date of joining will be 17 MAY 2021

EXTENTIA INFORMATION TECHNOLOGY PVT. LTD.

CIN: U72400PN1998PTC013061 | contactus@extentia.com | www.extentia.com

Registered Office

Extentia House, Lane E, North Main Road
Koregaon Park, Pune 411001, Maharashtra, India
Phone: +91-20-67285300 Fax: +91-20-26153104

Corporate Headquarters

Extentia Tower, Road 12, Kalyani Nagar
Pune 411006, Maharashtra, India
Phone: +91-20-67285200

Appointment Letter

REF NO: TLA/135

25th Oct 2023

Ms. Snehal Dileep Guruphale

Dear Snehal,

This is in reference to your application and subsequent interviews you have had with **Touch Lite Automation LLP**. We are pleased to appoint you as **System Engineer at our Delhi Office**. Your employment will be governed by the following terms and conditions:

1. Monthly Gross Salary

You will be paid a yearly gross salary of **INR 360000/- (Three Lakhs sixty thousand only)**.

2. Working Hours

Your working hours will be 11:00 am to 8:00 pm as per the current company policy. The company observes a 5-days work week.

3. Date of Appointment

Your date of appointment as per company records is 15th November **2023**.

4. Salary Increase

The increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be based on demonstrated results and effectiveness of performance during the period of review.

5. Probation Period

You will be on probation for a period of **six months** from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service. If not confirmed after six months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

13. Conflict of Interest

You will not seek full time or part time job or be involved in any way with competitor's business activities either directly or indirectly during your employment with the

Company, and for a period of 12 months in the event of cessation of your employment with the Company.

14. Confidential Information

You will not, at any time, without the consent of the Company disclose or divulge or make public except under legal obligation, any information regarding Company's affairs of administration or research carried out, whether the same may be confided to you or become known to you, in the course of your service or otherwise.

15. Contract/Bond with Previous Employers.

It will be your personal responsibility to discharge all obligations arising out of any contract or bond with previous employers.

16. On termination

On termination of this contract, you will immediately give up to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effect or records, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.

17. General

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.

Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

We welcome you to the **Touch Lite Automation LLP** family and trust we will have a long and mutually rewarding association.

For Touch Lite Automation LLP



Arvind Kumar

Komal Shinde

Tel: +918483036028

Sub: APPOINTMENT LETTER

Dear Komal,

This is with reference to your application and the subsequent interviews with us, we are pleased to offer you the position of "**Associate Consultant**" in Role band "**RB7**" for Sub Practice- "**PES-Others**" in our organization at "**Pune**". Your date of joining will be "**19-Apr-2021**" on the terms and conditions as indicated in this letter. You are requested to report to office at 10:00 AM on the day of your joining.

Your compensation details are attached in Salary Sheet

1. (a) Your place of operation will be mainly at "**Pune**" at the time of joining the organization. However, depending on the project / work where your involvement is continuously required, you may be transferred to any of our other offices, project locations, group companies, client locations, etc. or for deputation to any organization, to be posted at any of their offices, project locations, divisions, departments, etc. at anytime, anywhere in India or abroad. In the event of such a transfer/ deputation, details of the terms and conditions will be communicated to you.
- (b) The working hours applicable to you will be the same as are observed depending upon your place of posting and can be amended from time to time. Further, you should be prepared to work in any shift, as may be required by the Company's / clients work requirements.
- (c) This offer is subject to: your acceptance within two days; your medical fitness as certified by Company approved medical practitioner; submission of all your certificates in respect of educational qualifications; age proof and release letter/service certificates from present employer.
- (d) At any time during the course of your employment with the company, the company is entitled to terminate your employment without notice, if the information provided by you during the selection process is found to be in-correct.
2. (a) Please note that the salary structure of the Company may be altered/modified at the discretion of the management, having regards to market and business needs. Further, salary, allowances and all other payments / benefits will be governed by the Company's rules as well as statutory provisions in force from time to time and subject to deductions of appropriate taxes at source.
- (b) Please also note that your remuneration package is strictly confidential between you and the Company and should be so maintained
- (c) Your remuneration package will be reviewed as per the Company's practice and any increase will depend on the Company's performance and your performance

3. Probation:

Your employment with Bristlecone is deemed to be confirmed after six months of your joining unless you are communicated otherwise within the said period. This confirmation is subject to satisfactory performance of the services expected of you.

4. Resignation / Termination / Notice Period from Services:

(a) During your probation, either you or the company may terminate your employment upon giving 30 days' notice. After completion of your probation period, either you or the company may terminate your employment upon giving at least ninety (90) days' written notice. The company may however terminate your employment by giving you salary in lieu of notice. The Company may also terminate your employment with immediate effect for any misconduct.

(b) Skills Enhancement Program (SEP): Performance Improvement Program (PIP) has been renamed Skills Enhancement Program (SEP). Time-line of SEP program is decided based on case-case, with a max of end of project/next momentum (Performance Management) cycle, whichever is earlier

(c) Integrity/Disciplinary Issues: An employee will be released from the organization with immediate effect on account of misconduct, integrity or for any other disciplinary issues.

(d) If you resign within a year of your joining the Company, then the amount paid to you as a joining bonus, relocation expenses, & notice pay buyout at the time of your joining, will be recovered by the Company in Full and Final settlement.

(e) Notice Period:

When an employee resigns voluntarily, you are expected to serve 90 days' notice period from the date entered updated in the Workday and during the probation period you are expected to serve 30 days.

(f) Full and Final Settlement (F&F):

Employee will receive their Resignation Acceptance and Experience Letter on your Last Working Day. Full and Final Settlement of the employee takes place within 45 days of the employee's Last Working Day.

5. The age of Retirement is sixty years. The company will be registering your date of birth as per the documents provided by you i.e. either PAN Card/ Pass Port/ Identity Card at the time of joining.

6. You will be liable for any losses suffered by the Company, due to your negligence, misconduct, willful insubordination or inefficiency. In all or any of such cases your services may get terminated without any notice period.

7. As per the Company's rules you cannot undertake any employment anywhere else, even on part-time basis whether for any consideration or not. Disobeying of this will lead to termination of your services by the Company without any notice period, with no liability on the part of the Company for payment of any compensation in lieu of such notice. You must not be, involved or concerned with or provide service to any other entity, company or person whilst employed by the Company without the prior written consent of the

Company. Unless specifically authorized in writing by the Company, the Employee agrees that he/she will not enter into any contract, agreement or arrangement with any person or entity that binds the Company or creates any liability or obligation upon Company, without obtaining a specific prior written permission from the Company. The Employee shall also not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

8. The Company rules pertaining to matters such as mentioned above but not limited to designation, working hours, etc. are subject to change without any prior notice.
9. Your address given in the application form will be deemed to be correct for the purpose of sending any communication to you. In case of any change in your address you will inform the HR team in writing about the same within 7 days failing which any communication sent to your last recorded address will be deemed to have been, dully served upon you.
10. You will be governed by the Company's rules, regulations and practices as intimated / published in intranet from time to time in respect of matters not covered by this letter of appointment. Company's decisions on all such matters shall be final and binding on you.

You will be governed by the HR policies as published in the intranet of the Company. Any changes will be intimated to you by a group mail on periodic basis and you are expected to keep yourself updated by visiting the site regularly. The Employee's employment with the Company shall be in accordance with the terms and conditions set forth in this Agreement and in accordance with the Company Policies as may be amended from time to time and such other policies as may be made applicable to the Employee from time to time.

11. 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, the Company will be entitled to terminate your services without any notice or obligation
12. Conflicts of Interest and Confidentiality.
 - (a) You must not at any time whilst you are an employee of the Company (except so far as is required for the proper performance of your duties) nor after your employment with the Company has ended communicate or divulge to any person ("person" shall include a firm or company or other body) or make use of or permit any other person to make use of for your own or any other person's benefit any trade secrets or other Confidential Information relating to the Company or any Group Company and any of its or their respective business interests or customers or clients.
 - (b) For the purposes of paragraph 12.a, "Confidential Information" shall include trade secrets; customer/client / supplier lists, contact details of clients, customers and suppliers and individuals within those organizations; technical information, know-how, research and development; financial projections, target details and accounts; fee levels, pricing policies, commissions and commission charges; budgets, forecasts, reports, interpretations, records and corporate and business plans; planned products and services; marketing and advertising plans, requirements and materials, marketing surveys and research reports; market share and pricing statistics; and computer software and passwords. All such information which is not in the public domain shall be deemed to be confidential

- (c) During the course of your employment with the Company, you may not provide services or advice to any competitor organization which is involved in a commercial negotiation of any kind in which the Company is also participating.
- (d) During the Term of employment and always thereafter, Employee will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.
- (e) The Employee will comply with, and do all things necessary to permit the Company to safeguard its Confidential Information and he/she shall promptly inform the Company of any potential or accidental disclosure of Confidential Information and shall take all steps, together with the Company, to retrieve and protect the said Confidential Information.

13. NDA: Code of Conduct:

- (a) In the interest of securing the proprietary information and confidentiality of the Organization, it is mandatory for each employee to sign the "Bristlecone Code of Conduct" during employment. Any employee who found not abiding to the code of conduct would be held responsible for breach of the same and disciplinary action would be taken against this.
- (b) All information pertaining to Compensation and Benefits are treated as confidential. Employees are expected not to share details regarding the same with any other internal or external person. Any such information that needs to be shared by any employee can be done with prior authorization of HR.
- (c) Employees who leave Bristlecone are required not to share any information pertaining to the organization, or any of the business entities Bristlecone operates with. All databases, equipment provided to employee are the property of Bristlecone and any kind of practice which results in bringing damage to the organization will not be favorably viewed. The employees will be liable to compensate for the damage, which may result due to such practices.

14. NON-SOLICITATION and Non-Compete

- (a) Any employee working for a competitor, upon termination or resignation, should not gain competitive advantage by abusing confidential information about Bristlecone's trade secrets or sensitive information such as customer/client lists, business practices, upcoming products and marketing plans.
- (b) The Employee hereby agrees and undertakes that during the Term of the employment with the Company and for a period of 12 months following the date of termination of Employee's employment with the Company for any reason, the Employee shall not, directly or indirectly, either as an individual on his own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function):

-
- (i) Solicit and/or attempt to solicit employment of or advise any of the Company's existing employees or any person who was employed by the Company within six months prior to such solicitation or any person or organization providing services to or through Company and/or its Affiliates to terminate his or her contract or relationship with Company or to accept any contract (directly or indirectly) or other arrangement for providing services to any other person or organization; or
 - (ii) Contact and/or attempt to contact any of the existing or prospective clients or customers (i.e. any person or organization with whom the Company and/or its Affiliates is in advanced stages of exploring a professional or business relationship) of the Company and/or its Affiliates to entice such clients or customers away from the Company and/or its Affiliates or to damage in any way their business relationship with the Company and/or its Affiliates or for the provision of substantially the same services provided to such clients by the Company and/or its Affiliates; or
 - (iii) Solicit and/or attempt to solicit or undertake employment with any client/customer of the Company and/or its Affiliates or any organization where the employee has been taken or sent for training, deputation or secondment or professional work by the Company; or
 - (iv) Enter the employ of, or render any other services to, any person engaged in a business which competes with the Business, if (i) the Employee has prior knowledge of the same or (ii) the Employee gains such knowledge during the Term of employment or (iii) it is obvious to the Employee; or
 - (v) Sell, supply, market or distribute any products or services similar to or competing with the Business.

15. IT Policy

- (a) **Prohibited Use** - The Bristlecone email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any Bristlecone employee should report the matter to their supervisor immediately. Employees may not forward any documents to their personal accounts. All Auto-forward messages should be removed from the personal profiles.
- (b) **Personal Use** - Using a reasonable amount of Bristlecone resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email. Sending non-business related multimedia, pictures larger than ½ MB etc., chain letters or joke emails from a Bristlecone email account is prohibited. Mass mailings from Bristlecone shall be approved by Director - IT before sending. These restrictions are also applicable if you forward any email received from Bristlecone employee

16. Intellectual Property

- (a) Any discovery, invention, secret process, improvement in procedure, trade mark, design or copyright work that you make, discover or produce in the course of your employment in connection with or in any way affecting or relating to, or capable of being used or adapted for use in connection with, the business of the Company or any Group Company shall immediately be disclosed to the Company and shall belong to and be the absolute property of the Company or such Group Company as the Company may nominate for that purpose. You will (at the request and reasonable expense of the Company) sign all such documents and perform all such acts as may be required to fully vest all such rights in the Company (or its nominee).
- (b) You waive irrevocably all Moral Rights in any works produced during your employment in which copyright is vested in the Company or any Group Company whether by virtue of this paragraph 14 or otherwise.
- (c) You acknowledge that the extent, if any, of the protection sought in relation to the matters referred to in paragraph 12.a shall be decided by the Company in its sole and absolute discretion and that accordingly you will not (whether during or after this employment) apply or join in applying for any patent, registered design, trade mark or other equivalent protection without the prior written approval of the Company.

17. If the terms and conditions offered herein are acceptable to you, please return the duplicate copy of this letter to the undersigned, duly executed by you by appending your signature on the last page and initials on the remaining pages.

18. Background Checks:

Bristlecone mandates you to go through Background checks. These checks verify previous employment, education qualifications and addresses of every employee. You are required to provide all documents requested by Bristlecone or any agency that Bristlecone appoints for running these checks. Background check documents need to be provided within 5 days of joining the company failing which the Company is entitled to take disciplinary action including termination of the employment agreement. In an event, the employee / candidate is unable to clear the background check, the company retains the right to withdraw the offer / terminate to employment.

As a token of your acceptance of all the above mentioned terms and conditions, we request you to confirm your acceptance of this offer and confirm to us your date of joining by a return email.

We welcome you to the Bristlecone family and wish you a successful career with us

Yours Faithfully,

Bristlecone India Limited

DATE OF JOINING: _____



Lisa Lesko
Chief People Officer

signHere1
Komal Shinde

Salary Sheet

Komal Shinde

Designation: Associate Consultant

Sub Practice: PES-Others

Effective from the date of your reporting for duties, you will be eligible for salary, allowances and other benefits as under:

| Salary Components | | Amount (Rs. per annum) |
|----------------------------------|--|------------------------|
| 1. Basic Salary | | 180000 |
| 2. Flexible Pay: | H.R.A, LTA, Child Education Allowance, Meal Vouchers, Telephone/Broadband Reimbursement, Books & Periodicals, Car Fuel and Maintenance Reimbursement, Driver's salary, Supplementary Allowance | 107924 |
| 3. Provident Fund | @ 12% of Basic | 21600 |
| 4. Gratuity | @ 4.81% of Basic | 8658 |
| 5. Fixed Salary (1+2+3+4) | | 318182 |
| 6. Variable Pay (Paid Annually)* | | 31818 |
| 7. Cost to Company (5+6) | | 350000 |

*** Variable Pay is paid annually as per company policy based on organization & individual performance. Employees who are on Bristlecone payroll by 31st Dec are eligible for variable pay in current FY, pro-rated based on eligible tenure.**

****Over and above the committed Fixed CTC, company provides Mediclaim Insurance coverage for a sum insured amount of Rs. 400000/- per annum as a family floater for self, spouse and 2 children. Besides this, voluntary options have been given to employees to cover their dependent parents at corporate rates on a self-paid basis.**

*****Also, the company provides coverage under group personal accident (GPA) and Group Term Life (GTL) Insurance as per company's policy.**

******Bristlecone will provide for reimbursement towards your notice period recovery (full taxable) in the previous organization to the extent of proofs submitted by you. This amount will be recovered from you if you leave Bristlecone within 1 year from the date of payment. This will be payable if you are eligible and have written HR approval before your joining.**

*******Bristlecone will offer reimbursement towards relocation expenses on household goods and one-way economy class tickets for You and your immediate family (spouse and children). Additionally, you will be provided company accommodation + reasonable conveyance reimbursement for up to 15 days at your assigned Base Location subject to prior approval from HR at Bristlecone. Reimbursement towards household goods will be eligible approval HR before joining and the same should be claimed within 15 days of joining. The amount paid towards household goods will be**

subject to existing HR policies and needs to be supported with actuals invoices for reimbursement purposes. For more details kindly check our relocation policy before claiming. Reimbursement will occur as per existing relocation policy. This sum would be recovered if you leave the organization within 1 year from the date of payment.

Bristlecone India Limited



Lisa Lesko
Chief People Officer

OFFER ACCEPTED / DATE OF JOINING:_____

signHere2
Komal Shinde

AGREEMENT OF ACCEPTANCE

This Letter of Acceptance is executed by and between Bristlecone India Ltd (hereinafter referred to as the "Company"), and "Komal Shinde", an Indian inhabitant residing at , hereinafter referred to as the "Acceptor")

Whereas:

- 1. The Acceptor has communicated his/her interest in receiving employment with the Company vides dated 19-Apr-2021**
- 2. The Company issued a Letter of Offer to the Acceptor dated 19-Apr-2021, offering him/her employment with the Company.**

By signing this Agreement of Acceptance, the Acceptor agrees to the following:

1. The Acceptor has accepted Employment with the Company on terms and conditions prescribed in the Letter of Offer.
2. The Acceptor can, within a period of one week from the date of this Agreement, without cause revoke this Agreement of Acceptance, by providing a written notice to the company (Notice of Revocation) to the attention of **Kinnary Desai**, at the following address **5th Floor, Binarius, Deepak Complex, Airport Road Opp. Golf Course, Yerwada, Pune - 411006** by registered communication. It shall be the Acceptors responsibility to make sure that such Notice of Revocation reaches the Company before the conclusion of the 7th day from the date of this Agreement.
3. The acceptor agrees to submit a copy of the letter of resignation to his/her present organization of employment to the company within a period of 2 days from the date of this Agreement.
4. The Acceptor agrees and confirms that his/her the date of joining the Company is **19-Apr-2021**

Signed:



For the Company: Bristlecone India Limited
Lisa Lesko
Chief People Officer

Acceptor: signHere3
Komal Shinde

Date: dateSigned1
Location:

CHECKLIST**DOCUMENTS/ITEMS TO BE SUBMITTED TO HRD AT THE TIME OF JOINING**

1. Proof of Birth (Birth Certificate Copy).
2. Copies of S.S.C./H.S.C./Graduation/Post-Graduation (Degree) certificates and all other qualifications, along with semester wise mark sheets as applicable.
3. Copies of certificates for the duration of any commercial projects done for any Company as part of University Degree Course.
4. Copies of service certificates from all your previous employers.
(Actual dates of employment must be specified)
5. Relieving letter and Service Certificate from your present employer.
6. Copy of the last increment/offer/appointment letter of previous employee.
7. Five Nos. Colored passport size photographs.
8. Copies of the passport sheets (All sheets wherever any entries were made, particularly the following:
 - a) Passport number, Date and Place of Issue.
 - b) Due date of expiry of the passport.
 - c) Name, date of birth, photograph, address
 - d) Stamps/entries reg. issue of visa/work permit/entry permit by any country
(Including refusal)
Emigration Certificate Not Required Stamp
9.
 - A) If married, marriage certificate.
 - B) Photocopies of the Passport (relevant pages) of your spouse
 - C) Birth certificates of children, if applicable.
10. Driving license - four wheeler (photocopy)
11. PAN CARD Copy
12. Aadhar Card Copy
13. Please bring originals of all documents for verification on the day of joining. These will be verified with the photo copies and returned to you

Name: _____

Emp No: _____

Signature: _____

Date: _____



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: 418365

Letter of Intent ("LOI")

Dear Sneha Kulkarni,

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

Upon joining Capgemini,

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

Capgemini reserves the right 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

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

Sneha Kulkarni
Analyst and A4

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,00,000/- (Rupees Three Lakh only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

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 Page 3 of 3



13 May 2021

House no 57, Aydhoya colony
Near lal bahadur shastri high school old
Ausa road
Latur :413512

Private & Confidential

Dear Madhura,

Congratulations, and welcome to Dell!

We are pleased to extend our offer of employment to Madhura Deshpande (employee hereafter "you/your") with EMC INDIA S/W & SERV PVT ("the Company") conditional on the successful completion of the Company's Background Checks, and subject to the attainment of work permit, employment pass or employment visas, as may be applicable.

Your title will be Service Delivery Engineer 1 at career level Individual Contributor I5, reporting to Siddhartha Rath (1220773), Manager 1, Service Delivery. Your start date is 7 June 2021.

You will be based at our offices in Bangalore, India.

You are requested to submit all Background Check documents within four (4) days of offer letter acceptance. Any delay in providing the same may lead to extension of your date of joining which will be intimated to you through e-mail. Timely submission of Background Check documents is hence emphasized.

Core Business Hours

Your working hours shall be the number of hours as the Company may from time to time deem appropriate and as may be necessary to achieve the purposes of the Company (inclusive of a lunch break). Please take note that certain functions such as Sales, Technical Support, Manufacturing, Information Services require staggered/shift hours.

Place of Work

Your usual place of work will be at Bangalore, India. However, the company reserves the right at its discretion, and by this contract you hereby agree, to change your place to work, either on a temporary or permanent basis, to any other place where it now conducts or at some future date, may conduct its business or part of its business. Except at the discretion of the Company you will not be compensated or reimbursed for the costs involved in such relocation. You may be required to work at or from any office, branch or location of the Company or any client of the Company, as the need arises, which you agree to do so. In the event of you working in the premises of any other Company you shall comply with all Regulations and Codes of Conduct and legislative restrictions and requirements applicable in the workplace of any Company that you may be assigned to. Any breach of such legislation, Regulations or Codes of Conduct shall be deemed a serious breach of discipline and may result in dismissal.

Compensation

We are pleased to offer you a compensation package consisting of the following element(s):

Base Salary of INR483,800.00 per annum.



Base salary is comprised of Basic and Basket of allowances. Basic is INR 193,520.00. Basket of allowances is INR 290,280.00.

*The Basket of Allowances includes components such as HRA and LTA. You may be eligible for all the allowances or a combination of them, depending on other factors including your job grade. Please contact HR Staffing for further details regarding the components you are eligible for and the limits there under that are applicable to you.

Retirals

Retirals is comprised of PF and Gratuity. PF is 12% Annual. Gratuity is 4.81% Annual.

***Gratuity: Payment of Gratuity would be as per the criteria set out in the Payment of Gratuity Act

****PF contribution: If your basic salary is less than INR 15000 per month, then for the purpose of PF computation and contribution, the sum total of basic salary and undeclared portion of the basket of allowances (BOA) will be considered up to the extent of INR 15,000 per month. Illustration: If your monthly basic salary in the salary table above is INR 6000 and your undeclared BOA is INR 2,000, then PF = 12% of 8000 which amounts to 960. Employer and Employee contribution to PF will be 960.

***** PF contribution for International workers : If you are an International Worker as defined in EPF Act 1952, holding a passport other than "Indian passport" or you are an OCI(Overseas Citizen of India) card holder, then for the purpose of PF contribution, the sum total of your basic salary and undeclared portion of the basket of allowances (BOA) will be considered and PF contributions made accordingly. Illustration: If your monthly basic salary is INR 20,000 and your undeclared BOA is INR 40,000, then PF = 12% of 60,000 which amounts to INR 7200. Both Employer and Employee contribution to PF will be INR 7200 each .

You will be entitled to all employee benefits including benefits through Employee Welfare Fund which is a contributory fund in which you will be a member of. There will be a standard deduction of Rs 200/- per month or such other amounts as decided from time to time towards contribution to the Employee Welfare Fund.

Incentive Bonus Plan

You will be eligible for an annual bonus of **5%** of your base salary on terms that may vary, depending upon the Company's financial results and attainment of strategic corporate initiatives. You will be eligible to participate in the bonus program on a pro-rated basis, calculated from your start date, subject to the terms of the Bonus Plan, which may require a start date prior to a certain date for bonus eligibility in the fiscal year of hire. The Company reserves the right to vary the terms and amount of your bonus, depending upon your performance, the company's financial results and attainment of strategic corporate initiatives. The terms of the Bonus Plan are subject to periodic re-evaluation and modification by the Company. The bonus is paid after the end of the Company's fiscal year. You must be actively employed at time of payment in order to earn and receive the bonus.

Total On-Target Remuneration will be INR507,990 plus Retirals per annum.

Your salary will be paid monthly via Electronic Funds Transfer to the bank account nominated by you. We will advise you of the relevant date of payment.

Total Cost to Company will be INR540,520 per annum

Benefits



The Company offers a variety of benefits to assist you and your family. You will enjoy all benefits in accordance with the Company's prevailing policy and practice. A summary of these benefits will be made available for your access after onboarding. The Company reserves the right, at its absolute discretion, to vary or amend the terms of any benefit or existing benefit policy offered in accordance with applicable local law.

Mileage reimbursement

Employees who are required to use their personal automobiles for business purposes will be reimbursed for mileage in accordance with applicable law and the Company's policy, as it may be amended from time to time.

Probation

Your first 6 months of service will be of a probationary nature. The Company may waive or reduce the probation period at its discretion. You are deemed to have successfully completed your probationary period after 6 months unless otherwise informed in writing by the Company. For a person whose immediate previous employment is with any of the Dell group of companies, this clause shall not be applicable.

Notice Period and Termination

During the probationary period, your employment may be terminated by either party at any time by giving to the other party written notice of not less than **30 days** or salary in lieu thereof at the sole discretion of the Company.

Upon satisfactory completion of probation, your employment may be terminated by either party at any time by giving to the other party **60 days** written notice prior to the termination date or salary in lieu at the sole discretion of the Company.

Notwithstanding the above, the Company reserves the right at all times to terminate your employment (including employment during your probationary period) forthwith without notice or payment in lieu of notice if you are involved in gross negligence, misrepresentation, serious misconduct, a breach of any Dell policy including but not limited to the Code of Conduct; or commit any act of fraud or dishonesty or any criminal offense. In such an event, without prejudice to the Company's rights at law and/or under other provisions of this letter, the Company shall pay only salary earned by you up to the date of termination.

In the event of termination of services, you agree and authorize the Company to offset payment of any pro-rated allowance advances, and any other sums due to the Company to the extent permitted by law, against salary due and to withhold amounts that may be required by the relevant authorities. You will also be required to promptly deliver to Dell all originals and copies of materials, documents and property of Dell which are in your possession or control.

Restraint:

In addition, for a period of one year after termination of employment with the Company, you shall not approach or communicate with any customers of the Company, nor solicit or endeavor to take away from the Company, the business or any customers or clients of the Company. You further agree not to, for a period of [one year] after termination of employment with the Company, approach any employee of the Company or communicate with any employee of the Company with the effect of enticing, or attempting to entice any employee away from the Company.

Code of Conduct



The company's Code of Conduct sets out the standards of business conduct to which all employees are expected to adhere. We take our Code of Conduct very seriously in order to maintain the highest possible standard of ethics. Failure to adhere to the Code of Conduct is a disciplinary offence and may result in dismissal. A copy of the Code of Conduct shall be given to you in your Employee Orientation Program on joining. If you require a copy of any of the company's Code of Conduct before signing this employment contract please contact your Recruiter (i.e. signatory on this employment contract).

You should comply with the legal requirements of each country in which the Company conducts business and shall employ the highest ethical standards in your dealings. Use of any company assets for unlawful purposes is strictly prohibited.

In the event of you working in the premises of any other Company, you shall comply with all Regulations and Codes of Conduct and legislative restrictions and requirements applicable in the workplace of any Company that you may be assigned to. Any breach of such legislation, Regulations or Codes of Conduct shall be deemed a serious breach of discipline and may result in dismissal.

Data Protection

EMC INDIA S/W & SERV PVT will obtain, hold and use personal data relating to you in the context of your employment, including, but not limited, your name, number, cost centre, address, emergency contact details (e.g. home telephone number), educational details/history/qualifications and employment history, proof of right to work, any director or officer posts held, outcomes of any pre-employment screening, salary information including details on commissions bonuses and profit share, pension, stock option rights and details related thereto as well as additional benefit details, job description, job level, job grade, performance plans and performance rating details including sales and margin targets and achievements, Individual Work history.

The purposes of such processing are to administer and manage the employment relationship we have with you, and may include disaster recovery data duplication, administering and maintaining personnel records (includes sickness and other absence records), assessing fitness for work, paying and reviewing salary, bonus, profit share and other benefits (if any), providing and administering benefits such as pension, stock purchase and stock option programmes, life, health and medical insurance, analysing sales and sales related activity, career and succession planning, performance appraisals and reviews, employee development and training, resources and skills allocation, regulatory and legal compliance, carrying out activities related to compliance with the company's policies and procedures, providing references and information to future employers, governmental and regulatory agencies (includes tax, social security authorities) in a take-over or merger, providing information to a future purchaser or potential purchaser of EMC INDIA S/W & SERV PVT or any part of EMC INDIA S/W & SERV PVT's business or a potential or future service provider as part of due diligence. You hereby consent to such data processing by EMC INDIA S/W & SERV PVT, any other EMC INDIA S/W & SERV PVT. company or any third party charged with providing services, information or benefits related to the employment and you further consent to transfer of data to a EMC INDIA S/W & SERV PVT company or third party even if such company or third party is situated outside India in a country which does not offer a level of data protection compared to the level applied in India. EMC INDIA S/W & SERV PVT will put in place adequate safeguards with such third parties to ensure an adequate level of data protection.

Confidentiality Obligation

You will not use, publish, misappropriate or disclose any "Confidential or Proprietary Information", during or after your employment, except as required in the performance of your assignment for the Company or as authorized in writing by the Company. Such Information shall include what you learn or originate during your employment which is not available or readily ascertainable from public sources, and includes such information disclosed by others in confidence to the Company. If in doubt, you will promptly consult your supervisor. Confidential and Proprietary Information includes, but is not necessarily limited to, the information described in sub-paragraphs below.

a) Computer products, Company processes and device strategies planned or under development, including device specifications, system architecture, logic designs, circuit implementations and plans for unannounced and announced products;



b) Software products in use, planned or under development, including operating systems adaptations or enhancements, language compilers, interpreters and translators, system design and evaluation tools, and application programs;

c) Information relating to Company employees; actual and anticipated relationships between the Company and other companies; sales levels, profit levels, pricing and other unpublished financial data; and budget, staffing, compensation, equipment and related plans;

d) Information relating to the Company's customer and vendor relationships. This includes performance requirements, development and delivery schedules, device and product pricing and quantities, and other information communicated to the Company by customers or vendors.

You will not use in your work or disclose to the Company any confidential or proprietary information of a third party unless the Company first receives written authorization from the third party allowing the use or disclosure of such information and unless the Company agrees in writing to receive such information on terms acceptable to the Company. You will abide by the restrictions imposed on the disclosure and use of such third party information.

You acknowledge that a violation of the provisions of this Agreement dealing with Confidential and Proprietary Information and Intellectual property may cause significant harm to the Company and that remedies at law may be inadequate to protect against a breach of such provisions. Accordingly, you agree that the Company shall be entitled, in addition to any other relief available to it, to the granting of injunctive relief without proof of actual damages or the requirement to establish the inadequacy of any of the other remedies available to it. You agree not to assert any defense in proceedings regarding the granting of any injunction or specific performance based on the availability to the Company of any other remedy.

For a period of one (1) year after leaving the Company's employment, you will give written notice to the new employer of your obligations regarding Intellectual Property, Confidential and Proprietary Information.

For a period of one (1) year after termination of this Contract for whatever cause, you shall not solicit or endeavor to take away from the Company the business of any customers or clients of the Company.

Intellectual Property and Copyright

While you are an employee of the Company, you will promptly disclose to the Company, all Intellectual Property developed by you, solely or jointly with others, in the course of your employment. Intellectual Property includes each discovery, idea, improvement, or invention you create, conceive, develop or discover, alone or with others, which relates to the Company's business or results from the use of the Company's equipment, supplies, facilities, or information. All Intellectual Property, in whatever form, is the Company's property. You will assign to and agree to assign to the Company and its nominees, without additional compensation, all of your worldwide and perpetual rights in Intellectual Property. You will assist the Company in all ways, including giving evidence and executing any documents deemed helpful or necessary by the Company to establish, perfect, and register worldwide, at the Company's expense, such rights in Intellectual Property. You will not do anything in conflict with the Company's rights in Intellectual Property and will cooperate fully to protect Intellectual Property against misappropriation or infringement by third parties. If you come across any cases of infringement of the rights of the Company in its Intellectual Property, you will promptly notify the Company of such infringement and assist the Company in all ways to protect its Intellectual Property.

You hereby agree that the Company will be the copyright owner in all works of every kind and description created or developed by you, solely or jointly with others, in connection with any employment with the Company. If requested to, and at no further expense to the Company, you will execute in writing any acknowledgments or assignments of copyright ownership of such Copyrightable Works as may be appropriate for preservation of the worldwide and perpetual ownership in the Company and its nominees of such copyrights.



You further agree that the Company may use your name, voice, picture or likeness in the Company's advertising, training advertisement and other materials without payment or separate compensation to you both during and following your employment with the Company.

On the date your employment with the Company ends, you will promptly deliver to a designated representative of the Company all originals and copies of all materials, documents and property of the Company which are in your possession or control. You will also cooperate in conducting exit interviews with a designated representative of the Company. The purpose of the exit interviews will be to review confidential and proprietary information known or possessed by you and to confirm the Company's rights regarding non-solicitation, the protection of the confidential and proprietary information and the disclosure to the Company and its ownership of intellectual property.

Export Compliance

You will not export or otherwise transfer out of India or release to any person, Controlled Technology or Software, during or after employment with the Company, except as authorized in writing by the Company. Controlled Technology or Software is technology or software controlled under the U.S. Export Administration Regulations and includes, but is not limited to:

- Confidential and Proprietary Information of the type described in paragraph 4(a) above, to the extent that such information is not otherwise publicly available;
- Technical information of EMC INDIA S/W & SERV PVT, its affiliates, its customers or other third parties that is in use, planned, or under development, such as but not limited to: manufacturing and/or research processes or strategies (including design rules, device characteristics, process flow, manufacturing capabilities and yields); computer product, process and/or devices (including device specification, system architectures, logic designs, circuit implementations); software product (including operating system adaptations or enhancements, language compilers, interpreters, translators, design and evaluation tools, and application programs); and any other databases, methods, know-how, formulae, compositions, technological data, technological prototypes, processes, discoveries, machines, inventions, and similar items;
- Information relating to future plans of EMC INDIA S/W & SERV PVT, its affiliates, its customers and other third parties, such as but not limited to: marketing strategies; new product research pending projects and proposals; proprietary production processes; research and development strategies; and similar items.
- Release includes disclosure to any person, oral exchange, and application to situations abroad of personal knowledge or technical experience. If you have any doubts regarding whether particular information is Controlled Technology or Software, please consult your manager, EMC INDIA S/W & SERV PVT's Legal Department, or EMC INDIA S/W & SERV PVT's Export Compliance Organization.

Training: The Company may also send you abroad for the purpose of specific skills training relevant to your employment with the Company. If your employment with the Company ends for any reason within the first twelve (12) months of you being sent abroad for specific skills training, you will repay to the Company, all of the costs paid to you or incurred on your behalf for this training.

The company reserves the right to review the skills required to perform the job, and may introduce new trainings and certifications needed to impart the new skills and ways to measure the same. You shall undergo such trainings and certifications when needed and continue to successfully upgrade your skills and capabilities needed to perform the job effectively at expected levels.

Recovery of dues: In the event of any financial recovery to be made from you, the Company shall also be entitled to offset payment of any prorated allowance advances against salary due and to withhold amounts that may be required by relevant authorities. These repayment obligations cannot be waived except by a written communication by the Company.

Secondary employment and outside business ventures: While in the employment of the Company, you shall not undertake employment with any other Company on a temporary or part-time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without the prior written consent of the Company.



Correctness of Information: This appointment is based on the information supplied by you in your application for employment. This appointment will be treated as "null and void" if any material error, in the management opinion, is discovered and/or due to non-disclosure of relevant information about you, to the company.

Service rules: For all other matters, not specified herein, you shall be governed by the company's policies, conditions of service, service rules and amendments made and communicated from time to time.

Retirement

You shall retire on the attainment of sixty two (62) years unless specifically communicated by the company in writing to continue in service beyond this age.

Regards,

Savneet Shergill
Talent Acquisition Senior Director

Confirmation of Acceptance

I, Madhura Deshpande, confirm that I have read, understood and accept the terms and conditions of employment with Dell. I authorize the Company to make deductions from my wages pursuant to clause "remuneration" of this agreement.

I confirm that I will commence employment with Dell on 7 June 2021.

{{SigB_es_:signer1:signatureblock}} {{Dte_es_:signer1:date}}

Madhura Deshpande

Madhura Deshpande

Date

We have partnered with a vendor to enable you to review and accept employment related documents electronically in an efficient, secure and protected manner. The documents are encrypted. Your electronic signature cannot be changed once signed. You will be able to print out full copies of your signed documentation for your records. Within each document, the system will guide you to all relevant sections which need to be completed and signed.



By signing electronically, you acknowledge and agree that an electronic signature by you will have the same force and effect as your original handwritten signature.

Electronic is our preferred, and most efficient, method for managing the documentation. However, if you prefer, you can print and sign all of the documents, and scan and email the originals to Shravani Potineni / Shravani.Potineni@dell.com. If you need to return the documentation in a different manner, please let your recruiter know.

Annexure

Notice Period Buyout (where applicable)

The Company will pay for your Notice pay recovery if any, as agreed during the HR interview. If my employment ends within the first 12 months of my hire date*, either due to my resignation (regardless of the reason) or because EMC INDIA S/W & SERV PVT terminates the employment for cause (as determined by EMC INDIA S/W & SERV PVT at its sole discretion), I will be required to repay to EMC INDIA S/W & SERV PVT the entire notice period that has been bought out by EMC INDIA S/W & SERV PVT at the time of my joining. Gross up on notice period buyout will be done on a case to case basis depending on the tax treatment availed in the previous employment/s. You need to submit the necessary document in support of Notice Period Buyout claim.

*** Hire Date shall mean the date of transfer in case of current employees who have opted for a personal transfer and the date of joining in case of new hires.**

I agree that the repayment amount for any of the categories as detailed above will become fully due and payable upon my termination of employment. I hereby authorize EMC INDIA S/W & SERV PVT, to the full extent allowed by law, to deduct the repayment amount for any of the categories as detailed above from any monies owed to me by EMC INDIA S/W & SERV PVT, including, but not limited to: wages, final paycheck, reimbursement for expenses, payment for unused benefits, refunds of contributions to benefit plans or programs, and/or any other sums payable to me by EMC INDIA S/W & SERV PVT.

The amount I must repay (referred to as the "Repayment Amount") will be determined using the following formula:

Total Sign-On Bonus (Or Relocation) x [(12 – Full or Partial Months of Service) ÷ 12]

For example, if EMC INDIA S/W & SERV PVT pays me a sign-on bonus of Rs. 10,000, and I quit my employment after being employed for six months, the amount I must repay to EMC INDIA S/W & SERV PVT is Rs. 5,000 computed as follows: Rs 10,000 x [(12-6) ÷ 12].

{{SigB_es_:signer1:signatureblock}} {{Dte_es_:signer1:date}}

Madhura Deshpande



16 Mar, 2021

Vaishnavi Ausekar

Dear Vaishnavi,

We are pleased to extend to you an offer of employment with DXC Technology ("DXC" or "The Company"). This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

Terms & Conditions :

“This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include but not limited to criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party, and the results of such background checks being favorable in DXC's reasonable opinion. Also, the offer of employment is contingent on you meeting the educational eligibility criteria set-forth during the hiring process and you meeting the qualifying criteria for our training curriculum (including cut-off marks for courses as maybe applicable as well as cut off marks for assessment examinations, jointly and severally). If any of the aforesaid conditions are not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.”

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At DXC Technology, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please E–sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking You,
Yours Sincerely,

Lokendra Sethi

Lokendra Sethi (Mar 17, 2021 17:49 GMT+5.5)

Lokendra Sethi
Vice President - Human Resources



Lokendra Sethi

Lokendra Sethi (Mar 17, 2021 17:49 GMT+5.5)

Lokendra Sethi

Vice President - Human Resources

I accept the above referred Pay and Benefits and the general terms and conditions of employment

Vaishnavi Ausekar

Vaishnavi Ausekar (Mar 17, 2021 17:57 GMT+5.5)

Vaishnavi Ausekar

Mar 17, 2021

Candidate Physical Signature (to be completed first day of work):

I accept the above referred Pay and Benefits and the general terms and conditions of employment

First Name Middle Name Last Name

Date

Place

Annexure II

Flexible Benefits Plan (FBP)

Job Family: Software Engineering

Title: Associate Professional Software Engineer



understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

FOR Company

Lokendra Sethi

Lokendra Sethi (Mar 17, 2021 17:49 GMT+5.5)

Lokendra Sethi

Vice President - Human Resources

FOR Employee

Name : Vaishnavi Ausekar

Vaishnavi Ausekar

Vaishnavi Ausekar (Mar 17, 2021 17:57 GMT+5.5)

Date : Mar 17, 2021

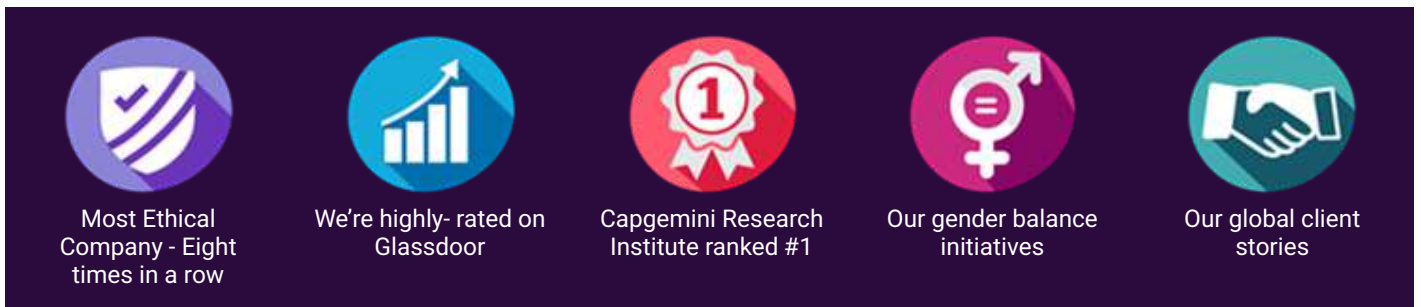


Capgemini congratulates you on your selection and presents you our Letter Of Intent

2 messages

Superset <notifications@email.joinsuperset.com>
To: daimishifa7@gmail.com

Tue, 15 Jun 2021 at 12:51



Dear Sayeda Shifa Wajid Daimi,

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 Jun 20, 2021 11:59 PM IST.

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

- Passport size photo
- SSC & HSC Certificate
- Graduation Marksheets
- Graduation Degree Certificate/Provisional Degree* (If applicable)
- Government ID Proof (Aadhar Card/ Driving License/ Passport/ Voter ID)

- Diploma Marksheets(If applicable)
- Diploma Certificate(If applicable)
- Post-graduation Marksheets* (If applicable)
- Post-graduation Certificate*(If applicable)

*Please note that if you have completed your diploma/graduation/post-graduation it is mandatory to upload all semester marksheets and degree certificate.

Note the following points while completing the process :

- **Marksheets should be scanned and uploaded semester/year wise only**
- **Kindly ensure all documents are clearly scanned and uploaded in PDF/JPEG/JPG/PNG format only**
- **Maximum file size limit is 4MB**
- **The file nomenclature should be (FirstName LastName DocumentName)**

Kindly Refer to below examples for document nomenclature:

Example 1: Rahul Singh is currently in 7th semester Engineering from ABC college. The documents Rahul would upload be as follows : [Click here to see the Example](#)

Example 2: Arnab Chakraborty is currently in 7th semester Engineering from ABC college. He has joined ABC college via Lateral entry in 2nd year having done Diploma after SSC. The documents Arnab would upload be as follows : [Click here to see the Example](#)

Example 3: Aditya Sharma is currently in 4th semester MCA from ABC college. The documents Aditya would upload be as follows : [Click here to see the Example](#)

Example 4: Tanvi Sharma has completed her Graduation from ABC college. The documents Tanvi would upload be as follows : [Click here to see the Example](#)

Do reach out to us on fresherhiring.in@capgemini.com in case of any queries.

Thank you for interviewing with Capgemini. We invite you to explore an exciting career journey with us and look forward to having you onboard soon!

Love your career. Ace your career at Capgemini.

University Hiring & Relations Team

[Go to Offer Page](#)



Stay Connected. Stay Updated.



[Click here](#) to view the recruitment disclaimer.

To view our candidate privacy notification please [click here](#)

The information contained in this message is strictly internal and confidential.
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Superset <notifications@email.joinsuperset.com>
To: daimishifa7@gmail.com

Tue, 15 Jun 2021 at 12:56

[Quoted text hidden]



February 6, 2020

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore – 560045, India.
Tel : 91-80-49139999
<http://www-07.ibm.com/in/careers/>

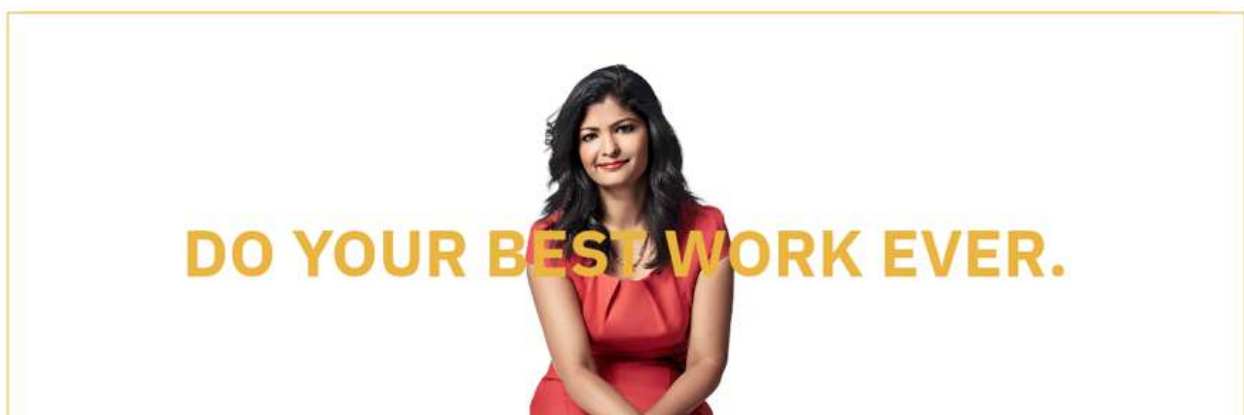
Dear Siddhi Sanjay Kshirsagar

At IBM you can innovate breakthroughs and help make life changing impact. We are experts in nearly every technical, scientific and business field. As IBMers, we are proud to apply our expertise in countries we are citizens of; all united by a single purpose: to be essential.

We invite you to join us as a Associate Systems Engineer, in band 06G and experience an inclusive, collaborative and learning culture with the support of technical & business experts, mentors, leaders and colleagues worldwide. You will thrive in an environment that cultivates creativity and individuality; and; be part of projects that help make the world work better.

Talent development is strategic to IBM; and you will have access to a unique learning platform powered by IBM's Watson, IBM Cloud and IBM Bluemix to help you learn quicker, learn smarter, and help the company stay agile and top-notch.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.





February 6, 2020

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore – 560045, India.
Tel : 91-80-49139999
<http://www-07.ibm.com/in/careers/>

Dear Siddhi Sanjay Kshirsagar

We are pleased to offer you the position of Associate Systems Engineer, in band 06G at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Initially, you will have to undergo an IBM trainee program specially designed for all college campus hires. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to a live project.

You must complete your formal course of education, including final semester examinations to establish your qualifications, before joining. Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 58% throughout your education, failing which IBM may, at its sole discretion, withdraw this offer of employment.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e February 17, 2020. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

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

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- On your first day of employment, please report at 9:00 am to the Main Lobby located at Block D3, Manyata Embassy Business Park, Nagawara Outer Ring road, Bangalore-560045.

If you have questions about your First Day Documentation, send an email to eschoolhiring@in.ibm.com

On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organisation, as well as for any other purposes that may be required by statutory



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ANNEXURE A

| | | | |
|--|----------------------------|---------------------------|-----------|
| DATE | February 6, 2020 | | |
| NAME | Siddhi Sanjay Kshirsagar | BAND | 06G |
| DESIGNATION | Associate Systems Engineer | LOCATION | BANGALORE |
| <u>Compensation Components</u> | | <u>IBM Offer (in INR)</u> | |
| 1. Annual Basic Salary | | 180000 | |
| 2. Annual Flexible Benefit Plan (FBP) | | 214760 | |
| 3. Annual Reference Salary (ARS) | | 394760 | |
| 4. Retirals | | | |
| a) Provident Fund (PF) | | 21600 | |
| b) Gratuity @ 4.8% | | 8640 | |
| 5. Annual Reference Salary + Retirals | | 425000 | |

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.



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Explanation of Compensation Components

| Component | Summary Explanation* |
|----------------------------------|---|
| 1. Basic Salary | The fundamental salary component to which many other compensation components are linked. |
| 2. Flexible Benefit Plan (FBP) | The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below. |
| (a) Leave Travel Allowance (LTA) | LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules. |
| (b) House Rent Allowance | Maximum 50% of Basic Salary per annum. To be used for house rent. |
| (c) "Flat" Allowance | Remaining FBP funds and is a taxable amount. |
| 3. Retirals | These elements of compensation are not paid out until later when certain conditions are met. |
| (a) Provident Fund (PF) | 12% of Basic Salary is contributed to the Provident Fund. |
| (b) Gratuity | 4.8% of Basic Salary, which denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the IBM Gratuity Trust Fund Rules and the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company. The amount of gratuity payable shall not exceed Twenty Lakh rupees (INR 2,000,000). |
| (c) ESIC | Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same. |
| Annual Reference Salary | Annual Basic Salary + Annual FBP |

**For detailed information please refer to Company policies, which are subject to change from time to time.*



| | | | |
|----------------------|----------------------|---------------------|------|
| | | | |
| Employee's Full Name | Employee's Signature | Employee Serial No. | Date |

June 12, 2021

HRD/3T/1000901727/21-22

Ms. Shivani Bawge Sangameshwar
Amba Hanuman Chowk, Mayurban Colony,
Near Prayagbai College,
Latur-413512
India

Ph: +91-7249652659

Dear Shivani,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.06.12 11:51:29 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

June 12, 2021

HRD/1000901727/21-22

Ms. Shivani Bawge Sangameshwar
Amba Hanuman Chowk, Mayurban Colony,
Near Prayagbai College,
Latur-413512
India

Ph: +91-7249652659

Dear Shivani,

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:

Joining

Your scheduled date of employment with us will be **14-Jun-2021**.

Location

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

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

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

Training

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

Probation and Confirmation

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

Leave

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

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

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

Agreement

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

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation 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.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. 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 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 4,00,000 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.

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 during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

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

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

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

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

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

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.

ANNEXURE - I
(Compensation during the Training)

| COMPENSATION DETAILS (All figures in INR per month) | | | | |
|---|--------------------------------|----------|---------------------|---|
| NAME | Ms. Shivani Bawge Sangameshwar | | | |
| 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 Unit allocation)

| COMPENSATION DETAILS (All figures in INR per month) | |
|--|---------------------------------------|
| NAME | Ms. Shivani Bawge Sangameshwar |
| 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



VIDARBHA INFOTECH PVT. LTD

TELECOMMUNICATIONS & I.T. SOLUTION

Date :01/08/2022

To,

Aarti Keskar

Mumbai.

Ref : Appointment Letter for the post of Software Trainee

Dear Aarti ,

With reference to your application and subsequent interview, we are pleased to offer you an appointment in our organization on the following terms and conditions :

1.Our Value, System and Culture :

As communicated to you during our discussion, we value competence, performance, discipline and integrity above everything else and that constitutes the foundation of this contract, dealing fairly with mutual respect and on strict merit with our employees. We work in an atmosphere of trust and transparency and go beyond our area of responsibility. You are accountable first to yourself and then to your superiors.

| | |
|-------------------------|------------------|
| a. Designation | Software trainee |
| b. Date of Joining | 01-Aug-2022 |
| c. Place of Appointment | Mumbai |

2.Designation :

You have been designated as an "**Software trainee**". However, your ability and expertise can be utilized in any other field/function in the best interest of the company and there upon you shall be re-designated accordingly.

3.Date of Joining :

You have to report on duty on **01-Aug-2022** and this would be considered your *effective* date of joining in the company.

4.Documents on Joining : You will have to submit the attested copies of certificates showing your age/date of birth, academic and professional qualifications and 2 recent

passport size photographs, relieving certificates from previous organization, etc., if not submitted at the time of selection.

5. Probation period : You will be on probation of **6 months from the date of your joining**. However company reserves the right to extend the probation period in its discretion. After the completion of probation your service will be confirmed as per performance in the probation period and the company reserves the right to confirm or terminate your service at the end of probation period.

6. Job Location : Your place of posting will be presently at **Vidarbha Infotech Pvt. Ltd., Mumbai** and you are **liable to travel/transferred** to any branch within Nagpur or any other place where the management may establish its activities. Upon such transfer the rules and regulations of service applicable to such part or at the place of transfer will be applicable to you. In the event you do not report to such place, post or branch to which you are transferred, then you shall lose your lieu on your job.

7. Remuneration, Benefits and Perks :

You will be entitled to the following remuneration. Salary Breakup : will be applicable after 3 months from the DOJ.

CTC: Rs.20,000/(All inclusive) Per Month

You will not be entitled to any other remuneration/benefits/amenities other than what is stated above unless specifically authorized by a separate written order of the competent authority. **No overtime or extra duty hour's compensation will be paid.** Your salary package is confidential and should not be shared with anyone except HR. Any other violation will result in serious action and may lead to termination of an employment.

8. Confidentiality :

During the continuance of our employment or at any point of time thereafter, you shall not discuss or communicate by written or verbal or otherwise to any persons whatsoever, any conformation of secret or confidential nature entrusted to you or coming to your knowledge, relating to trade or business of the company.

9. Ethics : You are required to deal with the company's money, material and documents with utmost honesty and professional ethics. If you are found guilty, at any point of time of moral turpitude or of dishonesty in dealing with the company's money, material or documents or theft of any information regardless of the value involved, your services will be terminated immediately.

10. Termination of Employment policy :

The company may terminate your service any time without notice, if there is misalignment between your and our value system and culture as defined in Para 1 & 9 above.

If you choose to resign from your services then, you need to give **One month notice period** or payment in lieu thereof.

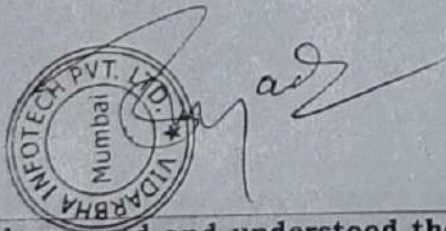
The full & final settlement will be done after submission of No Dues Certificate from all the departments.

You need to do Police verification on your own behalf as per client need on immediate basis after joining.

We are sure your able leadership quality, hard work and sincere efforts will make you an asset of our company.

With best wishes for a bright and prosperous career with us.

For, Vidarbha Infotech Pvt. Ltd.



I have read and understood the above terms and conditions and undertake to abide by them and in token of my acceptance of this appointment I hereby append my sign below.

Abeskar

Employee's signature



VIDARBHA INFOTECH PVT. LTD

TELECOMMUNICATIONS & I.T. SOLUTION

Date :01/08/2022

To,

Aarti Keskar

Mumbai.

Ref : Appointment Letter for the post of Software Trainee

Dear Aarti ,

With reference to your application and subsequent interview, we are pleased to offer you an appointment in our organization on the following terms and conditions :

1.Our Value, System and Culture :

As communicated to you during our discussion, we value competence, performance, discipline and integrity above everything else and that constitutes the foundation of this contract, dealing fairly with mutual respect and on strict merit with our employees. We work in an atmosphere of trust and transparency and go beyond our area of responsibility. You are accountable first to yourself and then to your superiors.

| | |
|-------------------------|------------------|
| a. Designation | Software trainee |
| b. Date of Joining | 01-Aug-2022 |
| c. Place of Appointment | Mumbai |

2.Designation :

You have been designated as an "**Software trainee**". However, your ability and expertise can be utilized in any other field/function in the best interest of the company and there upon you shall be re-designated accordingly.

3.Date of Joining :

You have to report on duty on **01-Aug-2022** and this would be considered your effective date of joining in the company.

4.Documents on Joining : You will have to submit the attested copies of certificates showing your age/date of birth, academic and professional qualifications and 2 recent

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The company may terminate your service any time without notice, if there is misalignment between your and our value system and culture as defined in Para 1 & 9 above.

If you choose to resign from your services then, you need to give **One month notice period** or payment in lieu thereof.

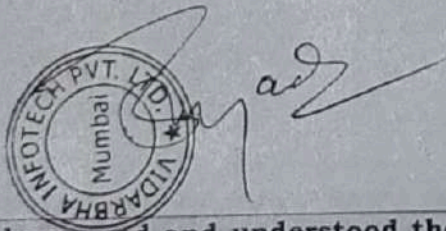
The full & final settlement will be done after submission of No Dues Certificate from all the departments.

You need to do Police verification on your own behalf as per client need on immediate basis after joining.

We are sure your able leadership quality, hard work and sincere efforts will make you an asset of our company.

With best wishes for a bright and prosperous career with us.

For, Vidarbha Infotech Pvt. Ltd.



I have read and understood the above terms and conditions and undertake to abide by them and in token of my acceptance of this appointment I hereby append my sign below.

Abeskar

Employee's signature

REF: XCAL/HR/JULY-21

15th June 2021

Offer Letter

To
Mr. Nikhil Prataprao Kale

Dear Nikhil,

Congratulations on being selected to be a part of the Xcaliber Family!!

With reference to your application and subsequent interviews and discussions with us, we are pleased to offer you a position with Xcaliber Infotech Pvt. Ltd. The details of terms and conditions of the offer are as enlisted below:

Designation and Role: You will be designated as "Jr. Software Developer".

1. **Date of commencement of Employment:** You will be expected to report for duties on or before **05th July 2021**.
2. **Place of Work:** You will be working from **Pune, office* Situated at, The Pavillion, 10th Floor, Senapati Bapat Road, Pune - 411016**. (*The office location may be subject to change as per needs of the business and work and are liable to be changed.)
3. **Pay, Compensation and Benefits:** You will be entitled for pay and compensation as given below:
 - a. **Annual CTC:** Your Annual Compensation would be **Rs. 500,000 (Rupees Five Lakhs Only)**.
 - b. **Compensation Confidentiality:** Your Compensation is strictly confidential and shall not be discussed and/or divulged with anyone for any reason.
 - c. **Detailed Compensation Structure:** A detailed compensation break-up structure is given in **Annexure A**.
 - d. **Employment Agreement and Terms and Conditions:** Details of Employment agreement and terms and conditions of employment are enlisted in **Annexure B**

Please read this document carefully and thoroughly and sign on the second copy to indicate your acceptance of this Employment agreement and terms and conditions mentioned herein.
We look forward to having you aboard!!!

For Xcaliber Infotech Pvt. Ltd.



Ameya Kandalkar
Director



Corporate Address: The Pavillion, 10th Floor, Senapati Bapat Road, Pune-411016

CIN: U72200MH200BPT C188636

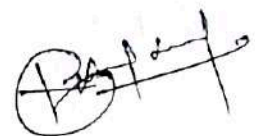
Phone: 020-65262684 | Email: contact@xcaliberinfotech.com | Website: www.pi108.com

**“ANNEXURE A”
COMPENSATION STRUCTURE:**

Your individual compensation has been determined based on various factors such as your job, skills, specific background and professional merit. This information and any changes therein should be treated as personal and confidential.

Your total CTC will be Rs. 500,000 (Rupees Five Lakhs Only) its composition will be as follows:

| | | |
|---|------------------------|-------------------|
| Name: Nikhil Prataprao Kale | | |
| Designation: Jr. Software Developer | | |
| Annual Cost to Company: Rs. 500,000 (Rupees Five Lakhs Only). | | |
| With Effect From: 05th July 2021 | | |
| [A] Salary Component | Per Month | Per Annum |
| Basic | 16,666.67 | 200,000.00 |
| Dearness Allowance | 2,000.00 | 24,000.00 |
| House Rent Allowance | 6,666.67 | 80,000.00 |
| Standard Allowance | 4,166.67 | 50,000.00 |
| Provident Fund | 1,800.00 | 21,600.00 |
| Special Allowance | 10,366.67 | 124,400.00 |
| Sub Total [A] | 41,666.67 | 500,000.00 |
| [B] Annual Benefits | | |
| Leave Travel Allowance | NA | NA |
| Annual Performance Bonus | NA | NA |
| Sub Total [B] | NA | NA |
| | Cost to Company | 500,000.00 |
| Your Take Home Salary will be subject to: | | |
| 1. TDS at Source. | | |
| 2. Statutory deductions like Professional Tax, Provident Fund /ESIC (if applicable) and other such statutory deductions as indicated and required by the Government of India /State Government. | | |



Corporate Address: The Pavillion, 10th Floor, Senapati Bapat Road, Pune-411016

CIN: U72200MH2008PT C188636

Phone: 020-65262684 | Email: contact@xcaliberinfotech.com | Website: www.pi108.com

"ANNEXURE B"

EMPLOYMENT AGREEMENT

Employment Terms and Conditions: Your acceptance of this offer would imply acceptance of Terms and Conditions of Employment and association with Xcaliber Infotech Pvt. Ltd. A detailed Employment agreement will be issued to you on your date of joining Xcaliber.

1. BACKGROUND CHECK:

The Company reserves the right to verify the information furnished by you in your application for employment and through other documents. If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed / suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.

2. NO-SHOW:

Failure to report at the specified office on the specified date shall be deemed as "No-Show". In such an event, the offer stands cancelled, and you shall be liable to pay one month's salary as penalty to the company for the loss suffered by the company.

3. REVIEW PERIOD:

Your performance will be reviewed to consider salary revision after 12 months from the date of joining.

4. PROBATION PERIOD:

You will be on **Probation for 6 months** from the date of joining. On successful completion, the probation would be confirmed. In the event if your performance is found unsatisfactory, Company can terminate services by giving one month notice or one-month salary.

5. LEAVE:

You would be entitled for 1.75 paid leave for each full month of your service.

6. ASSIGNMENT:

You shall acknowledge that the services to be rendered by you are unique and personal. During your service with the Company, you shall not assign any of the rights or delegate any of the duties or obligations under this Agreement, without the prior written consent of the Company.

7. HOLIDAYS:

As each region may have a different set of holidays, your holiday schedule will be governed by your office location.



Corporate Address: The Pavillion, 10th Floor, Senapati Bapat Road, Pune-411016

CIN: U72200MH2008BPT C188636

Phone: 020-65262684 | Email: contact@xcaliberinfotech.com | Website: www.pl108.com

8. DOCUMENTATION:

Upon being so required by the Company, you shall make, sign and execute all deeds, documents, and declarations as may be deemed necessary by the Company and/or its clients (including privacy and confidentiality agreement).

9. INDEMNITY:

You shall keep the Company indemnified for any damages, which the Company or its client may suffer due to any act/acts by you including breach of any terms of this agreement.

10. UN-AUTHORIZED ABSENCE:

Any absence for 3 consecutive business days without prior permission will be treated as un-authorized absence from the work in such a case, the Company is entitled to terminate your services and/or seek compensation for any loss suffered by the Company or its Client due to such an absence.

11. CONFIDENTIALITY & NON-DISCLOSURE:

You hereby acknowledge that by the reason of your services with the Company you will have access to records, documents, drawings, forms, reports, studies, memoranda, correspondence, manuals, plans, magnetic media, and other information sources ("Confidential Material") and such Confidential Material constitutes the property of the Company and/or its clients, enables the Company and/or its clients to compete successfully in business and was acquired or created by the Company and/or its clients at substantial expense. In consideration of your services and the above disclosures, you agree that:

You will disclose to the Company all information, inventions, discoveries, products, systems, programs, documentation including improvements or modifications ("Proprietary Material"), relating to the Company and its clients which you acquired or developed during the term of your services with the Company and that such Proprietary Material is the sole property of the Company or its clients, regardless of whether or not its acquisition or development occurred during work hours, at the Company facilities, or with the Company property or personnel. You will not disclose any such Proprietary Material to any unauthorized person during or after the completion of services with the Company. You will not remove from the Company premises and/or the premises of its clients any Confidential Material, except in the performance of your duties. Upon termination of your services or when called upon by the Company, you will surrender all such Confidential Material together with any other the Company property that have been provided to him/her by the Company and/or its clients.

You agree to comply with a supplementary agreement, when issued, between the Company and a client regarding privacy and confidentiality. Such agreement will be incorporated into this Agreement by reference, including improvements or modification. "Proprietary Material" relating to the Company and its clients whom you acquired or developed during the term of your services with the Company and its client is the sole property of the Company or its clients, regardless of whether or not its acquisition or development occurred during work hours.



Corporate Address: The Pavillion, 10th Floor, Senapati Bapat Road, Pune-411016

CIN: U72200MH2008BPT C188636

Phone: 020-65262684 | Email: contact@xcaliberinfotech.com | Website: www.pl108.com

12. NON COMPETE & NON SOLICITATION:

You agree that during your services with the Company and continuing for a period of twelve (12) months after termination of your services with the Company, you:

- a) Will not individually or on behalf of or in conjunction with any other person or entity (except on behalf of the Company), directly or indirectly, solicit, sell to, or perform similar services as provided by or available from the Company, for any clients of the Company.
- b) Will not seek and obtain employment, training, or contract for employment or seek to serve as you or otherwise to clients of the Company, customers, accounts or prospects, without the written permission of the Company.
- c) Will not directly or indirectly solicit or hire or cause others to solicit or hire any other employee of the Company.
- d) Unless pre-approved by the Company in writing, you will not, during the period of this assignment, prepare, compile, submit or publish any articles or contribute to any other publication or television serials / films / video presentations or assist anyone directly or indirectly in this regard.

13. WAIVER:

A waiver by the Company of a breach of any provision of this Agreement by you shall not operate or be construed as a waiver or estoppels of any subsequent breach by you. No waiver shall be valid unless in writing and signed by an authorized officer of the Company.

14. TERMINATION BY THE COMPANY:

The company may terminate your services with or without cause under the following conditions:

With Cause: The Company may, immediately and without notice, terminate your services with "Cause". The term "Cause" shall, as used in this Document, mean (1) the commission of a crime involving moral turpitude, theft, fraud or deceit; (2) conduct that has an adverse effect on the Company's reputation; (3) substantial or continued unwillingness or inability to perform duties assigned to the **EMPLOYEE**; (4) gross negligence or deliberate. misconduct; (5) any material breach of terms and conditions specified in this letter; (6) Un-authorized absence from work for a period of three or more consecutive days without due consent or notifying your superior officer. (7) Providing any false information to the company.

Without Cause: In the event that the employment is terminated without Cause, the **EMPLOYEE** will be provided with a 30 day written notice prior to such termination or paid severance pay in lieu thereof equivalent to the consolidated compensation package for a period of 30 days, calculated on the basis of the last basic salary.

15. TERMINATION BY EMPLOYEE:

If you wish to leave the services of the Company, a clear written notice of 90 days has to be given to the Company. In case of failure to give such written notice within the prescribed time, you are bound to make good the loss suffered by the Company and any other charges/liabilities Company incurs consequent to the failure to give required written notice.

However, due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period.



16. MORAL CONDUCT:

You shall not resort to or in any way abet any form of strike or coercion or physical duress in connection with any matter pertaining to your service or the service of any other employee.

17. ALTERNATIVE EMPLOYMENT:

You will be a whole-time employee of the Company and will not engage yourself directly or indirectly in any other trade, business, profession or any other employment part time or full time anywhere in any capacity, either honorary or otherwise, whilst in the services of the Company. The findings of the management in this respect are final and binding. Breach of this condition shall lead to the termination of your services by the company without any notice or compensation.

18. COMPANY PROPERTIES IN YOUR POSSESSION:

You are expected to take proper care of company properties entrusted to you by the company. In the event of your resignation/termination you are obliged to return all the company's property like access/ID card, documents, machines data, files and books etc., in your possession in good condition, or reimburse the value of the same. You shall also officially hand over your job responsibilities to your immediate supervisor or any other person nominated by the management for this purpose.

19. CHANGE OF ADDRESS:

Any change of residential address should be intimated to the department head in writing within 3 days from the date of such change. Your address as indicated shall be the correct address for sending all communications to you unless otherwise intimated in writing by you. Communications addressed to you at the above address shall be deemed to have been duly served.

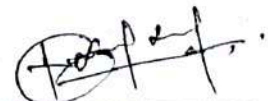
20. CODE OF CONDUCT:

During your services with us, you are expected to behave and perform in a manner that preserves the Company's and its Client's values and commitments.

Any or all of the terms and conditions pertaining to your services with the Company may be modified or changed at the Company's discretion. In the event any terms/conditions are changed, the same shall be informed to you in writing.

21. PLACE OF EMPLOYMENT AND TRANSFER:

You acknowledge and agree that you may be assigned, or liable to be transferred or deputed from one place to another and / or from one department / unit to another or any other subsidiary /Associate Establishment/or their contractors and clients either existing or to be set up in future any where in India or abroad purely at the discretion of the management depending upon the needs and requirement of the company. On such assignment, transfer, or deputation you will be governed by the Rules and Regulations and other working /service conditions as applicable at the place or posting including to consent to add/or agree to certain other agreements.



Corporate Address: The Pavillion, 10th Floor, Senapati Bapat Road, Pune-411016

CIN: U72200MH200BPT C188636

Phone: 020-65262684 | Email: contact@xcaliberinfotech.com | Website: www.pi108.com

DECLARATION:

This is, to confirm that the documents and information provided by me to the Company for the purpose of my services are true and accurate to the best of my knowledge and belief. I also agree that the various terms and conditions set forth in this Agreement are fair, just and reasonable and I shall strictly adhere to the terms specified.

Signature: 

Date: 18/06/2021

Name: Nikhil Prataprao Kale

Ref: 862651/2001906/ELTP

18-DEC-2021

Ms. Vaishnavi Ramakant Pensalwar
Latur (Mah) - 413512
Mobile: 9604925263

Subject: Offer of Appointment

Dear Ms. Vaishnavi Ramakant Pensalwar

It is our pleasure to welcome you to **Tech Mahindra Limited**.

1. With reference to our discussions, we are pleased to offer you an appointment in our organization as **Associate Software Engineer** at **Band 'U' and Sub Band 'U1'** under **ELTP Scheme**. However, in the current COVID situation, the Company hereby allows you to work from your hometown or any other place in India. However you shall be required to report to your base location as and when required by the Company. Any travel for official work must be in strict compliance with the prevailing travel policy of the Company. While you are working from home, if you wish to travel outside India in your personal capacity, you shall inform in advance in writing to your reporting manager and Business HR SPOC. You may be permitted to travel outside India only after approval of your reporting Manager and BHR lead.
2. You will be on probation for a period of **3 months** from the date of joining the Company during which you will be on training. The training program called "**Entry Level Integrated Training and Enablement (ELITE)**" will include classroom training as well as on-the-job training. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.
3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the ELITE program and satisfactory performance on the job.
4. Your remuneration while on probation has been detailed in **Annexure A**. Upon confirmation, your "Annual Total Cash Compensation" will be **Indian Rupees 3,25,000 (Rupees Three Lac Twenty Five Thousand Only)**. Please refer **Annexure B** for details on the compensation and statutory deductions.
5. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
6. This offer is valid subject to your fulfilling the following:-
 - The academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
 - Meeting the set eligibility criteria at the end of your academic course
 - Meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
 - Submission of all necessary legal documentation pertaining to your employment.

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Vaishnavi



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7. You are required to sign a **service bond (Draft at Annexure J)** with our organization for a sum of **Indian Rupees 1,00,000/- (Rupees One Lakh Only)**. As per the bond you will be required to serve the Company for a minimum period of **2 years** from the date of your joining. Your joining to Tech Mahindra will be subject to successful submission of all mandatory documents, failing which the company reserves the right to withdraw your employment offer. In case you are not posted at your home town, you are entitled to a one-time settlement allowance not exceeding **INR15,000/- (Rupees Fifteen Thousand Only)** towards travel & movement of baggage, initial hotel accommodation and deposit for residential accommodation at the place of initial training and subsequent posting on production of relevant receipts / lease agreement. The Company shall recover the resettlement allowance in case of cessation of service within 2 year from date of joining. Subsequent to your initial training if you are posted outside your training location you are eligible to claim the travel expenses only as per the travel policy of the Company.
8. Your employment with us will be governed by terms and conditions as specified in **Annexure C**.
9. You are required to join on **23-DEC-2021** at the address mentioned in the below Paragraph for training. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. The location of posting would be communicated to you upon successful completion of training.
10. You are requested to report to **Chitragda Parihar at 9:00 AM** through Virtual Joining Process to complete the joining formalities at **TECH MAHINDRA LTD, PLOT NO 01, RAJIV GANDHI INFOTECH PARK, PHASE 3, HINJEWADI, PUNE, SPECIAL ECONOMIC ZONE, PUNE-411057(MAHARASHTRA), INDIA.**, You are required to submit soft copies of the original documents as per **Annexure D** to the recruiter and HR Team respectively.
11. Please note that this Offer is subject to your background check report being found without any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency. In case of any discrepancy in your background verification, the Company shall, in its absolute discretion, withdraw this Offer or terminate your employment with immediate effect, without any notice pay, by giving you a written notice thereof.
12. This Offer is issued to you based on the information provided by you in your application form along with the supporting documents to be submitted within the timelines as stipulated in as per Annexure ?D. In case the Company notice any discrepancy and/or incorrect information in your application form or you fail to submit your supporting documents for background verification within one week of receiving the offer or within 72 hours of joining whichever is earlier, the Company shall, in its absolute discretion, withdraw this Offer or terminate your employment with immediate effect, without any notice pay, by giving you a written notice thereof.
13. Kindly confirm your acceptance of this offer of appointment to **campusjoining@techmahindra.com** by **23-DEC-2021**.

For Tech Mahindra Limited

R Krishna

Krishna Ramaswami

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Vaishnavi



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Tech Mahindra

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081, India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN L64200MH1986PLC041370

Head - Resource Management Group

Encl: Annexure-A & B(Salary Structure, Annexure-C Important / Indicative Terms & Conditions of Employment, Annexure-D Check List of Documents, Annexure-E Confidentiality Agreement, Annexure-F Medical Self Declaration, Annexure G Intellectual property Assignment, Annexure-H ? General Covenant, Annexure - I Acknowledgement, Annexure J Indemnity bond

Date: 23/12/2021

Vaishnavi

Signature:

Vaishnavi Ramakant Pensalwar



ANNEXURE - A

| | | |
|----------|---|---|
| NAME | Ms Vaishnavi Ramakant Pensalwar | |
| TITLE | Associate Software Engineer | |
| BAND | U1 | |
| LOCATION | PUNE | |
| | COMPONENTS | Per Annum (All figures in INR) |
| | BASIC (@40% OF TOTAL FIXED PAY) | 89393 |
| | HRA (@70% OF BASIC) | 62575 |
| | BONUS / STATUTORY BONUS | 48000 |
| | EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY) | 10727 |
| | FLEXIBLE COMPONENTS OF TFP | 12787 |
| | TOTAL FIXED PAY..... (A) | 223482 |
| | TOTAL VARIABLE PAY (TVP)..... (B) | 24831 |
| | ADDITIONAL BENEFITS..... (C) | 11687 |
| | GRATUITY | 4300 |
| | INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI) | 7387 |
| | TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C) | 260000 |

- Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.
- Flexible Benefit Plan (as applicable):** 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.

| Component | Max Limit |
|-------------------------|-----------|
| Leave Travel Assistance | 12000 |
| Meal Card | 26400 |

(Contd...)

ANNEXURE A (Contd...)

3. **Additional Benefits:** Associates shall be eligible for below mentioned benefits:
- Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **INR 20 lakh** to the beneficiary on the unfortunate death of the associate
 - Group Medical Coverage Plan (GMIP):** You would also be enrolled under the existing Medical Insurance scheme of the Company with a cover of **INR 3 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **INR 2 lakh**.
 - Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.
4. **Deductions:**
- The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
 - Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

Notes:

- Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
- For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
- Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
- Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
- Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

For Tech Mahindra Limited,

R. Krishna

Krishna Ramaswami
Head - Resource Management Group

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Vaishnavi



More reasons to #lovetoBeTechM

ANNEXURE - B

| | | |
|----------|---|--|
| NAME | Ms Vaishnavi Ramakant Pensalwar | |
| TITLE | Associate Software Engineer | |
| BAND | U1 | |
| LOCATION | PUNE | |
| | COMPONENTS | Per Annum (All figures in INR) |
| | BASIC (@40% OF TOTAL FIXED PAY) | 112394 |
| | HRA (@70% OF BASIC) | 78676 |
| | BONUS / STATUTORY BONUS | 48000 |
| | EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY) | 13487 |
| | FLEXIBLE COMPONENTS OF TFP | 28428 |
| | TOTAL FIXED PAY.....(A) | 280985 |
| | TOTAL VARIABLE PAY (TVP)..... (B) | 31221 |
| | ADDITIONAL BENEFITS..... (C) | 12794 |
| | GRATUITY | 5407 |
| | INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI) | 7387 |
| | TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C) | 325000 |

- Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.
- Flexible Benefit Plan (as applicable):** 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

| Component | Max Limit |
|-------------------------|-----------|
| Leave Travel Assistance | 12000 |
| Meal Card | 26400 |

(Contd...)

ANNEXURE B(Contd...)

3. Additional Benefits: Associates shall be eligible for below mentioned benefits:

- 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 lakh** 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 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self + spouse + up to 2 children) will be **INR 2 lakh**.
- c) **Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.

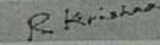
4. Deductions:

- a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
- b) **Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

Notes:

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
4. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
5. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

For Tech Mahindra Limited


Krishna Ramaswami
Head - Resource Management Group

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Vaishnavi



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ANNEXURE ? C

1. Terms and Conditions

(a) Code of Conduct.

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of The Company.

(b) Secrecy

You are expected to maintain utmost secrecy with regard to the affairs of The Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Tech Mahindra Limited or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

(c) Conflict of Interest

Your position with The Company calls for whole time employment and you will devote yourself exclusively to the business of The Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

(d) Non-Solicitation / Non-Compete

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

- i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd
- ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.
- iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.
- iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.
- v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company

(e) **Exclusivity of Services, Publications, Gifts/Anti-bribery**

You shall devote all work efforts exclusively to The Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any direct or indirect participation in other enterprises of any kind requires the prior written consent of The Company. The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

- not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.
- not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to any person or persons in relation to such performance.

(f) **Confidentiality / Non-Disclosure**

You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.

- i) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.
- ii) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Tech Mahindra Limited or the Client.

(g) **Mandatory Period of Service**

In consideration of impartation of training, you shall work in the Company at least for the mandatory period as mentioned below.

During such period of training (including on the job training) and Mandatory Period of Service of **24 (Twenty Four)** months from the date of your joining, you shall not leave, abandon or resign from the services of the Company.

In the event of:

- i) Yourself leaving, abandoning or resigning from the services of the Company
- Or
- ii) Your services being terminated by the Company for nonperformance, breach of any of the terms & conditions of your service or for any other reason whatsoever.

During the above-mentioned period of training of 24 (twenty four) months of mandatory period of service from the date of your joining, you shall be liable to follow the terms and conditions mentioned in the Indemnity Bond. You are required to execute the Indemnity Bond on **INR 500 (Rupees Five Hundred)** Stamp Paper and submit the same at the time of joining.

2. Assignments/Transfer/Deputation

On completion of your training period, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of The Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests

3. Termination of Employment

- i) **Training Period:** During the initial training period as mentioned in Offer letter, your performance would be closely monitored and if your performance is not as per the prescribed criteria, the Company reserves the right to terminate your services without notice.
- ii) Either party can terminate this employment by serving a notice of **90 days** on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.
- iii) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.
- iv) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.

- v) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.
- vi) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
- vii) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services as per the procedure mentioned in **Clause 3** herein above on the grounds of misrepresentation of facts.
- viii) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.
- ix) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is misstated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to forthwith terminate your employment as per the procedure mentioned in **Clause 3** herein above and/or revoke your appointment with The Company, without further reference in the matter.
4. **Statement of Facts**
- (a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.

(b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

5. **Company Policies**

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Prevention of Sexual Harassment (POSH) and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

6. **Personal Indebtedness**

Tech Mahindra Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Tech Mahindra Limited. You understand and accept that you shall have no authority to pledge the credit of Tech Mahindra Limited to any person or entity without Tech Mahindra Limited's prior written authorization.

7. **Restraints**

Access to Information

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

Authorization

Only those authorized by a specific power of attorney may sign legal documents, representing The Company.

Smoking

We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premises including conference rooms, lobbies, is declared as "No-Smoking Zone".

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

Unauthorized Software

You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass

from the security staff after the authorization from your mentor.

The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, The Company uses sophisticated data encryption devices. Your work table and storage space is lockable. Please ensure they are locked when unattended. Duplicate keys are maintained with Security. One can take a duplicate key after signing for it for one's own or team member's table or storage.

(a) **Destroying Papers & Material**

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) **Use of Company Resources**

- (i) You shall use The Company's resources only for official purposes as per the applicable Company policy.
- (ii) The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual user's activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.

8. **Overseas Service Agreement**

As The Company will be spending substantial amount of time and money for your deputation / secondment abroad, you may be required to sign a deputation agreement with The Company and may also be required to execute a Surety Bond on such terms, as The Company may deem appropriate. (This agreement will consist, inter alia, of issues like (i) your commitment to complete the project (ii) your returning to India after completion of the project and serving The Company for a stipulated period).

9. **Intellectual Property Rights**

You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arise out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit.

You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.

10. **Jurisdiction**

Even though The Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be in the courts in **Mumbai** only.

11. Retirement

Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.

Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.

12. General

The above terms and conditions including those in **Annexure - A & B** (Salary break up) are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling, Leave, Working Hours, Retirement, Code of Conduct, etc. you will be governed by the rules of The Company as shall be in force from time to time.

13. In case you are requested to report to the office, You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies, you may be required to work on 24*7 project on shift basis if required and your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.

14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.

15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

This is to certify that I have gone through and understood all the terms and conditions mentioned in **Annexure ? C** and I hereby accept and agree to abide by them.

Name in full : Vaishnavi Ramakant Pensalwar
Signature : Vaishnavi
Address : Girwalkar Nagar, Barshi Road, Latur
Date : 23/12/2021
Place : Latur

ANNEXURE - D - Checklist of Documents

A. Following documents required to be submitted in soft copies to the Recruiter for Background Verification within one week of receiving the offer or within 72 hours of joining whichever is earlier.

- a) Tech Mahindra Application & BV Form
- b) All educational certificates including
 - i) Class 10th 12th marksheets and passing certificate or qualifying exam marksheet and passing certificate.
 - ii) Graduation Degree / Certificate
 - iii) Post Graduation Degree / Certificate, if applicable
 - iv) Any other Degree/Certificates/Diploma which has been mentioned by you in your Resume
 - v) Gap Justification, if any
 - vi) PAN Card Copy
 - vii) Aadhaar Card Copy (Both Front & Back copy)
 - viii) Any other additional documents required for Customer specific checks

B. At the time of joining, you are requested to submit soft copies of the following documents to the HR Team on or before your date of joining.

- a) Certificates' supporting your educational qualifications along with marks sheets - **Three** copies each
 - Xth Certificate & mark sheets
 - XIIth Certificate & mark sheets
 - Degree Certificate & Semester/year-wise mark sheets
 - Master's Certificate & Semester/year-wise mark sheets
 - Diploma/PG Diploma Certificate & Transcripts
 - Any other Certificate with supporting documents ?if any
- b) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed
- c) Five passport-sized color photographs with white background
- d) Valid Passport

Please submit copy of the valid Passport (front and back pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please

submit the documents to HR.

e) PAN Card and Proof of PAN Number

You **MUST** carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.

f) Aadhaar Card

You **MUST** carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgment as issued by the authorities.

g) PF UAN Number: You **MUST** provide your PF UAN Card copy or UAN Number, if issued earlier. If you don't have a UAN number or if your previous organization has not created a UAN then you need to create self UAN number on EPFO website and share the same on or before your joining date.

h) Indemnity Bond

Print only the first page of **Annexure J** on a Stamp Paper of **INR 500/-** and rest of the pages on plain white paper. Have one Surety (Blood relations i.e. father/mother/elder brother/sister with independent income only) sign at the designated space on the last page of the Bond. Tech Mahindra will have a Notary available on the day of joining at joining location to facilitate notarization of Bond. These services will be chargeable and payable directly to the Notary by you. Should you desire to get the Bond notarized on your own, you may do so. In case of non-availability of Notary at joining location, you will be guided by the Joining Team on further action.

Note: -The Bond has to be notarized as on the date of joining. Please **DO NOT** get a pre-notarized bond.

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the Company reserves the right to revoke the offer.

Please bring all the certificates supporting your educational qualifications along with mark sheets in original for verification only.

Candidate's Declaration:

I Vaishnavi P. hereby solemnly declare that I'll submit the required document as per the timelines mentioned above and I understand that if I fail to submit the required document within the stipulated time. I'll allow company to exercise its absolute discretion, to withdraw this Offer or terminate my employment with immediate effect, without any notice pay, by giving me a written notice thereof.

Tech Mahindra

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081, India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN L64200MH1986PLC041370

Name in full

: Vaishnavi Ramakant
Pensalwar

Date

: 23/12/2021

Signature

: Vaishnavi

Place

: Latur.



Vaishnavi

ANNEXURE - E - Confidentiality Agreement

I understand that during my employment with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".

A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

- 1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.
- 2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.
- 3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.
- 4) I hereby agree that :

- The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
- The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
- The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
- I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
- I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited officials or the expressed written authorization of the third party owner.
- Upon termination of my employment with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra Limited which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited upon termination of my employment.
- This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.

If any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name : Ms. Vaishnavi Ramakant Pensalwar
Signature : Vaishnavi
Date : 23/12/2021

ANNEXURE - F - Medical Self-Declaration

| MEDICAL DECLARATION FORM | | | |
|-----------------------------------|-----------|-----------------------------------|------------|
| Applicant ID (To be filled by HR) | | Associate ID (To be filled by HR) | |
| First Name: | Vaishnavi | Last Name: | Pensalwar |
| Gender: Male / Female | Female | Date of birth (DD/MM/YYYY) | 01 11 1997 |
| | | Blood Group | O+ |

Candidate's Medical History:

| Candidate's Medical Details | Yes | No | Please provide the details |
|--|-----|----|----------------------------|
| Do you have any defect or problem of vision? | | ✓ | |
| Can you readily distinguish between the pigmentary colors? | | ✓ | |
| Do you suffer from a degree of deafness which would prevent your hearing of normal conversation? | | ✓ | |
| Do you have any physical deformity / handicap? | | ✓ | |
| Do you have any congenital disorder / abnormality? | | ✓ | |
| Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness? | | ✓ | |
| Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same? | | ✓ | |

| | |
|---|-------------------------------------|
| Have you ever been disqualified on medical grounds from any previous employment opportunity? | <input checked="" type="checkbox"/> |
| Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months? | <input checked="" type="checkbox"/> |
| Have you had any form of critical illness or operation in the last two years? | <input checked="" type="checkbox"/> |
| Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth? | <input checked="" type="checkbox"/> |

Have you ever suffered/are you suffering from any of the following? (Please tick whichever applicable)

| | | | |
|---|---------------------|--------------------------|-----------------|
| <input type="checkbox"/> | Heart Attack | <input type="checkbox"/> | Diabetes |
| <input type="checkbox"/> | High Blood Pressure | <input type="checkbox"/> | Stroke |
| <input type="checkbox"/> | Night Blindness | <input type="checkbox"/> | Valve Disorders |
| <input type="checkbox"/> | Asthma | <input type="checkbox"/> | Slipped disc |
| Any other major disease/illness that you may be willing to disclose | | | |

Candidate's Declaration:

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

Signature: Vaishnavi

Name: Ms. Vaishnavi Ramakant Pensalwar

Date: 23/12/2021
 (DD/MMM/YYYY)

Vaishnavi



ANNEXURE - G - Intellectual Property Assignment

Associate Name: Ms. Vaishnavi Ramakant Pensalwar
Associate ID:
Date: 23/12/2021

In consideration of my employment with Tech Mahindra Limited and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of Tech Mahindra Limited and business, its necessities and plans and the information of its customer, I hereby agree as follows:

(a) Intellectual Property Assignment

I hereby assign, to Tech Mahindra Limited or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including without limitation, right to apply for and obtain a patent) which I may create, develop or assist in creating or developing during my employment which design, inventions, discovery and other intellectual property relate to services provided/ to be provided or products or systems manufactured or developed or licensed or sold by Tech Mahindra Limited whenever made by me and for any work made and/or created or cause to made and/or created in the course of my employment whether on the customer project or otherwise.

Tech Mahindra Limited shall be the first owner of the copyrights therein and for work made and/or created or cause to made and/or created in the course of my employment. If by virtue of any law or any judgment, Tech Mahindra Limited is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever throughout the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waive all my moral rights wholly in favour of Tech Mahindra Limited I also agree to sign on demand, whether during the employment or any time thereafter, any papers and do any acts which may be deemed necessary or desirable by Tech Mahindra Limited to secure to Tech Mahindra Limited, its successors, designees, or assign, any right relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India or any other foreign country.

(b) Restrictions after Termination

I further agree upon termination of my employment to surrender to Tech Mahindra Limited all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in my possession or control, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of Tech Mahindra Limited The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with Tech Mahindra Limited.

WITNESSED

Shital
Ms. Shital Ramesh Pensalwar

ACCEPTED

Vaishnavi
Ms. Vaishnavi Ramakant
Pensalwar

Page 21 of 29

Vaishnavi



More reasons to #lovetoBeTechM

ANNEXURE - H - Agreement ? General Covenant Against Disclosure and Covenant Not to Compete / Non-Solicitation

In consideration of my employment "Tech Mahindra Limited", and in consideration of the wages or salary to be paid to me, and regardless of the duration of my employment, I enter into the following agreements:

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.
2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.
3. **Actions Required on Termination:** Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.
4. **Covenant Against Disclosure:** I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

- a. Because it may not be clear to Associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.

- b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.
- c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.
- d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

5. **Ownership of Work Product:** Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.
6. **Partial Restriction on Post-Termination Competition:** Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited.
7. **Covenant Not To Compete.** I hereby covenant and agree as a part of and ancillary to this Agreement

that for the period of 12 months following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

- a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the 12 months period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest;
- b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

8. **Compliance Not Contingent Upon Additional Consideration:** I understand and acknowledge that the wages, compensation, benefits training and experience that Tech Mahindra Limited provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.
9. **Damages and Remedies:** I acknowledge and agree that if I violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited may take legal action in the court specified below in **Section 13** for the liquidated damages specified in **Section 6** above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

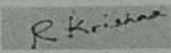
10. **Severability:** Each clause and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.
11. **Entire Agreement:** This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.
12. **Binding Effect:** This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited (together with their successors and assigns).
13. **Choice of Law:** This Agreement will be governed and controlled in all respects by the laws of India.
14. **Choice of Forum:** The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

In the event of any violation of the terms of this clause, I agree that I shall be liable to Tech Mahindra Limited for liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Tech Mahindra Limited would incur upon such breach.

Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in Section 4 so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

Executed this 93 day of 12, 2021

For and on Behalf Of
Tech Mahindra Limited


Krishna Ramaswami
Head - Resource Management Group

Signature
Vaishnavi
(Vaishnavi Ramakant Pensalwar)

ANNEXURE - I - ACKNOWLEDGMENT

This acknowledgment shall be attached to and considered part of the employment agreement executed this date by and between Tech Mahindra Ltd "Company" and the **Ms. Vaishnavi Ramakant Pensalwar** "Employee".

The Employee recognizes, understands and specifically agrees to the restrictive covenant contained in the foregoing agreement. The Employee further acknowledges that said restrictive covenant and the territorial limitations set forth therein is reasonable.

I understand that my employment with the Company is absolutely conditioned upon execution of this Acknowledgment and agreement. I have fully read, understood and agree to be bound by the attached agreement and this Acknowledgment. I, **Vaishnavi Ramakant Pensalwar** hereby further acknowledge and confirm that I have read and understood the foregoing agreement. I understand that I have the right and the time to have this agreement reviewed by Advocate of my choice but has declined to do so.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the Employee has set his or her hand on this 23 day of 12 (month), 2021 (year), and hereby acknowledges, understands and agrees to the above.

[Vaishnavi
Name & Signature]
Ms. Vaishnavi Ramakant Pensalwar

Witness/ Notary Public: _____

Annexure - J - INDEMNITY BOND WITH SURETY

This Indemnity is made and executed at <<Joining Location>> on this << Joining Date>> day of << Joining Month>> << Joining Year>> by Mr. /Ms. /Mrs. << Name >> age <<Age>> S/o Mr. <<Father's Name>> a permanent resident of <<Address>> "hereinafter called "Employee" which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the first part

AND

Mr. <<Name of Surety>> age <<Age>> S/o Mr.<< Father's Name of Surety>> a permanent resident of << Surety Address>> [hereinafter called "Surety" which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the second part,

IN FAVOUR OF Tech Mahindra Limited, a company incorporated under the Companies Act, 1956 and having its Corporate Office at Info city; Hi-tech City Layout Madhapur, Hyderabad 500081, India [hereinafter called "Tech Mahindra" which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors-in-interest and permitted assigns].

WHEREAS the Employee has been selected for appointment as _____ in the Band _____ in the service of Tech Mahindra.

AND WHEREAS an Offer of Appointment containing the terms and conditions of the appointments has already been issued to the Employee vide letter No _____ dated of Tech Mahindra.

AND WHEREAS the acceptance of the terms and conditions of the appointment has already been communicated to Tech Mahindra on _____ by the employee.

AND WHEREAS one of the terms and conditions of the appointment is that the Employee shall undergo an initial training programme called Entry Level Integrated Training and Enablement (hereinafter referred as ELITE) which may also include the project specific training/s and would be subsequently placed on assignments relating to various projects of Tech-Mahindra. The Employee shall serve Tech Mahindra for a minimum period of **twenty four (24)** months from the date of joining of the Employee and execute an indemnity with surety in favour of Tech Mahindra.

NOW THIS INDENTURE WITNESSETH as under:

1. In compliance of the aforesaid condition in Offer of Appointment subject to which **Tech Mahindra** has agreed to give appointment to the Employee, the Employee **hereby** undertakes to undergo the Initial Training Programme as provided by **Tech Mahindra** without any interruption whatsoever and serve **Tech Mahindra**, on its various projects at any location, in India or abroad, for a minimum period of **twenty four (24)** months from the date of joining.
2. The **Employee** hereby undertakes to devote his/her full time and attention to the business of **Tech Mahindra** with due care, skill and diligence. The **Employee** further undertakes to use his/her best efforts in the performance of his/her duties and responsibilities and abide by the rules and regulations of **Tech Mahindra**.
3. The **Employee** hereby undertakes to honor the commitment made by **Tech Mahindra** to its customer/s for completion of any project/s and further undertakes not to abandon any project before its completion.
4. The party of the Second Part i.e. _____ agrees to stand as Surety for the due performance of the obligation of the **Employee** under this agreement of indemnity. In case of breach of the terms of this indemnity by the **Employee** and failure to indemnify Tech Mahindra, the Surety shall be jointly and severally liable to pay the aforesaid amount of **INR 100,000/- (Rupees One lakh only)** to **Tech Mahindra** with an interest at the rate as specified herein below, immediately on demand.
5. The **Employee** further agrees and undertakes that in case, he/she commits breach of the above conditions and resigns from or leaves/abandons the service and/or neglects in performance of the duty assigned to him/her leading to termination of his/her service as per rules/regulations, by **Tech Mahindra**, he/she shall pay an amount of **INR 100,000 (Rupees One lakh only)** with the interest thereon @ 15% per annum from the date of breach of the above till the payment thereof, as liquidated damages/cost of training including on the job training, the expenses which **Tech Mahindra** has incurred/may have to incur in recruiting another employee in his/her place, and also on account of business loss suffered/to be suffered by **Tech Mahindra** during intervening period. The employee and surety agree that assessment of liquidated damages as assessed as **INR 100,000 (Rupees One lakh only)** are reasonable, which they both agree to pay jointly and severally, on demand made by **Tech Mahindra**.
6. Notwithstanding anything contained herein above, furnishing of this indemnity will not create any right in favour of the **Employee** to continue in the service of **Tech Mahindra** for the aforesaid term of **twenty four (24)** months, and **Tech Mahindra** shall always have the right to take appropriate action against the **Employee** as per terms of the appointment letter and/or the rules and regulations of **Tech Mahindra** as applicable, in case of commission of any misconduct by the **Employee**.
7. The amount specified above shall constitute a debt owing to **Tech Mahindra** and shall be recoverable from the **Employee** and the Surety jointly and severally with interest thereon at the rate specified above till the payment thereof.

IN WITNESS whereof, the EMPLOYEE & the SURETY have put their signatures in the presence of the witnesses.

Signed and delivered by the Party of the first part i.e. the Employee having read and understood the contents/terms of this Indemnity Bond

Name of First Part:

Sig:

Signed and delivered by the Party of the second part i.e. the Surety having read and understood the contents/terms of this Indemnity Bond

Name of Surety:

Sig:

S/d by:-

1. WITNESS: _____
(Name)

NAME & ADDRESS:

2. WITNESS: _____
(Name)

NAME & ADDRESS

Vaishnavi



June 2, 2021

HRD/3T/1000459713/21-22

Ms. Pranita Vinayak Garad
At. Manusmarwadi
Post. Patharwadi,
Latur-413512
India

Ph: +91-8806664167

Dear Pranita,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.06.02 18:06:31 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

June 2, 2021

HRD/1000459713/21-22

Ms. Pranita Vinayak Garad
At. Manusmarwadi
Post. Patharwadi,
Latur-413512
India

Ph: +91-8806664167

Dear Pranita,

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:

Joining

Your scheduled date of employment with us will be **June 28, 2021**.

Location

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

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

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

Training

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

Probation and Confirmation

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

Leave

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

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

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

Agreement

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

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation 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.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. 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 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 4,00,000 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.

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 2020-21. 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.

ANNEXURE - I
(Compensation during the Training)

| COMPENSATION DETAILS (All figures in INR per month) | | | | |
|---|----------------------------------|----------|---------------------|---|
| NAME | Ms. Pranita Vinayak Garad | | | |
| 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 Unit allocation)

| COMPENSATION DETAILS (All figures in INR per month) | |
|--|----------------------------------|
| NAME | Ms. Pranita Vinayak Garad |
| 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

**BE YOURSELF,
MAKE A DIFFERENCE.**

accenture

Strictly Private and Confidential

11-Dec-2019

Ragini Shrikant Torgalkar

C8407382

Kolhe nagar,Dalada factory ,Latur.

9168267254

Dear **Ragini**,

We are pleased to extend an Offer to join Accenture Solutions Pvt. Ltd. ("Company") in our Advanced Technology Centers, India as per the below terms and conditions:

Role - Application Development Associate

Career Level - Career level - 12

Talent Segment - Software Engineering



Please refer to:

- Annexure I for the compensation and benefits details
- Annexure II for the documentation to be submitted by you
- Terms of Employment

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college with an aggregate of 65% or 6.5 CGPA or more, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Version 10.0 (Oct 2019)

1

Candidate's Signature _____

Pre-joiner-Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes a learning module- Technology Fundamentals online Learning program (Hereinafter” program”). The training module of which will be made available to you at least 45 days before onboarding to give you a reasonable time to learn at your pace and comfort. Details of which are reiterated as under:

- Under the program, the nine learning modules hosted on a technology platform will prepare you to be code ready.
- Post onboarding/joining Accenture, and after the Induction you will need to go through the Technology fundamental assessment based on the pre onboarding online learning program that was provided to you.
- On successful clearance of the program assessment in the first attempt along with the online Training completion of the program module, you will be eligible for a learning Incentive of INR 10,000.
- In case you fail in the first attempt you will not be eligible for any learning incentive.
- To clear assessments for the program, you are required to score minimum 60% marks in each assessment test for the program. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 65% marks to clear the assessment for the program.
- During each reattempt, reasonable help and guidance will be provided to you to clear the assessment.

Your employment with Accenture is subject to your successful completion of the assessment of the program, as mentioned above.

After you have cleared the Pre-Joiner Program; you will need to undergo further Accenture stream specific trainings. For clearing these trainings also, Accenture provides three attempts with success criteria similar to one for the pre-joiner program as mentioned above. If you are unable to complete the Accenture specific training program in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

Upon joining the Company, an Accenture specific training program will be conducted for a specific duration on the specific skill set assigned to you. Periodic tests will be conducted throughout this training program which you are expected to clear as per the standard process outlined below. You are required to score minimum 60% marks in each test to clear the Accenture specific training program. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 65% marks to clear the training. Your employment with Accenture is subject to your successful completion of this training as mentioned above. If you are unable to complete the Accenture specific training program in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

After acceptance of the Offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This Offer and your employment with Accenture are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/Authority exercising its jurisdiction and statutory power/Authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/Authority without any notification to you. The above shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

After accepting this Offer, we encourage you visit Countdown to the Company -

<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>.

This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history – as well as tips on how to develop yourself (and your career) in the future.

In case you have any feedback/ suggestion or have any query, feel free to write an e-mail to <https://indiacampus.accenture.com/candidate>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,

ACKNOWLEDGED AND AGREED:



Mohan Sekhar
Senior Managing Director
Lead, Advanced Technology Centers, India

[Insert full legal name]

ANNEXURE - I
COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

| Total Cash Compensation Elements | |
|--|--------------|
| | Annual (INR) |
| (A) Annual Fixed Compensation | 314,225 |
| (B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%) | 26,709 |
| Maximum Annual Total earning potential (A+B) | 340,934 |
| (C) Joining Bonus | |
| Joining Bonus (Refer to the section C) | 25,000 |
| (D) Additional Benefits | |
| Gratuity as per law# | 5,290 |
| Insurance Premium (notional value) | 3,776 |
| Total Cash Compensation + Total Additional Benefits (A+B+C+D) | 375,000 |

(A) Annual Fixed Compensation

- Your annual fixed compensation is INR 314,225. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

(B) Local Variable Bonus (LVB)

- As part of your annual total cash compensation, you are eligible to participate in the Local Variable Bonus program. At your career level, the annual target variable pay-out is estimated as INR 26,709. The LVB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in the Company during the year. The pay-out that you receive will depend on but not limited to your performance achievement and the performance of Advanced Technology Centers, India in the current Company fiscal year. Details of the program will be communicated to you separately. The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Local Variable Bonus guidelines.

(C) Joining and Additional Bonus

- You are also eligible for a joining bonus and an additional bonus as per the terms mentioned below

Joining Bonus - of **INR 25,000** payable upon joining the organization and will be paid out along with salary of the month of joining or succeeding pay month. In case you leave, or your services are separated from the Company (except for ramp down or redundancies by the Company) before completion of 1 year from the date of joining, then this whole amount shall be recovered from you.

Additional bonus- of **INR 25,000** payable in the subsequent compensation revision cycle subject to, you complete 1 year of service with the company and payable as per company process, provided you are in the employment of the company at the time of pay-out and have not been subjected to any disciplinary proceedings/non-performance related issues. In case you leave, or your services are separated from the Company (except for ramp down or redundancies by the Company) before completion of 1 year from the date of pay-out; then this whole amount shall be recovered from you.

Note: For International Worker Only*

- As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

*As defined by applicable law from time to time.

Benefits applicable for current Company financial year:

In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:

1. Effective your date of joining, Medical Insurance for self, spouse and 2 dependent children up to INR 300,000 per annum. Premium for this will be paid by the Company.

a. You have the option of availing Accenture negotiated rates to cover your parents, parents in-law & any additional child under a separate Insurance plan up to INR 500,000 per annum. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.

b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse and 2 dependent children
- 20% of such claims for parents, parents in-law and additional children under the separate

Insurance plan

2. Personal Accident coverage for self, up to three times your gross annual fixed compensation.

3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000

In addition to the above, you will also be eligible for the following benefits:

1. #Gratuity amount shown above is an approximation of your eligibility and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company policy.
2. One time relocation allowance subject to a maximum of INR 2,500 on submission of actual supporting as per policy.
3. Transport facility, as per Company guidelines, can be availed at no cost.

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of 1 year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your final settlement to the extent possible. The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Life Insurance and Relocation Assistance program guidelines.

From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the Company.

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

ANNEXURE - II

Mandatory documentation at the time of onboarding:

1. Two copies of your recent passport size photographs.
2. Original mark sheet of all semester (PG/UG)
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of provisional degree certificate or convocation degree certificate.
6. Pan Card.
7. Copy of Passport / Driving License/ Voter ID card.
8. Copy of Aadhaar Card or copy of receipt of Aadhaar enrollment number - this is needed to comply with the requirement of the regulatory authorities like - EPFO etc and Accenture does not require this as a photo identity proof.



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Sr.no. 20, Balewadi High
Street,

27th October 2021

Indrayani SanjayUdgirkar
Udgirkar, Near Anjani Hotel, Gurukrupa Colony
Ambejogai Road, Shivaji Chowk
Latur, Maharashtra- 413512

Dear Indrayani,

I am pleased to extend an offer of employment to you to join Fundtech India Pvt. Ltd. (now known as **Finastra** or the “**Company**”) as **Associate Software Engineer**. You will perform all acts, duties and obligations and comply with such orders of the Company or your superiors as are reasonably consistent with your job title. The Company may require you to undertake the duties of another position, either in addition to or instead of the above duties, it being understood that you will not be required to perform duties which are not reasonably within your capabilities. Your employment will continue until terminated by either party in accordance with the termination provisions under this letter.

1. APPOINTMENT AND COMMENCEMENT OF EMPLOYMENT:

Your appointment would be effective from **15th November 2021**. The Company reserves the right to conduct a background check both at the time of your recruitment and at any time during your employment, which includes a criminal record check and reference checks (including checks relating to experience and skills) and can include verification of education. If the results of your background check reveal information that is (i) inconsistent with our standards or violates our code of conduct, or (ii) is different with the information disclosed by you, this offer may be rescinded or if discovered post your joining, your employment with Finastra will be considered ineffective and irregular and would be liable to be immediately terminated without notice.

2. COMPENSATION AND BENEFITS:

Finastra provides its employees a comprehensive and competitive compensation and benefits program.

Compensation: A gross salary of **INR 669,430 (Six Lakh Sixty-Nine Thousand Four Hundred and Thirty Rupees)** per annum, less statutory deductions required by law. This will be through direct deposit into your bank account. Base salary is reviewed as part of our annual performance and reward cycle each year. [For start dates March 1st – May 31st: It is expected that your first review will be after the end of the next fiscal year.] All salary, allowances and reimbursements will be paid less any applicable taxes and withholdings in accordance with India tax laws.

Finastra has a right to restructure total compensation package into various components without adversely affecting the total compensation payable to you.

If, due to your or the Company's error, you are paid in excess via payments, bonuses, expenses or any other means, the Company shall be entitled to deduct such excess in payment from your gross salary in order to rectify the said error.

You will be eligible to participate in the Company's Annual Incentive Plan, with a target bonus of **5%** of annual base salary. Your annual bonus will be determined based on Company performance and individual performance. Full details of the Plan will be communicated each year, and the terms of the Plan may be reviewed and amended from time to time, at the Company's sole discretion. For financial year ending 31 May 2022 you will be eligible for a pro-rated bonus based on your date of hire; provided your employment contract starts no later than 28th February 2022. The Finastra financial year runs



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from 1st June through to 31st May. Employees serving notice will be ineligible for a merit increase and bonus payment.

Employees serving notice will be ineligible for a merit increase and bonus payment.

Benefits Program: As an employee of Finastra, you will enjoy all benefits as per the applicable Indian labor law and based on the Company's prevailing policy and procedures. Please refer to the Annexure A for a description of applicable benefits.

3. PLACE OF WORK:

You will be based in Finastra' Pune office and may be required to travel on a temporary basis to other parts of India and overseas, including client locations, as the Company shall direct, for the discharge of your duties/responsibilities. Finastra may, after giving you reasonable notice, transfer/depute/assign from its Pune office to another office anywhere in India or abroad and/or from one department to another or from one establishment to another and/or to any other concern including to any of Finastra' affiliates, associates, group companies and/or entities in which Finastra may be having any interest whether existing or which may be set up in the future or to such other companies or firms with whom Finastra may make any such arrangement or agreement.

4. PROBATIONARY PERIOD:

You will initially be on probation for a period of 3 months from your actual date of joining Finastra, during which your performance will be assessed and evaluated by your supervisor or a member of the management team. On satisfactory completion of your initial or extended probationary period you may be confirmed as a regular full-time employee of Finastra, on such terms and conditions as decided by Finastra.

5. RETIREMENT AGE:

You will retire from the service of the Company on attaining the age of 60 years, unless otherwise expressly extended by the Company.

6. TERMINATION OF EMPLOYMENT:

Either party may terminate this Agreement by giving 2 months' notice in writing or payment in lieu thereof. However, in case any disciplinary proceedings are either contemplated or pending against you, the Company reserves the right not to accept your resignation. Further, during the probationary period, your services may be terminated with 30 days' notice or payment in lieu of notice and without assigning any reasons at the sole discretion of Finastra. If you do not give the required notice prior to terminating employment, you will be required to pay the Company in lieu of the required notice based on your existing monthly CTC pay (basic plus allowances). You hereby expressly consent to the Company recovering any notice amount or any other monies payable by you, from your full and final settlement or any other amounts due to you from the Company, to the extent recoverable.

The Company reserves the right to accept your resignation. Further, the Company may in its sole discretion, relieve you of your duties prior to the expiry of your notice period and pay you salary for the unexpired period of your notice.

Your employment with Finastra will cease on attainment of the defined retirement age. In such case, no notice or payment in lieu thereof to terminate employment will be required by either party.

The Company, in its sole discretion, shall have the right to prevent you from entering the premises of any of the offices or other establishments under the control of the Company and direct you to abstain from undertaking your regular responsibilities during the notice period.

The Company reserves the right to terminate your services in the event of your continuous ill health for such period of time as specified in applicable Company policy and you are unable to produce a medical certificate that satisfies the Company or you fail to subject yourself to an examination by a Company designated doctor or when you do so, you do not get a confirmatory medical certificate from the Company designated doctor.

The Company reserves the right to terminate your employment at any time (whether you are in probation or in confirmed employment) without notice or payment in lieu of notice if it has reasonable grounds including but not limited to negligence in performance of the duties, or if you are found guilty of misdemeanor, sexual harassment, misconduct, negligence or any breach of or non-compliance with the Company's policies and procedures or the terms and conditions of this agreement.

You understand that your efficient performance is fundamental and essential for the performance of this contract. The Company may terminate your employment, in the event that you consistently perform poorly or not meet your job expectations, in the discharge of your duties or in the conduct of the Company's business, despite being given adequate opportunities to improve.

Upon termination, for any reason whatsoever, you shall:

- a. Not at any time thereafter, make any untrue, disparaging or misleading oral or written statements about the Company, or its business. Further, you will not represent or permit yourself to be held out as being in any way connected with, directly or indirectly, or being interested in the business of the Company, except as a former employee of the Company for the purpose of communicating with prospective employers or complying with any applicable statutory requirements.
- b. not at any time thereafter use the name of the Company or any other name capable of confusion therewith (whether by using such names as part of a corporate name or otherwise); and
- c. immediately return to the Company all confidential information ((as such term is defined and understood in the attached Employee Non-Disclosure of Confidential Information and Inventions Assignment Agreement at Annex B)), and property of the Company, including but not limited to equipment, correspondence, records, specifications, software, disks, models, notes, reports and other documents and any copies thereof and any other property belonging to the Company or its associated companies (including but not limited to the Company's car, keys, credit cards, equipment and passes) which are in your possession or under your control and sign such assignment agreements as the Company deems necessary, to assign all your rights in any Inventions. You must, if so required by the Company, confirm in writing that you have complied with your obligations under this section.

7. CONFIDENTIALITY, INTELLECTUAL PROPERTY and NON-Compete:

Confidentiality and Intellectual Property:

You acknowledge that as an employee of the Company, you will have access to the Company's confidential information (as such term is defined and understood in the attached Employee Non-Disclosure of Confidential Information and Inventions Assignment Agreement at Annex B) and you may, during the course of your employment, develop certain information or inventions, which will become the property of the Company, its associated

companies, subsidiaries or that of its customers or partners. Accordingly, you agree to sign and be bound by the separate Employee Non-disclosure of Proprietary Information and Inventions Assignment



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Agreement ("Employee Proprietary Information and Inventions Assignment Agreement") set out in Annex B as well as a deed of assignment as and when necessary,

Non-Compète and Non-Sollicitation:

During the course of your employment with the Company and thereafter, you shall not accept any employment of whatsoever nature from the Company's clients and / or customers. Also, you shall not solicit business of any nature, either directly or indirectly, for yourself, or for any other third party, from the Company's clients and / or customers, nor solicit or help to solicit, either directly or indirectly any employees of the Company to or for the employment of any third-party or yourself.

8. NON-DISPARAGEMENT:

You agree, both during your employment and thereafter, to refrain from making any adverse written or oral statement or taking any action, directly or indirectly, which you know or reasonably should know to be disparaging, negative, or likely to be harmful to the business or reputation of the Company, its shareholders, affiliates, parent, group companies, officers, directors or employees, publicly or otherwise, except as may be required by law. You also agree to refrain from suggesting to anyone that any written or oral statements be made which you know or reasonably should know to be disparaging or negative concerning the Company, or from urging or influencing any person to make any such statement

9. CONFLICTING EMPLOYMENT

You agree that, during the Term of your employment with the Company, you will not, except with the explicit prior written consent of the Company, engage in any other employment, occupation, consulting or other business activity directly or indirectly related to the business in which the Company is now involved or becomes involved during the Term of such Employment, nor will you engage in any other activities that conflict with your obligations to the Company.

10. EMPLOYMENT RULES AND REGULATIONS:

In addition to the terms and conditions of employment specifically stated herein, you will also be governed by the prevailing policies or guidelines for Finastra India, any operating policies and procedures, notices and regulations as there may be, framed, amended, modified or omitted by Finastra from time to time. You will also be governed by statutory laws enacted by Central or State Government or local authorities as may be applicable to you from time to time.

You also acknowledge that your employment at Finastra is contingent on you being able to legally work in India.

11. Governing Law and Jurisdiction

This letter is governed by and construed in accordance with laws of India, and you and the Company submit to the exclusive jurisdiction of the courts at Pune, including civil courts, labour courts, Industrial Tribunals or any other courts or authority of whatsoever nature for claim of any form of relief including damages and injunctive relief.



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12. Severability

If any provision of this contract is held by a court of competent jurisdiction to be illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect. Any invalid or unenforceable provision of this contract shall be replaced with a provision which is valid and enforceable and most nearly reflects the original intent of the invalid or unenforceable provision.

Deadline to Accept Offer:

This offer will remain open to you until **5:00 p.m., 29th October 2021** Indian Time. Please indicate your acceptance of this agreement by returning a signed copy of this letter. If we do not receive a response from you by the above-mentioned date and time, we will assume you are not interested, and this offer will be automatically revoked. You may return these documents to **Prakash B at the Pune** office.

If you have any questions, please do not hesitate to contact the undersigned.

Congratulations and welcome to the Finastra family! We are pleased to have you join us as an Employee and are looking forward to a challenging and rewarding association.

Yours Sincerely,

Vanessa Wakefield
Senior Manager Talent Attraction- HR
Finastra Software Solutions (India) Private Limited

I accept this offer of employment with Finastra and agree to the terms and conditions outlined in this letter.

Date

Signature

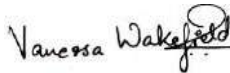
Proposed start date:

**ANNEXURE A
(BENEFITS AND COMPENSATION)**

| Annexure Total Compensation & Rewards | | | |
|---|---|-------------------|----------------|
| Confidential | | | |
| Name: Indrayani Sanjay Udgirkar | | | |
| Title: Associate Software Engineer | | Level: TP1 | |
| Sr | Compensation Break-up | Monthly (INR) | Annual (INR) |
| 1 | Basic Pay | 25,000 | 300,000 |
| 2 | Flexible Compensation Plan (FCP) | 22,000 | 264,000 |
| 3 | Employer's Contribution to PF (12 % of Basic) | 3,000 | 36,000 |
| a | Total Base Salary (1 + 2 + 3) | 50,000 | 600,000 |
| c | Gratuity (As per The Gratuity Act) 4.81% of Basic Pay | 4.81% | 14,430 |
| 6 | Medical Insurance for Self & Dependents * | | 25,000 |
| 7 | Group Accident Insurance | | |
| 8 | Life insurance - 2x Annual (Basic Pay + FCP) *** | | |
| d | Costed out Insurance (Paid by Finastra) (6 + 7 + 8) | | 25,000 |
| e | Bonus (As per company policy) as 5.0% of Base Salary (a Above) | 5.00% | 30,000 |
| | Total Annual Cost to Company (CTC) (INR) (a + b + c + d) | | 669,430 |

Refer to Benefits Annexure for details

* Refer to Benefits Annexure for details



Vanessa Wakefield

India Senior Talent Attraction Manager

27th October 2021

Date



**GENERAL
INSURANCE**

ANNEXURE

Name -: Swami Prajakata Dhananjay
Emp. Code-: 50027884
Designation-: Junior Engineer-Testing Manual
Location-: Mumbai
Circle-: Mumbai City Circle

Monthly CTC Break Up

| PARTICULARS | AMOUNT (Rs.) |
|----------------------------|---------------------|
| Basic | 12286 |
| House Rent Allowance | 5320 |
| Conveyance Allowance | 0 |
| Personal Pay | 0 |
| GROSS | 17606 |
| PF Employer Contribution | 1597 |
| ESIC Employer Contribution | 573 |
| GPAI | 35 |
| CTC | 20835 |
| PF Employee Contribution | 1474 |
| ESIC Employee Contribution | 133 |
| Net Salary | 15799 |
| Statutory Bonus | 1024 |

**Note: All Statutory deductions will be made as per applicable laws.
* Statutory Bonus for the respective month will be paid quarterly.**

An ISO 9001:2015 Certified Company

Reliance General Insurance Company Limited

Registered & Corporate Office : Reliance Centre, South Wing, 4th Floor, Off Western Express Highway, Santacruz (East), Mumbai - 400 055.

Corporate Identity Number (CIN) : U66603MH2000PLC128300. Trade Logo displayed above belongs to Anil Dhirubhai

Ambani Ventures Private Limited and used by Reliance General Insurance Company Limited under License.





COMPENSATION AND BENEFITS

Offer: Computer Consultancy
Ref: TCSL/DT20217624295/Pune
Date: 02/04/2021

Mr. Rohan Sanjay Hatte
Hatte NagarLatur,
Ganesh Temple,
Latur-413512,
Maharashtra.
Tel# -

Dear Rohan Sanjay Hatte,

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.

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

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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



COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

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

3. Food Card

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

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PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

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

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Tel: 91 20 6608 7772 Fax: 91 20 6608 7107 Website: www.tcs.com
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3



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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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

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



RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

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

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve

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Tel: 91 20 6608 7721 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Narmal Building, 9th Floor, Narmal Point, Mumbai 400 021
TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com



months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior

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Tata Consultancy Services Limited

Niyati Tiana, 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: Narmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com



written permission of TCSL.

9. Confidentiality Agreement

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

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

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

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your

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day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

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

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

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

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

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19. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)

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- *Passport
- *NSR E-Card

20. TCS Xperience Program

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

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

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

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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

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24. Data Privacy Clause:

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

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

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

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

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

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

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Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



Click here or use a QR code scanner from your mobile to validate the offer letter

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

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**GROSS SALARY SHEET**

Annexure 1

| | |
|----------------|-----------------------------------|
| Name | Rohan Sanjay Hatte |
| Designation | Assistant System Engineer-Trainee |
| Institute Name | M.S Bidve Engineering College |

Table 1: Compensation Details (All Components in INR)

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

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

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

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

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

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

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

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Annexure 2

| | |
|---|---|
| <p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p> | <p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p> |
| <p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p> | <p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p> |
| <p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p> | <p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p> |
| <p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House,G.S. Road, Dispur,Guwahati - 781006,Assam</p> | <p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p> |
| <p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p> | <p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p> |
| <p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p> | <p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p> |
| <p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p> | <p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p> |
| <p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p> | |

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Niyati Tower, Ground Floor, S No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006, India
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Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

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



2. Associate's Obligations

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

3. Intellectual Property Rights

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

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4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Restriction on Associate's Rights

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

8. No License

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

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9. Equitable Rights

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

10. General

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

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

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

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

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

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

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A handwritten signature in blue ink, appearing to be 'Niyati Tiana', with a horizontal line extending to the right towards the page number '19'.

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TANDT INFRA LTD.

CIN : U45200PN2012PLC144893

OFFER LETTER

T&T/OL/HR/FEB/2021

Date : 18/02/2021

To,

Miss.Nisha Rajendra Dhage
Bansude nagar,
New renapur naka,
Latur.

Offer Letter for Appointment

Dear Miss. Nisha,

Congratulations! We are pleased to confirm that you have been selected for the post of Trainee Jr.Engineer at our organization.

This is reference to your resume and the personal interview 10/02/2021 your gross salary will be Rs.12000/- pm.

You are expected to join your duties on 22/02/2021 at 9.30 am at Head Office and reports to Mr. Sachin Prabhune. You have to sign bond for 2.5 years.

This offer letter is valid till 18/02/2021. On or before that please signs the enclosed copy of this letter and returns it to HR Dept. to indicate your acceptance of this offer.

Thanking you.

For TandT Infra Ltd

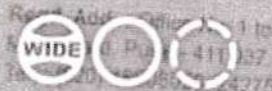
[Signature]
Director



[Signature]

Candidate signature

Date: 18/02/2021



Shot on Y15
Vivo AI camera

PERSONAL & CONFIDENTIAL

CEG/HR/2020/Dec/10-02
December 10, 2020



CONSULTING ENGINEERS GROUP LTD

An ISO 9001:2015 Company
Registered & Corporate Office

CEG Tower, B-11 (G), Malviya Industrial Area
Jaipur - 302017, Rajasthan, INDIA
Tel: +91 141 2751801, 802, 803 ; Fax: 2751806
e-mail: hqjpr@cegindia.com ; url: www.cegindia.com
CIN: U74140RJ1991PLC006329

Ms. Aarti Sanjay Gundure,
403, Ghar Apartment, Rudreshwar Chowk,
LIC Colony, Latur, Maharashtra- 413512
Contact No.: +91-8208824559, 9923952190
Email: aartigundure2002@gmail.com

Employee Code: EMP81353

Payroll Code: 3200

Project: "Consultancy Services for Authority's Engineer for Supervision Of Four/Six Lining of **Aurangabad** (Km290.200) to **Karodi Village** End (Km 320.104) road section of NH-211 (new NH No. 52); (Existing Length 29.904 Km; Design Length 30.215 Km) in the state of Maharashtra under NHDP Phase IV-B on EPC Mode."

Sub: **Appointment for the position of Assistant Quality cum Material Engineer.**

Dear Ms. Aarti,

With reference to your interview and subsequent discussions held with us, we are pleased to appoint you as **Assistant Quality cum Material Engineer** for the above project on the following terms and conditions, for **man-month input or till completion of the project.**

1. REMUNERATION

You will be paid a CTC of **Rs. 2,16,000/- (Rupees Two Lac Sixteen Thousand Only)** per annum including all allowances subject to statutory and other deductions as applicable, with effect from **December 10, 2020** as per the details below:-

| S. No. | Particulars | Monthly (Rs.) | Annually (Rs.) |
|--------|--------------------------------------|-----------------|-------------------|
| 1 | Basic Salary | 15,050/- | 1,80,600/- |
| 2 | Bonus (Adv.) | 1,400/- | 16,800/- |
| 3 | Special Allowance | 243/- | 2,916/- |
| 4 | GROSS SALARY | 16,693/- | 2,00,316/- |
| 5 | Employer's Contribution to ESI | 543/- | 6,516/- |
| 6 | Employer's Contribution to Gratuity* | 724/- | 8,688/- |
| 7 | Group Personal Accident Insurance** | 40/- | 480/- |
| 8 | TOTAL CTC | 18,000/- | 2,16,000/- |

*Gratuity shall be payable as per The Payment of Gratuity Act 1972.

Apart from your Gross Salary, you will be entitled for Group Personal Accident Insurance (GPAI) for a sum assured of **Rs. 8,00,000/- for self only (applicable 24 hours' coverage). Sum assured is subject to change as per the company's agreement with Insurance Company.

***You will be covered under Group Mediclaim Insurance Policy for a sum assured of **Rs.2,00,000/-** for one year. The key features of the policy are available on HRMS under Policy section.

2. MAN MONTHS

Man-months input shall be as per undertaking (including notice period) submitted by you. For further extension or assignment of project, management shall notify you.

3. PLACE AND HOURS OF WORKING

(a) You will be placed at the above mentioned project site/office. You may however be required to work/travel at any of the site/office covered in India/overseas. You will be reimbursed TA/DA as per the Company Policy applicable to you.

(b) You will be expected to attend office as assigned to you as per project requirements. The office timings observed at CEG shall be "as per the contract with client".

EMPLOYMENT OFFER LETTER

Capgemini Ref: 5408829 /1104697,

01/17/2022,

✓ Jadhav Akash Narahari
Kopara,,
Latur ,Maharashtra,
India

Confidential

✓ Dear Jadhav Akash Narahari ,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with Capgemini Technology Services India Limited ('Capgemini' or 'Company') starting from 01/18/2022 (or such other date as may be communicated to you by the Company), as per details given below.

A) Your current designation will be **Analyst/A4**

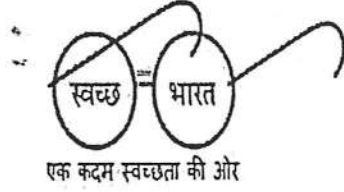
B) You will be required to work at the Company's offices in location Pune

C) Your all-inclusive annual target compensation (on a cost to company basis) will be INR 300,002.00 (Rupees Three Lakh and Two only) which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

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



M/s. PRAGATI CONSTRUCTION



"Kapilanand" Plot no.23,
Pragatinagar,
Central Bank Colony,
Ring Road,
Latur-413 512
Maharashtra.
Web: pragaticonstruction.in

Ref.:PCC/LTR/ 72 /2021

Date: 25/02/2021

LETTER OF EMPLOYMENT

To,
Shri Prasannajeet Rajendra Jadhav,
Tq. AUSA Nandurga,
Latur - 413 512.

Dear,
Welcome to Pragati construction.

We are pleased to offer your employment in the position of " Site Engineer" with M/s Pragati construction.

We are eager to have you as part of our team. We foresee your potential skills as a Valuable contribution to our company. Your appointment as a Site Engineer will commence on Dt.25/02/2021.

- 1) Your salary will be Rs 13,000/- per month.
- 2) This contract of employment shall be terminable by giving thirty days notice in writing.
- 3) Your work location will be Beed Water supply scheme or it may differ as per requirement.
- 4) Your appointment shall be subject to the understanding that you will not engage yourself in any work except with the prior permission of the company that you will not disclose any information regarding the affairs of the company which may come to your knowledge during the period of your services, the disclosure of which will be prejudicial to the in company.
- 5) This appointment is subject to your being declared medically fit by our medical adviser. At the time of joining, you may be asked give a declaration of medical status in lieu of medical examination and no relevant information should be left out in this declaration.
- 6) You shall be responsible for the safe-keeping and return in good condition and order of all the properties of the company which may be in your use, custody care or charge. In the event of loss of any property of the company in your possession, the company will have the right to assess on its own basis and recover the damage of all such material from you and take such other action as it deems proper in the event of your failure to account for any such material or property towards company's satisfaction.

(Continue on Page No.2)



19-20

Offer: Computer Consultancy
Ref: TCSL/DT20229767051/Lucknow
Date: 03/02/2022

Mr. Prasannajeet Rajendra Jadhav
At Post Nandurga, Tq Ausa, Dist Latur,
Nandurga,
Latur-413516,
Maharashtra.
Tel# -

Dear Prasannajeet Rajendra Jadhav,

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.

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

TCS Confidential
TCSL/DT20229767051

December 24, 2021

HRD/3T/1000902603/21-22

19-20

Ms. Shubhangi Bandu Jatal
At.Bhandrawadi
Tq.Renapur
Latur-413512
India

Ph: +91-7083757850

Dear Shubhangi,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Certification signature by Richard Lobo
<richard_lobo@infosys.com> Validity Unknown
Digitally signed by Richard Lobo
Date: 2021.12.24 00:30:55 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

19-20
12/24/21

December 24, 2021

HRD/1000902603/21-22

Ms. Shubhangi Bandu Jatal
At.Bhandrawadi
Tq.Renapur
Latur-413512
India

Ph: +91-7083757850

Dear Shubhangi,

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:

Joining

Your scheduled date of employment with us will be **03-Jan-2022**.

Location

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

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

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

Training

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

19-0

Infosys

Navigate your next

December 24, 2021

HRD/3T/1002746139/21-22

Ms. SAUMYA KALSHETTY
BEHIND USHAKIRAN
Padma Nagar,
Latur-413512
India

Ph: +91-7038300306

Dear SAUMYA,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Certification signature by Richard Lobo
<richard_lobo@infosys.com> Validity Unknown
Digitally signed by Richard Lobo
Date: 2021.12.24 18:44:47 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/3T/1000901955/21-22

December 23, 2021

Ms. Aishwarya Sanjay Kulkarni
BARSHI ROAD
Kisan Bank Colony, Kailas Nagar,
Latur-413512
India

Ph: +91-7767064030

Dear Aishwarya,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Certification signature by Richard Lobo
<richard_lobo@infosys.com> Validity Unknown
Digitally signed by Richard Lobo
Date: 2021.12.23 20:50:27 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

Date – December 1, 2020

To,

Mr. Akash Magar
At. Katpur Post. Babhalgon,
Ta. Dist. Latur-413 531.

Subject: Appointment for post of Engineer - Trainee.

Dear **Mr. Magar**,

We are pleased to offer you, the position of **Engineer - Trainee** with effect from **December 1, 2020** on the following terms and conditions:

1. Probation -

You shall be on probation of SIX months from the date of your appointment. During this period, you shall not be eligible to the following privileges –

- You cannot avail of any leave of any nature in this duration
- In case of any other exigency for which you shall be required to refrain from work, it shall be treated as a Leave without pay (LWP).

2. Designation -

You are hereby designated as **Engineer - Trainee**, and you shall report to **Mr. Mahesh Rajure, Head Business Development**.

3. Salary

Your salary and other benefits are mentioned in Annexure 1 attached herewith.

4. Place of posting

You will be posted at **Vikhroli, Maharashtra**. You may however be required to work at any place of business which the Company has, or may later acquire.

5. Hours of Work

The normal working days are Monday through Saturday as per our Leave Policy. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from 9.30 am to 6.00 pm and if necessary, for additional hours depending on your responsibilities.

6. Leave/Holidays

You are entitled to casual leave of 12 days annually. (Allotted on a pro-rata basis)
You are entitled to 6 working days of paid sick leave annually. (on a pro-rata basis)
The Company shall notify a list of declared holidays in the beginning of each year.

7. Tenure

You are bound to work with Suyog Telematics Limited for minimum of **2 year** from the date of joining, also you are not allowed to work with any other company, till the time you are working with us.

8. Nature of duties

You will perform to the best of your ability all the duties as are inherent in your role and such additional duties as the company may call upon you to perform, from time to time. Your specific duties have been thoroughly mentioned to you during the course of your selection. You may seek more information from your immediate manager.

9. Resignation

In the event of you wish to resign from the company, the following terms shall be applicable –

- a. You shall be required to serve a notice period of 30 days with full attendance during this period.
- b. You are not entitled to any leave during the course of serving Notice Period. In the event of taking leave during notice period, your Last Day of Working shall be enhanced accordingly.

10. Governing Law

Your employment with the Company is subject to Indian laws.

11. Human Resource Policy Manual –

You shall abide by all the conditions mentioned in the HR Policy Manual, a soft copy of which shall be provided to you in due course.

We welcome you and wish you all the very best for having a wonderful career with us.

On behalf of Suyog Telematics Ltd. -



JIYA PATEL

Human Resources

Annexure 1

Salary Sheet for Akash Magar

w.e.f. December 1, 2020

| HEAD OF SALARY | MONTHLY | ANNUALLY |
|--------------------------|---------------|-----------------|
| Basic (40% of Total CTC) | 8,000 | 96,000 |
| HRA (40 % of Basic) | 3,200 | 38,400 |
| Allowances | | |
| 1. Conveyance | 2000 | 24,000 |
| 2. Medical | 1500 | 18,000 |
| 3. Mobile Exp. | 2000 | 24,000 |
| Adhoc Allowance | 3,100 | 37,200 |
| PF @12% of basic | 0 | 0 |
| Professional Tax | 200 | 2,400 |
| | 200 | 2,400 |
| TOTAL CTC | 20,000 | 2,40,000 |

Regards,



JIYA PATEL

Human Resources

Date: 03 Nov 2021

Mr Shrikant Korate
Gawali Nagar, Malvati

Road, Latur 413512

Employee No: 2251832
Dear Mr Shrikant Korate

Appointment Letter

We are pleased to appoint you in our organization as Test Design Professional subject to the following terms and conditions:

1. Your contract will commence from 03 Nov 2021 and expire on 02 Nov 2022 during which you will render services to our Client at their premises subject to the terms and conditions of the engagement letter executed by you on 03 Nov 2021 and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.
2. You hereby agree to be liable for the following terms and conditions:
 - i. Fully perform the services, in a professional manner, at the Client's location until the completion of the term of the work assignment.
 - ii. During the term of the work assignment, render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other third parties.
 - iii. Not engage in any conduct which is detrimental to the interest of the Client or TeamLease.
 - iv. Not receive any payments of any nature directly or indirectly from the Client unless agreed to by TeamLease.
 - v. Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission of TeamLease.
 - vi. Extend all cooperation to the Client's employees, consultants, representatives, etc, and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake the work.
 - vii. Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the Client.
 - viii. Comply with the safety, health and other rules and regulations of TeamLease and the TeamLease Client that you have been made aware of.
 - ix. During the course of your contract, you can be transferred to a location within the territory of India as and when required by TeamLease for executing the services provided herein.
3. Should you be selected to perform the Work Assignment, the nature of your relationship with TeamLease will be that of a Contract of Service for a fixed period. By executing this letter of engagement neither do we offer you employment with TeamLease nor do you become an employee of TeamLease. Upon expiry or termination of the Work Assignment, your employment with TeamLease shall stand terminated forthwith.
4. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, either party may terminate this Work Assignment Letter by issuing 30 days notice in writing or payment thereof.
5. Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and TeamLease shall promptly settle all your dues after making the applicable deductions.
6. You agree to defend, indemnify and hold TeamLease or the Client harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.
7. Any dispute between you and TeamLease shall be referred to a sole arbitrator appointed by TeamLease. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India.

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8. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize TeamLease to make all salary payments required to be made to you by TeamLease including all reimbursements either by way of Cheque or by directly crediting the amounts to your bank account.
9. The salary payout will be made latest by 9th of the following month.
10. You will be entitled to an employer's contribution of Provident fund to the extent of 12% of your basic salary and applicable ESI contribution. You will also be covered under Medical and Accident Insurance and will be entitled to all other statutory benefits whichever is applicable during the contract period. It is hereby clarified that if you fail to submit the ESIC, PF, Gratuity nomination forms together with any other document as required under the applicable labour legislations, TeamLease shall not incur any liability with regards to any Claims under the said applicable labour legislations.
11. In addition to the terms contained herein, your relationship with TeamLease may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by TeamLease and you hereby agree to have read and clearly understood the terms of employment provided in the Service Rules, which is attached herein.
12. During your employment with TeamLease, if we find any irregularity or insufficiency in the documents submitted by you, this Appointment Letter would stand cancelled/revoked.

We at TeamLease would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process. Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Office Copy in token of your having read, agreed, fully understood and accepted the terms and conditions of appointment. Please send across the signed acknowledged copy to ROPS Team, Bangalore TeamLease Address which is mentioned below. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your assignment at TeamLease with the acceptance of your first salary from TeamLease will be conclusive proof of your acceptance in accordance of terms and conditions.

TeamLease neither accepts any consideration in the form of any cash or kind nor supports any policy of accepting such consideration by any third party for providing employment to prospective candidates. In the event you have paid any such amount to any employee, Officer, representative of TeamLease kindly bring the same to the immediate notice of your superiors or report the same to Teamlease through email or through the toll free number which is provide to you.

ENDORSEMENT

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

For TEAMLEASE SERVICES LIMITED

Accepted and Agreed



(Authorized Signatory)

Signature and date:
Name: SHRIKANT KOPATE

Salary Annexure

Employee No: 2251832

| Particulars | Amount |
|----------------------------|---|
| Basic | 20934 |
| House Rent Allowance | 8374 |
| Conveyance | 236 |
| Employer PF Contribution | 1800 |
| Insurance | 1035 |
| Medical Reimbursement | 1250 |
| Statutory Bonus | 1206 |
| Employee Compensation | 55 |
| Total Amount | 34890 |
| Amount In Words(Rs) | Thirty Four Thousand Eight Hundred Ninety Rupees |

Net Pay Annexure

| EARNINGS | Amount |
|------------------------|---------------|
| Basic | 20934 |
| House Rent Allowance | 8374 |
| Conveyance | 236 |
| Medical Reimbursement | 1250 |
| Statutory Bonus | 1206 |
| Gross Earnings | 32000 |
| | |
| DEDUCTIONS * | Amount |
| Employee PF | 1800 |
| Professional Tax | 200 |
| Total Deduction | 2000 |
| | |
| Net Salary | 30000 |

* Income-tax deductions, if applicable, will be as per the Income-Tax Act, 1961

** Annual components (like LTA, Medical Reimbursement) would be payable on claims and will be considered for exemption under Income Tax subject to receipt of valid bills for the Financial Year if applicable

Note : This statement is only for the purpose of information and is illustrative in nature

Mandatory Training Programme - Prevention of Sexual Harassment at Work Place - The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (Act)

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In accordance with the provisions of the above Act and the Policy of the Company to create awareness on prevention of sexual harassment at workplace, we urge you to undergo an online training programme, on the subject matter.

Please note that undergoing online training is mandatory for this engagement.

The **link** to undergo the programme and complete the evaluation is given below.

Link : <https://tconnect.teamlease.com/Learning>

The training programme shall be conducted on a regular basis every year. Please complete the training programme within 15 days of receipt of this letter, after which it shall be treated as a deemed confirmation that you have understood your responsibilities in ensuring a safe workplace.



Shri Vishweshwar Shikshan Prasarak Mandal's

Vishweshwarayya Abhiyantriki Padvika Mahavidyalaya

Approved by AICTE New Delhi, DTE Mumbai & Affiliated to MSBTE Mumbai

Accredited by National Board of Accreditation, New Delhi

Dilip Nagar, Almala Tq. Ausa Dist. Latur-413520 (M.S.)

Ref.No. ✓APM/Appointment order / 2022-23 / 281

Date 17/08/2022.

Appointment Order



To,
Miss. Bokade Jyoti Bankat
A/p Sattardharwadi, Tq. Ausa, Dist. Latur

Sub: - Regarding the appointment as a Lecturer..

With reference to your application dated 13th August 2022 for the post as a Lecturer in Electrical Department I am informing you that you are appointed to the post of a Lecturer in Electrical Department at Vishweshwarayya Abhiyantriki Padvika Mahavidyalaya, Dilip Nagar Almala, Tq. Ausa, Dist. Latur as per State Government norms with effect from 17th August 2022..

1. Your Service shall be governed by the State Govt. & Shri. Vishweshwar Shikshan Prasarak Mandal's Society rules enforce time to time.
2. Your appointment is subjected to approval from Director of Technical Education Mumbai.
3. You should discharge your duties as per the instructions of the head of institute & Society.

Kindly make it confirm to report at college' office as before 17th August 2022.

PRINCIPAL

Vishweshwarayya Abhiyantriki
Padvika Mahavidyalaya

Dilip Nagar Almala,
Tq. Ausa Dist. Latur

Copy to:-

1. Account Section, Vishweshwarayya Abhiyantriki Padvika Mahavidyalaya, Dilip Nagar Almala, Tq. Ausa, Dist. Latur.
2. The Applicant.
3. Personal File.



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WELCOME

Hi Abrar

Greetings. I am very excited about the prospect of you joining AXYYA DIGITAL. This is your offer letter. In the following pages, you will find details reg your salary and benefits, as well as additional things to know before starting. If you have any questions, please feel free to call me at +91-78450-16527. I look forward for us to working together.

Mathi Natarajan

Founder, AXYYA DIGITAL

* ²

I confirm that I have read and understood the "Electronic Record and Signature Disclosure" and consent to use electronic records and signatures.

Agree & Continue



Mathi Natarajan

Founder, AXYYA DIGITAL

* 2

AXYYA Offer Letter-V6-1L Bonus.pptx (1)

2 of 8

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Summary

| | |
|--------------------------------|--|
| First Name | Abrar |
| Last Name | Patel |
| Position | Senior System Engineer |
| Annual CTC | Rs. 11,26,600 |
| | <i>Base Pay*</i> Rs. 8,00,000 |
| | <i>Training Allowance</i> Rs. 1,00,000 |
| | <i>Certification Allowance</i> Rs. 25,000 |
| | <i>Sign-On Bonus*</i> Rs. 1,00,000 |
| | <i>First Increment - 11th month**</i> Rs. 80,000 |
| | <i>EPF Employer Contribution***</i> Rs. 21,600 |
| Employee Stock Options | NIL |
| Base Location and Jurisdiction | Coimbatore, India |
| Working Location | Pune |
| Start Date | 30/05/2022 |
| Employee Benefits | |
| | Basic Pay 50% of Base Pay |



I confirm that I have read and understood the "Electronic Record and Signature Disclosure" and consent to use electronic records and signatures.

Agree & Continue

11th December 2021

Ganesh Kumbhar

Subject: Intent of Offer for Employment

Dear Ganesh ,

We are pleased to offer you an employment at the post of " **Quality Analyst** " in our Company –**Aurus Tech Pvt. Ltd.** (the "**Company**").

Once you are part of the team, the Company management will initially provide a period of indoctrination training to familiarize you with the Company's procedures and processes.

We offer you this employment on the following terms and conditions:

1. **Date of Joining: 13th December 2021** earlier except if otherwise extended by the Company and communicated to you in writing. Please submit all the documents mentioned in **Annexure A** at the time of joining.

On the day of joining, please come to the work location mentioned above at 10:30am. Human Resources department will be very happy to walk you through our facility, familiarizing you with our work culture, guide you through our work environment and introduce you to your team.

2. **Trial/ Probation Period: (12 months)** At the discretion of the Company, the probation period may be extended, if it is found that the services provided by you are not satisfactory.
3. **Location:** You will be based in Nigdi. However, depending upon the company's requirements, you may be required to travel and/ or be posted temporarily or permanently at other offices/ locations.



Offer Letter PDF



HRD/3T/1001881508/21-22

November 28, 2021

Mr. Sajid Shaikh
Anand Nagar
Post Office Line, Latur
Latur-413512
India

Ph: +91-8628849682

Dear Sajid,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.11.28 14:16:15
Reason: Digitally Signed
Location: Bangalore

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

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



Compensation and Benefits

Name: Harshadkumar Rajkumar Kuril **Designation:** Programmer Analyst Trainee

| Sl. No. | Description | Monthly | Yearly |
|---------|--|---------|----------------|
| 1 | Basic | 10500 | 126,000 |
| 2 | HRA* | 6300 | 75,600 |
| 3 | Conveyance Allowance* | 800 | 9,600 |
| 4 | Medical Allowance* | 1250 | 15,000 |
| 5 | Company's contribution of PF # | 1800 | 21,600 |
| 6 | Advance Statutory Bonus*** | 2000 | 24,000 |
| 7 | Special Allowance* | 7349 | 88,188 |
| | Annual Gross Compensation | | 359,988 |
| | Incentive Indication (per annum)** | | 22,500 |
| | Annual Total Compensation | | 382,488 |
| | Company's contribution towards benefits (Medical, Accident and Life Insurance) | | 19,500 |
| | Annual Total Remuneration | | 401,988 |

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

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

| Sl No | Category of Leave | No. of leave days |
|-------|-------------------|-------------------|
| 1 | Earned Leave | 18 |
| 2 | Sick Leave | 12 |
| 3 | Casual Leave | 6 |

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

EMPLOYMENT OFFER LETTER

Capgemini Ref: 5487387/917941,

02/02/2022,
Somvanshi Pragati Anil.

Osmanabad
Osmanabad, Maharashtra
India.

Confidential

Dear Somvanshi Pragati Anil,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Capgemini Technology Services India Limited** ('Capgemini' or '**Company**') starting from **02/03/2022** (or such other date as may be communicated to you by the Company), as per details given below.

- A) Your current designation will be **Analyst/A4**.
- B) You will be required to work at the Company's offices in **GANDHINAGAR**.
- C) You have to report by 8:30 am at **GANDHINAGAR** office, for joining formalities and contact security at the main gate for your entry pass at:

Address
Capgemini Technology Services India Limited, A-201/202, Building 1,2nd Floor, Mindspace SEZ (K. Raheja)
Koba, Gandhinagar-382009, Gujarat

Please note that your name mentioned in the offer letter will be used to create your employee records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please contact your recruiter before your DOJ. Please note that post joining, no changes can be made. The name provided by you should match with the documents submitted to the Company at time of joining, such as Education certificate, Experience letters, Relieving letters, PAN card, Passport, etc.

D) Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 300,002.00 (Rupees Three Lakh And Two Only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives/skill based allowance as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source and any other applicable taxes at the time of making payment.

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



GROSS SALARY SHEET

Annexure 1

| | |
|-----------------------|--|
| Name | Sohel Najir Pathan |
| Designation | Assistant System Engineer-Trainee |
| Institute Name | Others |

Table 1: Compensation Details (All Components in INR)

| Component Category | Monthly | Annual |
|---------------------------------------|----------------|-----------------|
| 1) Fixed Compensation | | |
| Basic Salary | 14,784 | 1,77,408 |
| Bouquet Of Benefits # | 7,646 | 91,752 |
| 2) Performance Pay** | | |
| Monthly Performance Pay | 1,700 | 20,400 |
| Quarterly Variable Allowance* | 600 | 7,200 |
| 3) City Allowance | 200 | 2,400 |
| 4) Annual Components/Retirals | | |
| Health Insurance*** | NA | 7,900 |
| Provident Fund | 1,774 | 21,289 |
| Gratuity | 711 | 8,533 |
| Total of Annual Components & Retirals | 2,485 | 37,722 |
| Retention Incentive | NA | 0 |
| TOTAL GROSS | 27,415 | 3,36,877 |

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

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

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

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

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

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



Annexure 2

| | |
|---|---|
| <p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p> | <p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p> |
| <p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p> | <p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p> |
| <p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p> | <p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p> |
| <p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p> | <p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p> |
| <p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p> | <p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p> |
| <p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p> | <p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p> |
| <p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p> | <p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p> |
| <p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p> | |



Nandkishor Dharashive <tpo.msbecl@gmail.com>

RE: Apprenticeship Students

Deshmukh Vikas (LHI-PW) <Vikas.Deshmukh@liebherr.com>

Sat, Sep 28, 2019 at 2:46 PM

To: "tpo.msbecl@gmail.com" <tpo.msbecl@gmail.com>

Cc: "Rajput Amol (LHI-PW)" <Amol.Rajput@liebherr.com>, "Malpani Hemant (LHI-K)" <Hemant.Malpani@liebherr.com>

Dear Sir,

As per our discussion, we have shortlisted following candidates for our apprentice program. We request you to kindly ask the below shortlisted candidates to complete their formalities on NATS portal.

The date of joining for the candidates will be 1st October, 2019.

| Sr. No. | Name of Students |
|---------|------------------------|
| 1 | Ms. Jyoti Dhole |
| 2 | Mr. Sagar Panchal |
| 3 | Mr. Sudarshan Deshmukh |
| 4 | Mr. Ajay Chakrupe |
| 5 | Mr. Vikas Garad |

Please feel free to contact us in case of any queries!

Regards,

Vikas Deshmukh

Assistant Manager - IR

Liebherr Appliances India Pvt Ltd

A1/6, Shendra MIDC,

Aurangabad 431 154.

Mob: +91 7030928437

Tel: +91 240 2621129

Fax: +91 240 2621399

Customercare No: 1800 2333 444

From: Deshmukh Vikas (LHI-PW)

Sent: Tuesday, September 17, 2019 10:21 AM

To: "tpo.msbecl@gmail.com" <tpo.msbecl@gmail.com>

Cc: Rajput Amol (LHI-PW) <Amol.Rajput@liebherr.com>; Malpani Hemant (LHI-K) <Hemant.Malpani@liebherr.com>

Subject: Apprenticeship Students

Dear Prof. A.N. Pedde,

Greetings from Liebherr Appliances India Pvt. Ltd., Aurangabad.

It was pleasure talking to you! As discussed over the call, we are planning to engage students from Bachelor of Engineering background as **apprentices** under Apprentice Act, 1961.

We expect the students must be enrolled in National Apprentice Training program website <http://mhrdnats.gov.in/> & fulfill the eligibility criteria.

Date – December 1, 2020

To,

Ms. Kefki Kulkarni
Ashirwad Nivas, Behind Datta Mandir,
Old Ausa Road, Latur – 413 512.

Subject: Appointment for post of Engineer - Trainee.

Dear **Ms. Kulkarni**,

We are pleased to offer you, the position of **Engineer - Trainee** with effect from **December 1, 2020** on the following terms and conditions:

1. Probation -

You shall be on probation of SIX months from the date of your appointment. During this period, you shall not be eligible to the following privileges -

- You cannot avail of any leave of any nature in this duration
- In case of any other exigency for which you shall be required to refrain from work, it shall be treated as a Leave without pay (LWP).

2. Designation -

You are hereby designated as **Engineer - Trainee**, and you shall report to **Mr. Mahesh Rajure, Head Business Development**.

3. Salary

Your salary and other benefits are mentioned in Annexure 1 attached herewith.

4. Place of posting

You will be posted at **Vikhroli, Maharashtra**. You may however be required to work at any place of business which the Company has, or may later acquire.

5. Hours of Work

The normal working days are Monday through Saturday as per our Leave Policy. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from 9.30 am to 6.00 pm and if necessary, for additional hours depending on your responsibilities.

6. Leave/Holidays

You are entitled to casual leave of 12 days annually. (Allotted on a pro-rata basis)
You are entitled to 6 working days of paid sick leave annually. (on a pro-rata basis)
The Company shall notify a list of declared holidays in the beginning of each year.

7. Tenure

You are bound to work with Suyog Telematics Limited for minimum of **2 year** from the date of joining, also you are not allowed to work with any other company, till the time you are working with us.

8. Nature of duties

You will perform to the best of your ability all the duties as are inherent in your role and such additional duties as the company may call upon you to perform, from time to time. Your specific duties have been thoroughly mentioned to you during the course of your selection. You may seek more information from your immediate manager.

9. Resignation

In the event of you wish to resign from the company, the following terms shall be applicable –

- a. You shall be required to serve a notice period of 30 days with full attendance during this period.
- b. You are not entitled to any leave during the course of serving Notice Period. In the event of taking leave during notice period, your Last Day of Working shall be enhanced accordingly.

10. Governing Law

Your employment with the Company is subject to Indian laws.

11. Human Resource Policy Manual –

You shall abide by all the conditions mentioned in the HR Policy Manual, a soft copy of which shall be provided to you in due course.

We welcome you and wish you all the very best for having a wonderful career with us.

On behalf of Suyog Telematics Ltd. -



Human Resources

Annexure 1

Salary Sheet for Ms. Ketki Kulkarni

w.e.f. December 1, 2020

| HEAD OF SALARY | MONTHLY | ANNUALLY |
|--------------------------|---------------|-----------------|
| Basic (40% of Total CTC) | 8,000 | 96,000 |
| HRA (40 % of Basic) | 3,200 | 38,400 |
| Allowances | | |
| 1. Conveyance | 2000 | 24,000 |
| 2. Medical | 1500 | 18,000 |
| 3. Mobile Exp. | 2000 | 24,000 |
| Adhoc Allowance | 3,100 | 37,200 |
| PF @12% of basic | 0 | 0 |
| Professional Tax | 200 | 2,400 |
| | 200 | 2,400 |
| TOTAL CTC | 20,000 | 2,40,000 |

Regards,



JIYA PATEL
Human Resources

Fwd: Apprenticeship Students

1 message

Avinash Pedde <tpo.msbecl@gmail.com>
To: ravishankarkhudase@gmail.com

Mon, Oct 19, 2020 at 12:01 PM

----- Forwarded message -----
From: **Avinash Pedde** <tpo.msbecl@gmail.com>
Date: Mon, Oct 19, 2020 at 12:00 PM
Subject: Fwd: Apprenticeship Students
To: <rahul_vyavahare@ovi.com>

Forwarded Conversation
Subject: RE: Apprenticeship Students

From: **Deshmukh Vikas (LHI-PW)** <Vikas.Deshmukh@liebherr.com>
Date: Sat, Sep 28, 2019 at 2:46 PM
To: tpo.msbecl@gmail.com <tpo.msbecl@gmail.com>
Cc: Rajput Amol (LHI-PW) <Amol.Rajput@liebherr.com>, Malpani Hemant (LHI-K) <Hemant.Malpani@liebherr.com>

Dear Sir,

As per our discussion, we have shortlisted following candidates for our apprentice program. We request you to kindly ask the below shortlisted candidates to complete their formalities on NATS portal.

The date of joining for the candidates will be 1st October, 2019.

| Sr. No. | Name of Students |
|---------|------------------------|
| 1 | Ms. Jyoti Dhole |
| 2 | Mr. Sagar Panchal |
| 3 | Mr. Sudarshan Deshmukh |
| 4 | Mr. Ajay Chakrupe |
| 5 | Mr. Vikas Garad |

Please feel free to contact us in case of any queries!

Regards,

Vikas Deshmukh
Assistant Manager - IR

Liebherr Appliances India Pvt Ltd

A1/6, Shendra MIDC,

Aurangabad 431 154.

Mob: +91 7030928437

Tel: +91 240 2621129

Fax: +91 240 2621399

Customercare No: 1800 2333 444

From: Deshmukh Vikas (LHI-PW)
Sent: Tuesday, September 17, 2019 10:21 AM
To: 'tpo.msbecl@gmail.com' <tpo.msbecl@gmail.com>
Cc: Rajput Amol (LHI-PW) <Amol.Rajput@liebherr.com>; Malpani Hemant (LHI-K) <Hemant.Malpani@liebherr.com>
Subject: Apprenticeship Students

Dear Prof. A.N. Pedde,

Greetings from Liebherr Appliances India Pvt. Ltd., Aurangabad.

It was pleasure talking to you! As discussed over the call, we are planning to engage students from Bachelor of Engineering background as **apprentices** under Apprentice Act, 1961. We expect the students must be enrolled in National Apprentice Training program website <http://mhrdnats.gov.in/> & fulfill the eligibility criteria.

The details of the Recruitment plan / Requirement is as follows:

Apprentices: 10 Students.

Stipend for Degree Students: Gross Rs.12000 per month*.

*Transport, Canteen & ESIC will be deducted as per company policy / statutory.

Duration: 1 Year

We are planning to conduct interviews on Dt. 19-Sep-19. Please confirm the same accordingly we will schedule our visit at M.S. Bidve Engineering College, Latur.

Please ask the students to keep below details with them.



Student Enrollment has been created successfully

Dear Student,

Please find details of your enrollment and login below. Do note that you can log into the portal using email ID and Password

Email ID : aesdfghjkl@gmail.com

User ID :EASD646160300001

Password XXXXXXXXXX

An email has been sent to your ID with login credentials along with your enrollment details Please check spam folder if you are unable to find it in your inbox

Regards,

Vikas Deshmukh

Assistant Manager - IR

Liebherr Appliances India Pvt Ltd

A1/6, Shendra MIDC,

Aurangabad 431 154.

Mob: +91 7030928437

Tel: +91 240 2621129

Fax: +91 240 2621399

Customercare No: 1800 2333 444

From: **Avinash Pedde** <tpo.msbecl@gmail.com>
Date: Sat, Sep 28, 2019 at 11:07 PM
To: Principal, MSBECL <principal@msbecl.ac.in>

--
Regards,

Prof. A.N.Pedde
Head, Training & Placement,
M.S.Bidve Engineering College,
Latur (M.S.) 413512
Ph: 02382-220755
Cell: 9423720575
Website: www.msbecl.ac.in

--
Regards,


Prof. A.N.Pedde
Head, Training & Placement,
M.S.Bidve Engineering College,
Latur (M.S.) 413512
Ph: 02382-220755
Cell: 9423720575
Website: www.msbecl.ac.in


3 attachments



STUDENT REGISTRATION FOR B.TECH/COMPUTER SCIENCE/IT/IT
Date: 01/01/2023
Time: 10:00 AM
Location: Latur

image001.png
31K

 **NATS_User_Manual_Student_Enrol.pdf**
1792K

 **NATS_User_Manual_Student_Enrol.pdf**
1792K



ALPHA DIES AND PATTERN (INDIA) PVT. LTD.

(AN ISO 9001 : 2008 CERTIFIED COMPANY)

REGD. OFFICE & WORKS : T-143/1 & T-143/2, M.I.D.C., AREA, BHOSARI, PUNE - 411 026. (INDIA)

TEL : +91-20-66136700/01, FAX : +91-20-66136702, WEBSITE : www.alphaindustry.net

CIN Number : U29299PN2008PTC131885, GST NO : 27AAGCA9806M1Z7

Date- 12.08.2020

To
The Training and Placement
M S Bidve Engineering
Latur.

Sub:- Appointment Letter

Kind Attn:- Mr. Avinash Sir,

The Company is pleased to appoint following Employee's on the post of "**Trainee Engineer (CNC M/C Owner)**" in "CNC Dept" with effect from 17/08/2020 on the following terms and conditions, which will apply to employee while they are on training period.

NAME OF EMPLOYEE

1. LOKHANDE NISHANT
2. BHAGWAN SWAMI
3. VISHNU GOSAVI
4. KHOSE PRAVIN
5. AKSHAY MAGAR
6. ASHOK SHELKE
7. YADWAD SAURABH
8. VIKAS GAIKWAD
9. GOVIND GAVANE
10. IZHAR FARUQI

Terms and conditions:-

1. Gross CTC of Rs. 2.32 Lac for annually.
2. Minimum 2 Years stay compulsory.
3. Daily 12 hrs shift wise duty.
4. Absenteeism is not allowed in first year.

Thanking You,

Auth. Signatory



Pravin Kulkarni
Manager- HR



For Alpha Dies & Pattern (India) Pvt. Ltd.

ALPHA DIES & PATTERN (I) PVT. LTD.

CTC CERTIFICATE

| SR NO | |
|----------------------|----------------------------------|
| NAME OF EMP | AS PER LIST |
| DEPT | CNC |
| DESIGNATION | TRAINEE ENGINEER (CNC M/C OWNER) |
| BASIC | 6000 |
| HRA | 3000 |
| CONV | 5000 |
| CHID | 1000 |
| GROSS SAL | 15000 |
| PF CONSIDER AMT | 12000 |
| PF | 1440 |
| ESIC | 113 |
| PT | 200 |
| IT | |
| Total Less:- | 1753 |
| TOTAL IN HAND | 13247 |

CTC CALCULATION

| | |
|----------------------|---------------|
| Currant Gross Salary | 15000 |
| Co.cont. to PF | 1,578 |
| Co.Cont. to ESIC | 488 |
| Bonus | 1,250 |
| LEAVE PAYMENT | |
| DRESS | |
| SHOES | |
| Term Insurance | 250 |
| Mediclaime insurance | 800 |
| CTC PER MONTH | 19,366 |

| | |
|------------------|---------------|
| PER YEAR- | 232392 |
|------------------|---------------|



(19)

VYANKATESH

17th Jan 2020

To,

Mr. Rajesh Anantrao Randale

Pune

Sub.: offer Letter

Dear Mr. Rajesh,

Further to your application and our personal discussion, we are pleased to convey your appointment as Trainee Engineer in our company with effect from 17th Jan 2020.


Monthly salary and other Terms of Employment are enclosed herewith as ANNEXURE A.

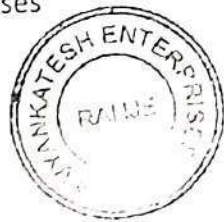
Please sign and return a duplicate copy of this letter as a token of your acceptance of the appointment Letter.

Wishing you success in your career with us

Best Regards,

For Vyankatesh Enterprises


Authorized Signatory



20

VYANKATESH

7th Jan 2020

To,

Mr. Ustad Munir Shafiyoddin

Pune

Sub.: offer Letter

Dear Mr. Ustad,

Further to your application and our personal discussion, we are pleased to convey your appointment as **Trainee Engineer** in our company with effect from 13th Jan 2020.

Monthly salary and other Terms of Employment are enclosed herewith as ANNEXURE A.

Please sign and return a duplicate copy of this letter as a token of your acceptance of the appointment Letter.

Wishing you success in your career with us

Best Regards,

For Vyankatesh Enterprises



Authorized Signatory



Wuerth Industrial Services India Pvt. Ltd. Gat No: 396, Behind Atlas Copco Warehouse,
Pune - Nagar road, Lonikand, Tal: Haveli, Dist: Pune - 412216

To,
Omkar Kulkarni,
At.Post Omerga,
Tq. Omerga, Dist- Osmanabad
India-413606

Ref.: HR/DOC/OL/001
T +91 (0) 2067312400
F +91 (0) 2067312499
www.wuerth-industry.in

Pune, 13-06-2022

Sub: Offer Letter

Dear Omkar,

With reference to your application and subsequent interview, we are pleased to offer you employment with Wuerth Industrial Services India Pvt. Ltd. as "**Junior Purchasing Executive**". You will be given a detailed appointment letter with the company's terms & conditions at the time of joining.

Your joining date is on or before **18-07-2022**. We would require your acceptance of this offer within two working days. Kindly provide your resignation from current employment within seven working days, or else the offer stands invalid.

From the date of joining, you will be on probation period of six months.

Wuerth Industrial Services India Pvt. Ltd. warmly welcomes you to the organization.

Thanking you,

For Wuerth Industrial Services India Pvt. Ltd.



Priti Nair
General Manager

4th April 2023

Mr. Swapnil Gadade
Employee Code - 1080
Thane, Maharashtra

LETTER OF APPOINTMENT

Dear Swapnil,

Post the successful completion of your training program, we are pleased to appoint you as an employee in ALTRES Technologies India LLP (the "Company") starting **1st April 2023**. Your designation shall be **Software Engineer**.

At ALTRES, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. We value your abilities and believe you will find our work environment to be challenging and fulfilling.

The terms and conditions of this appointment, which have already been discussed and accepted by you, will be as under:

1) Probation

- You will be on probation for a period of 3 months from the date of appointment. For detailed information on probation, kindly refer to employee handbook.

2) Compensation

- Your monthly basic salary and other perquisites will be as per the salary structure detailed out in Annexure B.
- Your fixed pay may change at the discretion of the Company, upon advance written notice to you. Please note that your fixed pay includes certain monthly allowances, as specified in Annexure II to the offer letter. Certain of these allowances may qualify for tax benefits upon submission of appropriate receipts and other documentation, in accordance with Company policy and applicable tax regulations. For further information, please contact Human Resources.

3) Hours of Work

- You will be required to work 5 days in a period of 7 days, or as often as deemed necessary by the Company.
- You may also be required to attend duties on public holidays/weekly offs as per the exigencies of work.
- The Company reserves the right to place you in any shift and you may be required to work in any shift, including night shifts, keeping in view project deadlines, deliverables, and business needs.
- You may also be required to work additional hours, if required for the proper performance of your duties.



HR/IRC/Apprentice/2022/0078
August 27, 2022

Ms. Swati Dhanraj Bhise,
Sarsa,
Gadwad, Latur,
Maharashtra,
413511.

Apprenticeship

This refers to the discussion we had with you on the subject. We are pleased to engage you as “Graduate Engineer Apprentice” at our Dahej Plant located at 110 TPD Plant, Plot No. D- 2/19, Dahej Ind. Area, T Vagra, Bharuch, Dahej, 392130. on the following terms & conditions:

1. The apprenticeship shall be for a period of 12 months effective from 01.09.2022 to 31.08.2023 as per provisions under The Apprentices Act, 1961 and its amendments thereafter.
2. The above period of Apprenticeship may however be extended subject to your performance, organisation’s requirement and provisions under The Apprentices Act, 1961.
3. A consolidated stipend of Rs.18,000/- (Rupees Eighteen Thousand only) per month shall be paid to you subject to Income Tax deduction as per Provisions of the Income Tax Act. No other allowance or benefit shall be payable to you.
4. In carrying out your assignment, you will locate yourself at the Project/Plant site or any other place required by us.
5. This arrangement shall not give rise to any relationship of employment with the Company and therefore you will not at any point of time claim yourself to be an employee of the Company.
6. Termination of Apprenticeship would be guided by the provisions mentioned in the Contract of Apprenticeship.
7. You will comply with the Code of Conduct applicable to you.

If the above terms and conditions are acceptable to you, please return the duplicate copy of this letter duly signed by you in token of your acceptance of the arrangement, recorded in this letter.

Yours faithfully
for Linde India Limited

A handwritten signature in black ink, appearing to read 'Nita Chakravarty', is written over a horizontal line.

Nita Chakravarty
Head (HR & Admin), South Asia



Offer: Computer Consultancy
Ref: TCSL/DT20218532774/Kolkata
Date: 29/11/2021

Mr. Nishant Shahuraj Lokhande
Rudra Hanuman Temple, Moti Nagar, Latur
Rudra Hanuman Moti Nagar Latur,
Ramkrushna Mangal Karyalay,
Latur-413512,
Maharashtra.
Tel# 91-9359015466

Dear Nishant Shahuraj Lokhande,

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.

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

TCS Confidential
TCSL/DT20218532774

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Building 1A, EcoSpace, Plot - IIF/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India

Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 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



GROSS SALARY SHEET

Annexure 1

| | |
|-----------------------|--|
| Name | Nishant Shahuraj Lokhande |
| Designation | Assistant System Engineer-Trainee |
| Institute Name | M.S Bidve Engineering College |

Table 1: Compensation Details (All Components in INR)

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

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

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

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

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

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

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



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

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

ISRINGHAUSEN Engineering Private Limited, Pune, India

Mr. Akshay Ankush Bhande
„Mathura Kunj“
Sharda Nagar
Ambajogai Road
Latur - 413512
INDIA

**ISRINGHAUSEN
ENGINEERING PRIVATE
LIMITED**
EFC office spaces LLP, JK
Infotech-2,
Plot no 32, Rajiv Gandhi
Infotech Park,
MIDC Phase-1, Hinjawadi,
Pune 411057,
Maharashtra, India

Monika Westergerling
Human Resources

Email:
monika.westergerling@isri.com
mbox@india.isri.de
URL: www.isri.de

OFFER LETTER

Page 1

22.06.2022

Dear Mr. Bhande,

We are pleased to inform you that based on the interviews conducted and your correspondence with us, we wish to offer employment with **Isringhausen Engineering Private Limited** (hereinafter referred as "the Company") for the position of **Trainee Design Engineer**.

We would like you to join the Company on the following preliminary terms and conditions:

1. Employment:

Your employment will be effective, as on 01st of July 2022.

You will be designated as a **Trainee Design Engineer** and will be based in Pune and need to travel within the city limits, India and Outside India as and when required.

2. Duties and responsibilities:

You will perform various duties and responsibilities. Some of your duties and responsibilities are mentioned in Annexure A. You will also undertake such duties as may be assigned to you by your superior and the Board of Directors of the Company from time to time. This job description may be updated or changed as per the need of your supervisors and as per your growth in the Company.

This Offer Letter is executed in duplicate, one copy for your record and one copy which will be given back to the Company as a proof of your acceptance of offer and for further processing.

Thanking you,

Isringhausen Engineering Private Limited

For Isringhausen Engineering Private Limited

Name: **Tobias Lüpfert**
Designation: Director
Date: 24th of March 2021
Place: Pune

Sachin Borse
Director
24th of March 2021
Pune